

TABLE OF CONTENTS

PAGE	
3	LETTER TO PARENTS
4-5	MISSION / VISION STATEMENTS
5-6	PHILOSOPHY
6-7	OBJECTIVE AND GOALS
7	POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS
7	ACCIDENTS
8	ADMISSIONS POLICY
8	AFTER SCHOOL CARE PROGRAM
8-9	ATTENDANCE
9	BOOKSTORE PRICES
9	BUSING ELIGIBILITY
9-10	DIOCESAN DRUG AND ALCOHOL POLICY
10	DIRECTORY INFORMATION
10	EDUCATION IS A PARTNERSHIP
10	ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES
10	EMERGENCY CONTACTS
11	EMERGENCY SCHOOL CLOSINGS
11	FIELD TRIPS
11	FIRE DRILLS
11-12	FUND-RAISING
12	GRADING SYSTEM
12	GYM UNIFORMS
12-13	HEALTH
13	HOMEWORK POLICY
13	INITIAL ACCEPTANCE
13-14	KINDERGARTEN PROGRAM
14	LABELS, LABELS, LABELS
14	LIBRARY & COMPUTER
14	LITURGIES
14	LOST & FOUND
14	MEDIA COVERAGE
15	MEDICATION FOR STUDENTS
16	MONTHLY CALENDARS/NEWSLETTERS
16	NON-CUSTODIAL PARENT'S ACCESS TO RECORDS
16	NON-DISCRIMINATION POLICY
16	PARENTAL CONCERNS PROCEDURE
16	PARENT CONFERENCES
17	PARENT TEACHER ASSOCIATION
17-18	PERSONAL ELECTRONIC DEVICE POLICY
18	PRE-K PROGRAM
18-19	SCHOOL BOARD
19	SCHOOL PARTIES
19	SCHOOL PICTURES
20-23	SEXUAL HARASSMENT POLICY
24	SINGLE POINT OF ENTRY
24	STUDENT DAY
24-25	STUDENT DISCIPLINE POLICY
25-45	CODE OF CONDUCT
45	SUPPORT STAFF
45	TAG DAYS
46-50	TECHNOLOGY POLICY
50	TELEPHONE NUMBERS
51	TESTING PROGRAM
51-52	TERMS OF ENROLLMENT
53	TINY EAGLES PROGRAM
54	TRANSFERS
54-55	TUITION & FEES
55	VISITS & VOLUNTEERS

Dear Parents:

On behalf of the faculty and staff of Blessed Sacrament School, I would like to welcome you to a brand new school year. The faculty and staff are eager to help your child have a positive, productive, and successful school career. We realize the sacrifice you make to provide Catholic Education for your child and appreciate the trust you place in us.

This handbook has been prepared in order to help parents and students familiarize themselves with the policies and procedures of Blessed Sacrament School.

Our School is your School. Your aims and ours are the same, that your child succeeds in school, enjoys learning and begins the process of growing toward responsible Christian citizenship.

Together, with God's help, we hope to instill Christian attitudes in your child so that Christ will be alive to each child, today and everyday of their life. We believe that cooperation and communication between home and school will enhance the learning opportunities for our students. As the year progresses, we encourage you to call the school and talk with those who might be of help. If your questions deal with in-class events, please ask to speak with the teacher or leave your name and number so that the teacher can return your call. If it deals with the overall program, curriculum, or activities, please contact me directly. We are looking forward to a successful and productive year.

We know that you will give your wholehearted cooperation in carrying out these policies. We look forward to working with all of you and sincerely hope that your child will have a fun and faith filled learning experience this year. Please feel free to call on us if ever we can be of any assistance to you.

Sincerely yours in Christ,



**Andrea E. Polcaro
Principal**

MISSION STATEMENT

Blessed Sacrament is a preschool through 6th grade Roman Catholic School founded by the Sisters of St. Joseph of Carondelet in 1931. As the primary educational ministry of Blessed Sacrament parish, we provide students with the knowledge, understanding and skills to become moral evaluators, problem solvers, decision makers and socially responsible global citizens. In partnership with family, parish, and community, we provide an exceptional education rooted in Gospel values and invite our students to develop a relationship with Jesus Christ. We seek to promote a safe and positive environment for learning which emphasizes the whole child and challenges each child spiritually, intellectually, socially, emotionally, and physically. We empower our students to live their faith with compassion, integrity, and respect for all life and the diversity of our rapidly changing world.

VISION STATEMENT FOR BLESSED SACRAMENT SCHOOL

The vision of Blessed Sacrament School is to lead children to understand themselves and the world in which they live, to enable them through spiritual, intellectual, social, health, and emotional growth to fulfill their responsibilities as persons and members of society under God. Our curriculum is designed to create a faith community and learning atmosphere enriched and alive with gospel values, high academic expectations, a sense of responsibility, and respect for all.

We strive to:

- Make known to each student the person and message of Christ, a spirit of prayer and worship, and an understanding of the Church of Christ.
- Provide each student with opportunities to develop moral and spiritual values, ethical standards of conduct and basic integrity.
- Develop in each student a respect for the rights of other individuals and cultures and assist students in acquiring a sense of responsibility for the community in which they live and in the world community.
- Enable each student to acquire basic skills, especially in the art of communication, critical thinking, problem solving, and to accept responsibility for self-evaluation and continuing self-instruction.

DIOCESE OF SYRACUSE BELIEF STATEMENTS

SPIRITUAL

We believe that...

- Catholic schools carry out the educational mission of the Church and maintain healthy relationships with parishes
- Schools within the system are aware of and focused on the common mission of Catholic schools in our diocese; the Catholic Identity of our schools provides the added dimension of a Catholic school education
- Jesus is the Master Teacher and role model for educators

- Parents are the primary educators of their children; Catholic schools work in partnership with parents to transmit our faith and values
- Teachers in our schools are prophets; they bring the Good news of God's love and salvation

ACADEMIC

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually and academically
- Children learn at different rates and in different ways; each is a unique child of God
- Academic excellence is a worthwhile and attainable goal
- Quality athletic and extracurricular programs are important components of a comprehensive educational program
- Teachers in our schools are prophets; they bring the Good news of God's love and salvation
- Our teachers are immersed in collaborative professional learning communities that foster growth in all areas of responsibilities
- Our school cultures promote continuous improvement of individuals and programs
- Schools within the system are aligned in regard to educational programs while adhering to National, State and Diocesan standards

STEWARDSHIP

We believe that...

- Our schools practice sound fiscal and responsible stewardship practices
- Our students develop leadership skills that enable them to be responsible citizens who serve others
- Catholic schools teach students to be stewards of the gifts and talents God has given them
- Our students have a sense of responsibility for the environment and all of God's gifts

SOCIAL

We believe that...

- Our students are taught to view all people as the family of God; appreciation and respect for diversity is necessary for Christian behavior
- Our school communities foster the growth of caring, compassionate, and morally sound individuals who follow God's command to love one another

BLESSED SACRAMENT SCHOOL PHILOSOPHY

As Catholic educators, it is our duty to develop in individuals all those competencies necessary to build integrated Christians. Blessed Sacrament School constantly seeks to lead children to understand themselves and the world in which they live, to enable them through spiritual, intellectual, social, health, and emotional growth to fulfill their responsibilities as persons and members of human society

under God.

Catholic Schools endeavor, in the words of Vatican II:
"...to pursue cultural goals and natural development of youth. But it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the adolescent in such a way that the development of his own personality will match the growth of that new creation which he became by Baptism. It strives to relate all human culture eventually to the new of salvation, so that the light of faith will illumine the knowledge which students gain of the world, of life and of mankind."

This can be accomplished when we understand and properly implement our own Christian philosophy of education. To achieve this goal, the teachers of our school are persons of integrity and of sound religious convictions, capable of instilling in our children a sense of God, a sense of mission, and a sense of responsibility. Thus, creating a Christian community where human culture and knowledge, enlightened by faith, is shared in a spirit of freedom and of brotherhood.

Blessed Sacrament School emphasizes a child-centered education by helping every child to develop spiritually, intellectually, physically, psychologically, and socially. This school strives to enable all children to develop to their fullest potential.

We believe in God the Father, who creates: the Son, who brings reconciliation: and the Holy Spirit, who sanctifies us.

Therefore, we believe:

- ...that each child has self-worth.
- ...that parents are the primary educators of their children.
- ...that teachers and staff members of Blessed Sacrament School have the vocation of assisting parents to fulfill their responsibilities.
- ...that the Church has an educational mission calling each to active faith in God and His revealed truth.
- ...that the lessons of Catholic Education are learned in classrooms, church, homes and in the experience of living as a Catholic person of faith, actively engaged in the service of God, church, and neighbor.

OBJECTIVE AND GOALS

SPIRITUAL - Children learn to live a Christ centered life by:

1. Experiencing the Good News of Christ.
2. Developing in their lives a love for prayer and a desire to celebrate the Liturgy and the Sacraments.
3. Using their Christian values to renew the structure of society by being of service to others.

INTELLECTUAL-Children develop their intellectual capabilities by:

1. Learning and mastering basic skills in the content areas.
2. Developing skills in communication, decision making, critical thinking, and problem solving.

3. Exercising creative expression in an affirming atmosphere.

PHYSICAL - Children develop physical growth by:

1. Participating in physical activities.
2. Applying health and wellness knowledge in daily life.

PSYCHOLOGICAL- Children develop a positive self-image by:

1. Understanding their uniqueness and God's love for them.
2. Sharing in interpersonal relationships.

SOCIAL - Children learn social capabilities by:

1. Becoming more independent, making thoughtful choices, and taking responsibility for their choices.
2. Sharing ideas and talents.
3. Become more aware of fellow students and adults as individuals of worth.
4. Accepting and appreciating the diversified background of others.

BLESSED SACRAMENT SCHOOL POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS

The faculty and administration of Blessed Sacrament School has collaborated on developing the following positive school-wide behavior expectations known as our *Eagle Pride*.

E is for Excellence...*Doing your personal best!*

A is for Acceptance...*Treating others the way you want to be treated.*

G is for God-centered...*To act as Jesus would. Showing respect for everyone and everything..*

L is for Leadership... *Doing what is right. Leading the way.*

E is for Empathy... *Understanding others' feelings.*

S is for Safety... *Being safe and free of injury.*

Students are rewarded with an eagle when they are caught demonstrating these behaviors on a regular basis. Teachers nominate each month exemplary students who consistently demonstrate these behaviors as the **Students of the Month**.

ACCIDENTS

Every precaution is taken to avoid accidents but in the event of an accident parents will be notified immediately and an accident report will be completed. If an injury occurs the student's family health coverage is the primary coverage for health care. Any bills that are not paid may be submitted to the Student Accident Insurance Carrier. Claim forms are available by calling the school principal.

ADMISSIONS POLICY

Blessed Sacrament is a Catholic elementary school providing Catholic education to children of families who are registered members of Blessed Sacrament Parish. Non-parishioners and non-Catholics will also be considered for admission if space permits. Waiting List Applications will be considered on the basis of the following guidelines:

1. Parishioners: i.e., children of families who are registered in, attend, and contribute to Blessed Sacrament Parish. (In cases with the same application date, parishioner priority will be based on date of Blessed Sacrament Parish registration.)
2. Catholics from parishes without an elementary school: i.e., non-parishioners, who are registered in, attend and contribute to a parish without an elementary school.
3. Catholics from parishes with an elementary school: i.e., non-parishioners who are registered attend and contribute to a parish with an elementary school.
4. Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.

AFTER-SCHOOL CARE PROGRAM

Our program is designed to provide a pleasant and caring place where children in grades Pre-K thru 6th feel safe and secure while their families are working. During the time your child is with us, we have scheduled many enjoyable and stimulating activities along with ample free time for your child/children to unwind after a busy school day.

After-School care will be held on every school day from the first full day of school in September until the last full-day of school in June. The hours of operation are from dismissal to 5:30 p.m. If the children come to school and school is closed during the day because of inclement weather, we will keep the after-school care children until the time their parents usually pick them up.

Fees:

First Child: \$10.00 per day

Second Child: \$5.00 per day

Third Child: \$3.00 per day

ATTENDANCE

Regular attendance is essential to success in school. A pupil not only misses work on the day of his/her absence but is usually unprepared the following day because he/she missed the instructions for the new work. This applies to children in all grades. Regular attendance for the Kindergartner is just as important as it is for the 6th grader.

According to New York State law, your child is required to attend school every day except for illness. A written excuse is required on the day he/she returns to school after absence. Please indicate the cause and date of the absence. The only legal excuses for absence or tardiness allowed under the education law of the State of New York are:

1. Sickness.
2. Sickness or death in a family.
3. Impassable roads or weather making travel unsafe.
4. Religious observance.
5. Approved school supervised trips.
6. Required presence in court.

If a student is absent, his/her parents are required to call the school office by **8:30 a.m.** to let us know that their child will not be attending school. Students are tardy when they are not in their seats when morning prayers begin. Tardy to homeroom means arriving to homeroom after prayers, but before the attendance has been sent to the main office.

Doctor and dentist appointments should be made after school hours, if at all possible. If a student is to be excused earlier, than regular dismissal time, a parent or guardian must send a written request to the classroom teacher stating the reason, time and name of the adult who will come to school for the child. At the time requested, the parent or guardian should come to the office, and sign the student out. The child will be called to the office upon your arrival.

BOOKSTORE PRICES

Cursive Tablets	\$1.00
Topper Erasers	.10
Pens	.25
Ink Erasers	.75
Pencils	.10
Glue	.75

BUSING ELIGIBILITY

Pupils in grades K through 6 who live one and one half miles or more from the school they attend are eligible for transportation. Either a bus pass or tokens are issued by the Syracuse Board of Pupil Transportation. In addition, busing is provided for students who live west of Teall Avenue and south of James Street. Please see Mrs. Doliber-White, our school secretary, if you think your child is eligible.

DIOCESAN DRUG AND ALCOHOL POLICY

PHILOSOPHY

The philosophy of the Catholic Schools of the Diocese of Syracuse seeks to develop the individual student spiritually, intellectually, physically and psychologically. The fulfillment of the philosophy and mission entails the provision of an environment within which the individuals grow in their responsibility to themselves and allover persons. This atmosphere must be preserved from all unnecessary obstacles to achieve this goal.

Since the use of alcohol and drugs has been demonstrated to be a serious obstacle to the physical well-being of persons and also provides serious impediments to their growth spiritually, intellectually, physically, and emotionally, the following policy is prescribed for the Catholic schools of the Diocese of Syracuse.

POLICY

The policy of the Catholic schools of the Diocese of Syracuse is that the use or possession of alcohol, illegal drugs and drugs used for non-medical purposes on school property or at any school related activity by students is strictly prohibited at all times.

This prohibition extends to the use of substances insofar as one is under the influence of, in possession of, or passing or selling drugs and/or alcohol.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy (FERPA) policy classifies name, address, and grade, as “directory information”. Under this law, this information may be released to third parties when requested without prior parent written consent. If you do not wish this information released, please make this known to the school administrator in writing.

EDUCATION IS A PARTNERSHIP

Education is a partnership between school and parent. If, in the opinion of the principal, this partnership breaks down, a parent may be required to withdraw his/her child from the school.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A student is ineligible for participating in any extracurricular activity when he or she receives a failing grade in 2 or more subjects. The student may become eligible after 20 school days provided that the student has an eligibility form signed by all applicable teachers indicating signs of significant improvement in all subjects involved, and returns the form to the principal who will file the form and notify affected persons whether or not the student is reinstated. A student who is under disciplinary suspension is ineligible to participate in extracurricular activities.

EMERGENCY CONTACTS

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. Further, if possible, the school requests that the parent provide the name(s), address(es) and telephone number(s) of individuals who could act in the parent's absence should an unexpected

event occur and the parents cannot be contacted. Only those persons whose names and phone numbers have been provided to the school will be permitted to take children from the school. Persons on the list who are not personally known to the school staff will be permitted to take the students from school only after providing appropriate identification.

EMERGENCY SCHOOL CLOSINGS

Emergency closings for the entire day or closing early due to inclement weather is decided by the Syracuse District superintendent of Schools. Closing notices will be made through local radio and television stations. Please don't call the convent or rectory as we also find out only through radio notices. Please fill out emergency closing forms. Your child should know where to go in case of an early closing. All necessary forms will be given to your child on the first day of school.

FIELD TRIPS

For trips requiring transportation the following Diocesan policy applies:

Class visits to places of cultural or educational significance give enrichment to the lesson of the classroom. To insure the desired outcomes of such trips, teachers should prepare pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the aims and purpose of the trip.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location and dates of the event.
2. Cost to the student.
3. Mode of transportation to be used.
4. Name of supervisor of the activity.
5. Parent's responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the principal. Consent of one parent is sufficient to authorize the student's participation. Please note that field trips are privileges and that students can be denied participation if they fail to meet academic or behavioral requirements. Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged.

FIRE DRILLS

Every school is mandated to conduct 10 fire drills each year. Instructions are posted at every classroom door indicating the route to the nearest exit. Students must remain quiet, walk, and listen carefully to their teacher's instructions during these practice drills.

FUND-RAISING

Throughout the school year families will be asked to participate in fund-raising activities. The profits from these fund-raising activities are returned to the students

through the purchasing of educational materials. In addition, these profits generate funds for field trips, computer software, special events, sports program, and etc.

For the 2016-2017 school year the following fund-raisers have been planned by the school:

1. Rock-A-Thon
2. Raffle
3. Holiday Auction
3. Cookie Dough/Magazine Sale
4. Book Fairs
5. Easter Candy Sale

We appreciate your help and support in these endeavors.

GRADING SYSTEM

Classroom teachers will evaluate students and assign grades according to the system established by the Diocese of Syracuse. All students are expected to complete the assigned classwork and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. Parents of students in grades K through 6 can use My Students Progress to monitor grades on assignments and assessments.

Parents of students in grades 1 thru 6 are informed at least four (4) times a year of their child's progress. Kindergarten students receive report cards three (3) times a year and Pre-K students receive evaluations twice (2) a year.

Report Card Dates

Tuesday, November 15, 2016

Tuesday, February 7, 2017

Tuesday, April 25, 2017

Thursday, June 22, 2017

GYM UNIFORM

The gym uniform for children in grades 1 thru 6 consists of the red Blessed Sacrament School tee shirt and plain navy blue sweatpants. Tee shirts and sweatpants are to be purchased through Lands End or Flynn & O'Hara. ***No yoga pants, leggings, or similar styles are permitted.*** The fall and spring seasonal uniform option may be worn as the gym uniform with sneakers on gym days. An optional plain blue jersey short and long sleeve Blessed Sacrament tee shirt is also available for purchase.

Students in Kindergarten and Pre-K will wear their play clothes and sneakers to school on their gym days. All other students will wear their gym uniform and sneakers to school on their designated gym day or the fall/spring seasonal option.

HEALTH

The school nurse is provided to our school by the Syracuse City School District five days a week from 8:00 a.m. until 1:30 p.m. Medical inspections will be provided for all students as required by law, including annual medical examinations, vision screening and audiometer tests.

Should you be called that your child is sick, please come into the office to get your child. We require visual verification as to who is picking up any child. An emergency number should be on file with us in case we are not able to contact you directly. Please do not give your home phone as the emergency number. Any change of address or phone number should be given to the school office as soon as possible.

New York State Law requires all students to be immunized or be in the process of receiving immunization before they are enrolled in school. Children whose parents cannot afford to have inoculations administered by a private physician may receive them from the local Health Department.

Ideally, all New York State children should receive five (5) DPT immunization (diphtheria, pertusis, tetanus). Four (4) doses of trivalent oral polio vaccine, two (2) MMR (measles, mumps, rubella), one (1) HIB vaccine (haemophilus influenza type B), and one (1) Hepatitis B vaccine. If the American Academy of Pediatrics (AAP) immunization schedule were strictly adhered to, children would complete this series prior to entering school for kindergarten.

Children who do not meet minimum requirements or fail to complete the balance of the required immunizations in a timely manner will be excluded from school until further immunizations have been obtained.

HOMEWORK POLICY

Grades K & 1: Tasks are assigned at the teacher's discretion, usually not on a regular basis.

Grades 2 & 3: Homework should not exceed 45 minutes.

Grades 4-6: Approximately 60 to 90 minutes.

Study time is included. Not all of the time should be spent in doing written work. Homework on the weekend is discouraged unless it is a long-term assignment.

INITIAL ACCEPTANCE

The initial acceptance of all students for their first year in the school is a conditional acceptance. This means that the student must meet both the academic and conduct standards of the school. Failure to do so may result in the student not being able to continue at the school.

KINDERGARTEN PROGRAM

Our all-day kindergarten provides an excellent atmosphere for fostering spiritual growth and academic development as well as ample time for creativity, socialization, fun, and wonder.

Kindergartners receive the readiness skills necessary to succeed in first grade under the supervision of an experienced and certified teacher. The kindergarten teachers also have the assistance of an aide.

Requirements for registration are as follows:

1. Kindergarten students must be five by December 1st. No early entrants will be accepted.
2. Birth and Baptismal records along with proof of immunization are required.
3. There is also a non-refunded/tuition applied \$50 registration fee.

LABELS, LABELS, LABELS

Please continue to save and send in Campbell Soup labels throughout the entire year. We are able to purchase educational materials for our school with the labels. Your help and support in this regard will be greatly appreciated.

LIBRARY AND COMPUTER

Every class has time scheduled for our library and hands-on use of our computers.

Each week students have the opportunity to borrow books, magazines, and videos from our library along with learning specific library skills.

Students also have the opportunity to receive hands-on instruction in our computer laboratory. All students gain experience in computer programming, Internet safety, developing keyboarding and word processing skills and utilizing grade appropriate software.

LITURGIES

School liturgies are prepared by the teachers and students of the various grades each month throughout the school year. We will keep parents informed of these special liturgies through the monthly school calendar. Everyone is always welcome to attend these liturgies that the students and teachers have prepared. The opening school Mass will be Friday, September 16, 2016 at 9:00 a.m.

LOST AND FOUND

Articles will be kept for claim for 30 days. Please phone or come into the school office to claim lost articles. The articles are kept on a table in the all-purpose room. Please encourage your child if they have lost something to check the lost and found box. **It would be extremely helpful if students' belongings were properly labeled, especially uniforms and lunch containers.**

MEDIA COVERAGE

Photographs and/or videos are taken periodically for use in parish/parochial publications and to celebrate your child's and his and her fellow students' participation and accomplishments. In registering and signing for this handbook, you are acknowledging this and granting permission to Blessed Sacrament School and Parish to use photos and videos of your child, and their names, in our publications or displays or promotions. You may limit or disallow this by contacting the school office and providing us with a written notice of what limitations you would prefer.

Please note that even with safe environment protocols in effect, the diocese, its parishes, schools and ministries may have little control over the use of photographs or film taken by third parties or the media that may be covering the event in which your child(ren) participate(s).

MEDICATION FOR STUDENTS

Students who must take medication(s) during the school day must present all medications to the nurse, or building principal with the following:

I. A written order from a physician is required for all prescription and non-prescription medications to be taken during school hours. Such orders must include the following:

- A. Student's name and date of birth
- B. Diagnosis
- C. Name of medication
- D. Dosage and route of administration
- E. Self administration orders, if needed
- F. Frequency and time of administration
- G. Conditions under which medications should be administered and frequency
- H. Date written
- I. Prescriber's name, title and signature
- J. Prescriber's phone number

II. The parent must submit a written statement requesting administration of the medication in accordance with the physician's directions. Forms for parents and physicians to complete may be obtained from the School Office.

III. All medication must be submitted by the parent to the School Office. Prescription medication must be in the original pharmacy container bearing the original pharmacy label. The pharmacy label must include (a) the student's name, (b) the name and phone number of the pharmacy, (c) the licensed prescriber's name, (d) the date and number of refills, (e) the name of the medication, and (f) the dosage, frequency of administration, and the directions for administration. over-the-counter medications must be in the original manufacturer's package with the student's name affixed to the container.

IV. The school nurse is responsible for administering any necessary medication if on duty. Thus, students should report to the Health Office to take medication. If the nurse is not available, students should report to the main office for administration of medication.

If medical conditions require, and if the student is properly trained, a student may be permitted to self-administer medication if the proper authorizations are submitted. The forms for self-administer medication are available in the School Office.

MONTHLY CALENDARS/NEWSLETTERS

Each month your child will bring home from school a school calendar and newsletter. The purpose of these communications is to keep you informed of all upcoming events and activities.

Please encourage your child to bring home all school notices. Students sometimes have the tendency to leave important communications in their desks. These communications are also posted on the school website at www.blessedsacramentschool.org.

NON-CUSTODIAL PARENT'S ACCESS TO RECORDS

Blessed Sacrament School will presume that the non-custodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we will provide the non-custodial parent with access to his/her child's educational records. If the custodial parent wishes to limit the non-custodial parent's access to records, it is his/her responsibility to obtain and present to the school, a court order or other legally binding instrument that limits or denies access.

NON-DISCRIMINATION POLICY

The Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy that there will be no discrimination because of race, color, gender, national origin, an individual's disability or age.

PARENTAL CONCERNS PROCEDURE

In order to expeditiously resolve parental concerns, complaints, or misunderstandings parents or guardians are expected to schedule an appointment, through the school, with the student's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching duties.

If the matter is not satisfactorily resolve at the time of the teacher conference, parents or guardians may request an appointment with the school administrator at a time that is mutually convenient for both.

If the parent or guardian is not satisfied with the resolution at the time of the administrative conference, the parent or guardian may request, in writing, setting forth the complaint and the school's response, that the Assistant Superintendent investigate the matter.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Friday, November 18, 2016 has been set aside for this purpose. An opportunity to sign up for conferences will be provided at Back-To-School Night.

Parents may initiate a conference at any time by calling the school office and making an appointment with the teacher or principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged. It is important to come at your scheduled time to insure a smooth scheduling for all concerned.

PARENT TEACHER ASSOCIATION

Membership in this organization is open to all parents of children enrolled at Blessed Sacrament School and the Faculty.

The goals of the Parent Teacher Association are:

1. To increase communication between the home and school for the betterment of the child.
2. To support and maintain the parish and school of Blessed Sacrament.
3. To assist the parents educationally as the primary educators of their children.

Meetings are scheduled five times a year on various days of the months of September 22nd , November 10th , January 12th , March 9th , and May 11th .

The 2016-2017 Parent Teacher Association officers are:

President	Christina Ciereck	455-2026
Vice-President	Heather Jones	638-6938
Treasurer	Sandy Craner	214-8612
Secretary	Melinda Calangelo	481-0163

PERSONAL ELECTRONIC DEVICE POLICY

Personal Electronic Devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. In the spirit of creating a positive Catholic climate, with the aim of improving student achievement, increasing school safety, and

protecting individual privacy, Blessed Sacrament School has therefore created this policy to govern the possession and use of personal electronic devices on school premises.

For the purpose of this policy, Personal Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smart phones, walkie-talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, Blackberry handsets, etc.), PDAs (Palm organizers, pocket PCs, etc.), Handheld Entertainment Systems (video games, Game Boys, DS players, PSPs, CD players, compact DVD players, MP3 players, iPods, Walkmen, etc.), digital or film cameras, digital or analog audio recorders or video recorders (tape recorders, camcorders, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

The use of the above mentioned Personal Electronic Devices is prohibited in school. Picture taking or sound recording is also prohibited unless authorized by a teacher for educational purposes.

Students may carry cell phones in school if the parent/guardian has written a note to the principal requesting permission. The cell phone must be turned off from the time that the student arrives at school until the end of the school day. The classroom teacher or principal will retain the cell phone in a secure location during the school day. A student may use them only in the case of an emergency and the determination of an incident as an emergency is solely in the judgment of the school. The use of cell phones after the school day must be in a manner that is consonant with the Acceptable Use – Technology Policy.

PRE-KINDERGARTEN PROGRAM

Our Pre-K program provides an educational opportunity for four-year olds. The curriculum includes educational activities and experiences that promote social and emotional growth and the development of a positive self-image.

The program is taught by a certified teacher with the help of two aides.

Requirements for registration are as follows:

1. Pre-K student must be four by December 1st.
2. Birth and Baptismal records along with proof of immunization are also needed.
3. There is also a non-refunded/tuition applied \$50 registration fee.

PRE-K TUITION RATES:

(Half-Days 8:00 to Noon)	(Full Days 8:00-2:15)
3 Half Days \$2943	2 Full Days \$3498
4 Half Days \$3132	3 Full Days \$3876
5 Half Days \$3321	4 Full Days \$4254
	5 Full Days \$4632

SCHOOL BOARD

The Blessed Sacrament School Board shall have as its primary concern the ministry of Catholic school education; the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance of the Diocesan School Office and Superintendent of Schools, and in conformity with the policies of the Diocese of Syracuse shall concern itself with policy matters pertaining to the general excellence of Catholic education at Blessed Sacrament School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Board shall propose policies that will enable the school to reach its ratified goals.

The School Board is established to assist the Principal and ultimately the pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
 - a. To assist in formulating and proposing strategic goals for long-term direction of the school. This is done on a three-year cycle.
 - b. To assist in the formulating of the School Mission Statement.
2. Policy Formulation
 - a. To research and provide advice and counsel with regard to policies in areas determined by the pastor and principal.
 - b. To propose policies that would affect all of the Catholic Schools to the Superintendent of Schools
 - c. Evaluation of policies, plans, mission effectiveness and board self-evaluation.
3. Institutional Advancement/Development
 - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment and financial viability of the school.
 - b. To provide advice and counsel with regard to communicating school policies and activities to various school constituencies.
4. Financial Planning and Financial Management
 - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financially reporting.

SCHOOL PARTIES

All parties should be cleared through the homeroom teacher and principal. Teachers will communicate with parents in regard to their needs for holiday parties. Students are allowed to bring in a birthday treat for their classmates, but arrangements must be made with the classroom teacher prior to the treat being brought in to school. ***It is important to remember that only a small treat should be sent to school along with all the necessary paper supplies to consume the treat, i.e. napkins, forks, spoons, etc. The classroom or cafeteria can not be your child's birthday party place.***

It is our policy not to allow students to distribute birthday invitations at school. A list of addresses and names can be obtained for this purpose in the school office.

SCHOOL PICTURES

School pictures are taken each fall of all children in a class in order to compile a class picture. Individual school pictures will be taken on a prepaid basis. You will receive a notice with pricing information. There will be a makeup date scheduled later in the year for any students who were absent or forgot their money. Picture retakes require that the original picture be returned on the retake date.

SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

STATEMENT OF POLICY AND OVERVIEW

The Catholic School Office of the Diocese of Syracuse (“CSO”), and each of its component schools (individually, “School” or collectively, “Schools”), are committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination (1), including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment. (2) The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report. The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the Schools.

-1- Except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions. SYLIB01\550740\1 –Revised 3/21/07

DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student’s academic progress or a student’s successful completion of any course of study, educational or extra-curricular activity;
2. Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity;
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, evaluation of a student’s academic performance or progress,

- participation in an educational or extra-curricular activity, or creating a sexually intimidating, hostile or offensive learning environment;
4. Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee's performance or the pay, benefits and/or working conditions of any employee;
 5. Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions;
 6. Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile or offensive work environment.
 7. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments and innuendo, or, among other things, sexual advances.
 8. Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extra-curricular activity, and/or academic performance, or an employee's work performance, pay, benefits, and/or (...continued)
- (2) The CSO and its component schools specifically prohibit all student-employee relationships of a sexual, quasi-sexual or romantic nature, regardless of whether they are consensual. SYLIB01\550740\1 - 2 - Revised 3/21/07, which creates an intimidating, hostile or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or work environment, the following are some examples of conduct that may constitute sexual harassment, depending upon the totality of circumstances, the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances, regardless of whether they involve physical contact;
2. Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sex life; comments about an individual's body, and/or comments about an individual's sexual activity, deficiencies, or prowess;
3. Displaying sexually suggestive objects, pictures and/or cartoons;
4. Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
5. Inquiries into one's sexual experiences; and
6. Discussion of one's sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered. While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.

COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

1. Appointment of Sexual Harassment Officers

The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan SYLIB01\550740\1 - 3 - Revised 3/21/07 secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year. The CSSHPO and the

various SSHPO's shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO's employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

2. Reports of Sexual Harassment

The CSO and its Schools strongly encourage any student or employee who has been subjected to ("subject") or otherwise witnessed ("reporter") conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Assistant Principal or to a School Counselor. The staff member to whom the complainant is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.

The Principal shall notify the CSSHPO and Superintendent. (3) In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO.(3) In all events, unless the subject of the report, a staff member receiving such a report shall notify the Principal of the school where the alleged harassment took place and that Principal shall notify the CSSHPO and/or Superintendent of the matter. If the Principal is the subject of the report, the procedure stated *infra* shall apply. SYLIB01\550740\1 - 4 - Revised 3/21/07 CSHPPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer's duties and take any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy ("VIRTUS"). The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (*e.g.*, the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel or an outside investigator or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

3. Investigation of Reports of Sexual Harassment

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible. SYLIB01\550740\1 - 5 - Revised 3/21/07 Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator's findings of fact and recommendations as to any appropriate remedial action. The investigator shall

the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the Superintendent's office, via the CSSHPO. The Superintendent's office shall share the report and/or the necessary content of the report, as is appropriate in each case. As set forth below, the outcome of an investigation of a sexual harassment complaint shall be related to the accused, the reporter and/or subject and, in the case of a student, the parent/guardian of an accused or subject (individually, "Interested Party"). Such information shall be given to these individuals within 30 days of the report's completion, in summary fashion, taking care to preserve any confidential material, to the extent practicable, and consistent with the law, any relevant contract, and CSO personnel policies.

4. Corrective Action Based on Investigation

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency. SYLIB01\550740\1 - 6 - Revised 3/21/07 In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.

5. Prohibition of Retaliation and Follow-up to Investigation and/or Corrective Action

The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow-up inquires by the appointed investigator CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation. In addition, the SSHPO and/or the investigator shall follow-up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of any retaliation by any student, staff, parent or other person. If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent's Office shall follow-up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution, and shall act as a SYLIB01\550740\1 - 7 - Revised 3/21/07 liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

TRAINING AND DISTRIBUTION OF POLICY

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual

harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment. A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks. SYLIB01\550740\1 - 8 - Revised 3/21/07

SINGLE POINT OF ENTRY

From 7:00 a.m. until 7:45 a.m. the all-purpose room door is the only point of entry available for students and parents. From 7:45 a.m. until 2:00 p.m. the front door is the only point of entry for all students, parents, and visitors to the school. All other doors are locked during the school day for the safety and protection of students and staff.

STUDENT DAY

The student day shall be from 8:00 a.m. until 2:15 p.m. Students who do not ride the bus should arrive at approximately 7:45 a.m. All students arriving to school before 7:45 a.m. will remain in the All Purpose Room until the principal sends students to class. Prayers will begin promptly at 8:00 a.m. **Students arriving to school after 8:00 a.m. will be marked tardy.** If a student needs to be in the building before 7:00 a.m., the principal must be notified. The school is not responsible for students on school grounds before 7:00 a.m. and after 2:15 p.m.

Lunch times are as follow: Grades K-1 from 10:50 a.m. - 11:20 a.m., Tiny Eagles & Pre-K 11:00 a.m. - 12:00 p.m., Grades 2-4 from 11:30 a.m. - 12:00 p.m., Grades 5-6 from 12:10 p.m. - 12:40 p.m. **Special "fast food" deliveries during students' lunch time is not allowed.**

STUDENT DISCIPLINE POLICY

I. Statement of Purpose

The following discipline policy is adopted pursuant to the mission of the Blessed Sacrament School to educate its students in a Christian environment and to provide faith oriented guidance in the pursuit of academic excellence, high moral character, self discipline, respect for the dignity and rights of all persons, positive self worth, and concern for the community and common good. It is the belief of Blessed Sacrament School that each student should be treated as a person who is responsible for his or her own behavior. The school administration will assist each student in this program of personal responsibility by defining some obvious rules of conduct to promote safety, discipline, and respect for the rights and property of others. These rules will be consistently applied in the classrooms and throughout the school. Students who cannot or will not accept this responsibility and who violate school rules will be required to accept the penalty for their actions.

Blessed Sacrament School also believes that discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as

fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change in the student's behavior. After the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful the student will be referred to the administration. Thereafter, the administration will decide what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. Any individual or group behavior which would interrupt the normal operations of the school will be considered serious and will be dealt with as such. The rules, regulations, and procedures described herein are essential to promote the mission of the Blessed Sacrament School. Therefore, any student enrolled in Blessed Sacrament School and his/her parents must agree to follow all the rules and regulations of this policy as a condition of the student's enrollment.

Unless otherwise specified, this policy shall apply to all students at all times before, during and after school hours in any school building and on any school premises; on any school-owned vehicle or in any other approved school vehicle used to transport students to and from school or school activities; off school property at any school sponsored activity, event or function; or during any period of time he/she is registered as a student at the school.

The Student Discipline Policy does not intend to limit the authority of the Blessed Sacrament School, its principal, or teachers to make any additional rules not inconsistent with this policy as they may deem necessary.

CODE OF CONDUCT

I. PURPOSE OF THIS CODE

This Code of Conduct defines Blessed Sacrament School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

II. PHILOSOPHY

Blessed Sacrament School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respects for the dignity and rights of others, service to others, concern for the community and concern for the common good.

III. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

A. Student Rights

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct and habits.
5. Personal security while on property associated with the school and at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in choosing a career or college, as appropriate.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth below.
10. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

B. Student Responsibilities

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.

15. Develop opinions and values that will make them an asset to the school community.

IV. DEFINITIONS

A. Definitions of Key Words and Terms

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
3. **School Function:** Any school-sponsored extra-curricular event or activity.
4. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District, providing transportation to the School's students.
5. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
7. **Illegal Substances: Alcohol** and look-alike drugs.
8. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
9. **Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
10. **Parent:** The biological, adoptive or foster parent, guardian or person in parental relation to a student.
11. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.
12. **Expulsion:** The permanent removal of a student from the school program.
13. **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school

property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

14. **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.

15. **Weapon:** A firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife with a blade of at least 2½ inches, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

V. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

A. Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

B. The Administrative Staff

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendents.

3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

C. Parents of Students

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the School that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare and development rests with the parent.
13. Satisfy financial obligations to the school.

VI. VIOLATIONS OF THE CODE OF CONDUCT

A. Acts of Misconduct Defined

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in Section VII of this Code after compliance with the procedures set forth in Section VIII hereof.

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.

2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.

3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.

5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.

6. **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.

7. **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.

8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.

9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.

10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.

11. **Dress Code Violation:** The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
12. **Drug or Alcohol Violation:** The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.
13. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
14. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
15. **Fighting:** Combative physical contact or other violent encounters between two or more persons.
16. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
17. **Harassment:** The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
18. **Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
19. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property
20. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
21. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.
22. **Plagiarism:** The unauthorized use of another's material that is represented, as one's own work.
23. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an Explosive.

24. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a Weapon.
25. **Reckless Endangerment:** The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
26. **Repeatedly Disruptive Conduct:** Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.
27. **Sexual Harassment:** Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.
28. **Tardy:** Students are tardy when they are not in their seats when morning prayers begin. Tardy to homeroom means arriving to homeroom after prayers, but before the attendance has been sent to the main office.
29. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school or another.
30. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
31. **Tobacco Violations:** The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed any where on school grounds by law.
32. **Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
33. **Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
34. **Truancy:** The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
35. **Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
36. **Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

B. The School's Dress Code

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions.

Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year

DRESS CODE

BOYS:

PANTS: Navy blue dress pants or corduroys.
(No cargo or baggy style pants.)

SHIRTS: Plain white, light blue, or yellow; long or short sleeve. (No denim or denim-like shirts.)

POLOS: **RED** short or long sleeved must have **WHITE** Blessed Sacramento Logo. (**Purchase only from Flynn & O'Hara Uniform Company or Land's End.**)

SWEATERS: **SOLID COLORS ONLY** in navy blue or hunter green.
(No vests or oversized sweaters; no stripes or designed sweaters.)

TIES: Worn with dress shirts only in navy blue.

SOCKS: Navy blue or white.

SHORTS: Navy blue dress shorts may be worn **only** in the months of September, October, April, May, June with the short sleeved polo described above. (**Purchase only from Flynn & O'Hara Uniform Company or Land's End.**)

GIRLS:

(Grades K - 4) Jumper only-hunter/classic navy plaid
(*Skirts may not be worn in grades K-4*)

(Grades 5 & 6) Skirt or Jumper-hunter/classic navy plaid
(**Purchase only from Flynn & O'Hara or Land's End Uniform Company.**)

BLOUSE: Plain white, light blue, or yellow; long or short sleeves; Peter Pan or button down collar. (No denim or denim-like blouses.)

SWEATERS: **SOLID COLORS ONLY** in navy blue or hunter green.
(No vests or oversized sweaters; no stripes or designed sweaters.)

SLACKS: Navy blue dress pants or corduroys. (No leggings, stirrups, or stretch pants). Blouses or Red polo shirts may be worn with slacks.

POLOS: **RED** short or long sleeved must have **WHITE** Blessed Sacramento Logo. *Polo shirts may be worn with slacks only.* (**Purchase only from Flynn & O'Hara Uniform Company or Land's End.**)

SOCKS: Navy blue or white.

SHORTS: Navy blue dress shorts may be worn **only** in the months of September, October, April, May, June with the short sleeved polo

described above. **(Purchase only from Flynn & O'Hara Uniform Company or Land's End.)**

***SHOES must be worn by all students at all times with the uniform. Rubber-soled shoes are recommended. NO clogs, loosely-fitting shoes, slip-ons, sling-backs, sandals, crocks, sneakers with wheels, open-toed shoes, shoeboots, workboots, and hiking boots are not permitted. Sneakers are worn in gym class only.

SEASONAL UNIFORM OPTIONS FOR GIRLS AND BOYS

For the months of November, December, January, February and March only

1. White turtlenecks may be worn under sweaters or with jumpers only.
2. Blessed Sacrament "School Spirit-Wear" Sweatshirts may be worn with uniform pants only. They are not to be worn with jumpers or skirts.

If a child is unable to be in their uniform, their parent must write an excuse for their child stating the reason they do not have their uniform on. Children without a written excuse will receive a warning slip regarding uniform violation. Whenever a child receives three (3) warning slips, the penalty will be that they will not be allowed to participate in that particular month's tag day. Your cooperation in this regard would be greatly appreciated.

C. Conduct on School Buses

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department

When riding vehicles owned or rented by the school all of the provisions of the school's discipline policy and code of conduct shall apply.

D. Visitors

The School encourages parents to visit the school and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The building principal has authority over all persons in the building and on the school grounds.
2. All visitors to the school must report to the principal's office upon arrival at the school to sign the visitors register and be issued a visitors identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the principal's office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the school's administrator and classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on school property contained in this Code.

E. Misconduct Committed Off School Property

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of the school administration (1) is a violation of civil or criminal law involving moral turpitude; (2) would reflect or discredit the reputation of Blessed Sacrament School; (3) threatens the health, safety or welfare of a student, teacher or other member of the school staff; or (4) is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Blessed Sacrament School; (5) is likely to interfere with a positive educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination and ejection.

F. Misconduct Not Specifically Defined

The definitions of misconduct set forth in Section VI of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

G. School Building Rules

The principal of each school building has the authority to establish standards of conduct and rules for local matters, school building activities and the granting or withholding of student privileges. These standards and rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices and laser pointers; and other local matters related to discipline and order in the building.

School Rules

General Rules:

1. Be respectful and conduct yourself in accordance with good manners at all times.
2. Maintain quiet when changing classes in the halls, during fire drills, lavatories, and in the library.
3. Walk at all times.
4. Cross the street only with a crossing guard.
5. No electronic devices (cell phones, beepers, pagers, etc.) or laser pointers allowed in school.

Cafeteria Rules:

1. Sit in your assigned seat and remain seated until you have finished eating your lunch.
2. Speak quietly with your friends at your table only.
3. Do not throw food.
4. Remain quiet when announcements are made over the public address system.

Playground Rules:

1. Do not leave the designated playground area.
2. Rough play, tackling, pushing, shoving, or hitting are not allowed.
3. Do not throw snowballs.
4. Take turns using play equipment.

VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

Students, employees and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

A. Range of Potential Responses

Scope

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

Corrective Action

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

- (a) **Parent Conference:** The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School.
- (b) **Disciplinary Probation:** School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the probation no additional disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.
- (c) **Special Disciplinary Probation:** The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.
- (d) **Counseling:** Students may be referred for counseling in appropriate cases.
- (e) **Court Intervention:** Court assistance in the form of a PINS (Person In Need of Supervision) petition.

Range of Penalties

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

- (a) Verbal Warning

- (b) Parent Notification
- (c) Written Warning Signed by Parents
- (d) Parent/Teacher Conference
- (e) Parent/Teacher/Administrator Conference
- (f) Counseling
- (g) Special Probation
- (h) Special Disciplinary Probation
- (i) Detention
- (j) Suspension from athletic, social, or extracurricular activities.
- (k) In-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension. All conditions for re-entry must be satisfied before the student is readmitted.
- (l) Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.
- (m) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution.

In addition, the principal may invoke the following when in his or her discretion they are warranted:

- (a) **Principal's Disciplinary Conference:** A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys shall not be present at this conference.
- (b) **Delegation of Responsibility to Conduct the Disciplinary Conference:** The Superintendents, principals or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedure outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.
- (c) **Personal Liability:** The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.

- (d) **Police Notification:** In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

Academic Sanctions

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

Progressive Discipline

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

B. Penalties for Specific Violations

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence ²	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion
Arson ¹	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault ²	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Bomb Threat ¹	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Cheating	Minimum Maximum	Detention Suspension with parent conference	Suspension with parent conference Expulsion
Chronic Violation Of School Rules ⁵	Minimum Maximum	Parent Administrator Conference Expulsion	Suspension Expulsion
Destruction of Property ²	Minimum Maximum	Detention and liability for damages Suspension and liability for damages	Suspension and liability for damages Expulsion and liability for damages
Disorderly Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Disruptive Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion

Dress Code Violations	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Drug or Alcohol Violation ³	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Extortion ²	Minimum Maximum	Suspension Expulsion	Expulsion
False Alarm ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Fighting	Minimum Maximum	Detention Expulsion	Expulsion
Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning Suspension	Written Warning Signed by Parent Expulsion
Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of An Explosive ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of A Weapon ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Threat to Well Being ⁵	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with Evaluation Expulsion
Theft	Minimum Maximum	Parent Conference - Suspension	Suspension Expulsion
Tobacco Violation	Minimum Maximum	Detention Suspension	Suspension Expulsion
Traffic Violation ⁴	Minimum Maximum	Parent Notification Suspension	Written Warning Signed by Parents Expulsion
Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Truancy	Minimum Maximum	Written Warning Signed by Parents Suspension	Suspension Expulsion
Vandalism	Minimum Expulsion	Detention – Liability for Loss Expulsion	Suspension – Liability for Loss
Violation of	Minimum	Verbal Reprimand	

Notations

- | | |
|---|---|
| 1 | The school will notify police. |
| 2 | The school may notify police. |
| 3 | Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure. |
| 4 | In addition loss of driving privileges may result. |
| 5 | The student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student. |

C. Minimum Penalties for Students

1. Students Who Bring a Weapon to School

The minimum period of suspension from school for any student found guilty of bringing a weapon School property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using the procedure set forth above.

2. Students Who Commit Other Violent Acts

The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to school property or to a school event shall be two days.

3. Students who are Repeatedly Disruptive

The minimum period of suspension from school for any student, who engages in conduct that results in the student being sent out of from the classroom on five or more occasions during a semester, shall be one day.

4. Reports by Teachers

All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

D. For Misconduct at a School

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the

school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

E. For School Employees

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

F. For Visitors

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code, to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

VIII. DISCIPLINE PROCEDURES

A. For Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. For Detentions

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct.

2. For Suspensions from Athletics or Extra-curricular Activities

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.

3. For Short-Term In-school Suspensions and Out of School Suspensions

School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension."

A student subjected to a short-term in-school or out of school suspension is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty.

Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.

4. Long-term Suspensions

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior render a decision. Attorneys are not present at this conference.

5. For Expulsions

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses be interviewed or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior render a decision. Attorneys are not present at this conference.

B. Waivers of Disciplinary Conference

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

C. School Employees

Administrators, teachers and support staff members are subject to the provisions the Code as well as the provisions of their respective *Personnel Policies Handbook* and contracts and *Faculty Handbook*, if any.

Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

D. For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The Principal has the authority to enforce these rules and regulations. The Principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.

2. The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.

3. The Principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.

4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

IX. APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS

A. Appeals to the Assistant Superintendent for the Region of the Diocese

Appeals from all decisions of the Principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall arrive no later than ten (10) business days from the date of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so. The Assistant Superintendent for the Region or a delegate will review the case and render a written decision.

B. Appeals to the Superintendent of Schools

Final decisions of the Assistant Superintendent for that Region of the diocese may be appealed by parents to the Diocesan Superintendent of Schools within 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. This decision is binding.

X. REFERRAL TO AUTHORITIES

A. To Law Enforcement.

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

B. To Juvenile Justice Agencies

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

C. To Human Services Agencies

The Superintendent, principal, or delegate may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

XI. ALTERNATIVE EDUCATION PROGRAMS

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

A. For Suspended Students

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction.

XII. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Programs

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building faculty meetings.
4. Assertive Discipline Programs and films presented at the building.

INTERPRETATION

A. Calculating Time Limits

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

B. "Time Out" Techniques

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

C. Authority to Suspend

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

D. Inconsistent Provisions

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook, Faculty Handbook* and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook* shall be controlling

E. Not Exclusive

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

SUPPORT STAFF

The Syracuse City School District provides the services of a social worker, school psychologist, and school nurse. The social worker and psychologist is assigned to Blessed Sacrament School on an as needed basis. The school nurse is here daily from 8:00a.m. until 1:30p.m.

In addition, an A.D.A.P.E.P.(Alcohol and Drug Abuse Preventative Education Program) counselor is available two full-days per week. The services of the A.D.A.P.E.P. counselor is provided by a consortium of participating Catholic Schools and O.C.M. B.O.C.E.S. This counselor meets regularly with individual students who are in need of support, provides direct classroom instruction, and coordinates peer mentoring groups and the Banana Splits Program.

Parents who feel their child/children may require some assistance from the support staff need to contact the principal or classroom teacher to make a referral.

TAG DAYS

Each month there will be a tag day. This day will be indicated on our monthly school calendar. Students who wish to participate will pay a 25¢ fee which will be put toward student activities, busing for field trips, and donations to the missions and non-profit organizations. The tag day will be either a dress down day, a dress up day, or there might be a special theme day. **(No flip flops, sport sandals or similar footwear may be worn on tag days for safety reasons.)** Watch the monthly calendar for details.

TECHNOLOGY POLICY
THE DIOCESE OF SYRACUSE CATHOLIC SCHOOLS
ACCEPTABLE USE POLICY REGARDING STUDENT USE OF COMPUTERS,
INTERNET ACCESS, AND RELATED EQUIPMENT/SERVICES

INTRODUCTION

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings. (*See Aetatis Novae*, #2). The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process, is safe for all concerned, and is consistent with the Church's teachings.

Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate, and which is consistent with the Church's teachings, and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computers equipment, the internet, and related equipment and services occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

DEFINED TERMS

As used in this policy, the following terms shall have the following meanings.

1. The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any school event.
2. The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.
3. The term "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.
4. The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital

- assistants, cell phones, portable media players (e.g., iPod) and any similar or related device.
5. The term “Diocese” shall mean the Roman Catholic Diocese of Syracuse, New York.
 6. The term “Diocesan Property” shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, “local schools”, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
 7. The term “educational purpose” shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a purpose that is plainly related and readily applicable to a local school’s curriculum, sponsored extra-curricular events, and/or administration.
 8. The term “e-mail” shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the Worldwide Web.
 9. The term “internet” shall mean the World Wide internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.
 10. The term “local school” shall mean any of the Catholic Schools affiliated with the Diocese.
 11. The term “policy” shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.
 12. The term “school event” shall mean any event occurring during the school day, including any curricular, extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.
 13. The term “school property” shall mean shall mean an real or personal property belonging to the Diocese, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
 14. The term “sexual harassment” shall mean the preparation and dissemination of any verbal or written materials, photographic, video or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a sexual connotation or which otherwise create a sexually hostile working or learning or environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here.
 15. The term “student” shall mean any student enrolled in any Diocesan school.

ACCEPTABLE USE POLICY TERMS

It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, internet access or service, e-mail accounts or service, and any similar thing shall be subject to and conditioned upon adherence to this AUP. In addition, use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.

Specific Terms

1. The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.
2. The student is individually and personally responsible for any use of computer equipment, internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
3. The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
4. The student shall use computer equipment, internet service or access, e-mail or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
5. The student has no right to the use of computer equipment, internet access or service, e-mail or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.
6. The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service, e-mail or any similar thing, except as specifically authorized.
7. The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.
8. The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., AOL, Yahoo or Hotmail or any similar thing during the school day, on school property, or in regard to at any school event or function, except as specifically authorized in writing by the local school principal.
9. The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:

- a. Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;
 - b. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;
 - c. Harassing, insulting or attacking others;
 - d. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party;
 - e. Intentionally wasting limited and/or valuable resources; and/or
 - f. For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.
10. All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.
 11. The Diocese, CSO or local school and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, e-mail account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause or suspicion.
 12. By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access in regard to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.
 13. Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.
 14. Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not

intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty; and a local school may apply one or more penalties, as its principal deems appropriate.

1. Parental notification and a parental conference with the principal or his/her designee.
2. Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.
3. The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights as a result of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.
4. The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.
5. Loss of computer, computer network, intranet, internet, e-mail, or data storage access and/or use privileges. Any student who loses such privileges and later has them reinstated shall be supervised at all times in his or her use of any such equipment, service or access.
6. Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office, and may ask any such agency to investigate or prosecute any such conduct.

TELEPHONE

Teachers and children are not called to the telephone during school hours except in real emergencies. If a student has to make a personal phone call while at school, he/she may use the office phone. Students should make arrangements for going over to one another's homes the night before. The office phone should not be used for this purpose.

TELEPHONE NUMBERS

School Office	463-1261
Convent	437-4623
Outreach Office	437-8032
Rectory	437-3394
Religious Ed. Director	437-3394
Fax Number	463-0253

E-Mail Address	blsacsyr@syrdiocese.org
Web Site	www.blessedsacramentschool.org
Facebook	Blessed Sacrament Elementary School
Twitter	Bss_Syr

TESTING PROGRAM

Assessments developed by the New York State Education Department are administered in grades 3 through 8 in the areas of Mathematics and English Language Arts. The New York State Common Core Learning Standards are linked to curriculum and these assessments through classroom practice and student performance results.

TERMS OF ENROLLMENT

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. This summary will allow both students and parents to clearly understand their rights and obligations while attending the School and it will minimize any potential misunderstanding in this regard. It is understood that by seeking enrollment in and attend the School, the applicants, students and their parents understand and agree to this statement of rights and obligations. It is part of your agreement with the School.

The School warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning environment. It is understood and agreed by the School's students, and their parents, that students shall obey the School's *Code of Conduct*, observe the rules and regulations of the School and perform the academic work required so as to result in sufficient academic success while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to, and continued attendance at the School require students to behave consistent with the *Code of Conduct*, all other rules and regulations of the School and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.

In order to protect its standards of academics, discipline and character, the School reserves the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the School and its administrators. Through their application enrollment into the School, all students and their parents and/or legal guardians, concede and acknowledge that the School has this right. By a student's attendance at the School, he or she, and his or her parents or guardians, acknowledge the further important obligations and restrictions contained in the *Student Handbook*, and agree to be bound by its terms.

Students attending the School understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's *Code of Conduct* are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct or the law. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the *Student Handbook*.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the *Student Handbook* may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the *Student Handbook*.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The *Student Handbook* contains the School's *Code of Conduct* and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

The School is pleased to welcome you to the School community and looks forward to your participation in its academics and activities.

TINY EAGLES PROGRAM

The Blessed Sacrament School Tiny Eagles Program is especially designed for three year olds. This unique program offers time and space for three year olds to imagine, explore, create and play. It specifically leads children from wonder to discovery and investigation to affirmation.

In the Tiny Eagles Program, teachers work closely with parents in sharing religious beliefs and values. This collaborative effort is the key factor to faith development in young children. Children are encouraged to experience the joy of learning at his or her own capacity and pace; teachers are flexible in meeting the needs of each child.

Tiny Eagles Program Goals

- ❑ To provide a safe, supportive environment that promotes spiritual growth and motivation in learning through trust, inclusion and affirmation.
- ❑ To understand that each individual is a unique treasure created by God.
- ❑ To develop a positive self-image and feeling of self-worth.
- ❑ To promote social interaction with positive attitudes and respect towards others.
- ❑ To expose cognitive learning through language & literacy and to explore methods with math & science.
- ❑ To encourage creative expression through art, music & movement and dramatic play.
- ❑ To enhance fine & gross motor skills.

The program is taught by a certified teacher with the help of an aide.

Requirements for registration are as follows:

1. Tiny Eagle student must be three by December 1st.
2. Birth certificate and Baptismal record (if applicable) along with proof of immunization are also needed.
3. There is also a non-refunded/tuition applied \$50 registration fee.

TINY EAGLES TUITION RATES:

(Half Day 8:00 - Noon)	(Full Day 8:00 - 2:15)
3 Half Days \$3993	2 Full Days \$4548
4 Half Days \$4182	3 Full Days \$4926
5 Half Days \$4371	4 Full Days \$5304

TRANSFERS

Parents must notify the teacher and the school office at least one week in advance if a pupil is to be withdrawn from the school. Parents must also sign and return to the school office a transfer slip before any records will be released to the new school. Upon receiving the transfer slip, records will then be sent directly to the school upon their request.

TUITION AND FEES FOR 2016-2017

\$ 4715 First Child in K thru 6th Grade

\$ 4479 Second Child in K thru 6th Grade

\$ 4244 Third Child in K thru 6th Grade

\$ 5665 Non-affiliate rate for each child.

This rate is also charged to Catholics not registered and contributing members of a Parish.

STUDENT ACTIVITY FEE: \$25.00 Per Child

Tuition and rates for the students are established by the Onondaga County Catholic School Board and are subject to change from year to year. There is a non-refundable registration fee of \$50 per family. All parents are required to sign a tuition agreement before their children may be enrolled at Blessed Sacrament School. All tuition must be paid to the tuition office in accordance with the schedule contained in the tuition agreement. The school reserves the right to decline to enroll a student for subsequent semesters until such payments are made or an alternate agreement is reached with respect to such payment.

A tuition assistance program is available through the Diocese Hope Appeal Program to aid families in financial need. Applications must be made in the Spring prior to the school year and forms are available in the school office.

TUITION PAYMENT POLICY

When tuition payments are delinquent, the school reserves the right to decline to enroll a student for subsequent semesters until such payments are made or an alternate agreement is reached with respect to such payment. In addition, one or all of the following sanctions will occur for failure to pay tuition according to the tuition schedule:

1. A student may not begin school in September if there is past due tuition owed.

2. A tuition payment plan must be in place in order for a student to start the new school year.
3. Semester and final exam passes will be issued only to those students whose tuition is current. This regulation pertains primarily to junior/senior high schools.
4. The privilege of participating in graduation ceremonies will be suspended if tuition is not paid in full.
5. In the event that tuition is left unpaid, the school will refer the tuition account to a collection attorney or collection agency and all collection fees will be the responsibility of the client.

VISITS

The Principal is to be informed of any visits to the school. If you have occasion to come to school, please go directly to the school office. Parents are advised to see teachers after school or at other convenient times to discuss any specific problem that may have arisen. Parents should call the school office during school hours to arrange an appointment with their child's teacher. A phone message will be given to the teacher and the teacher will return the call as soon as possible.

Student visitors from other schools are not permitted to enter school unless they have a specific reason and prior approval of the Principal.

VOLUNTEERS

Parents and other adults who would like to volunteer must participate in the VIRTUS training known as Protecting God's Children for Adults. Registration information for training is available by calling the school office or on the diocesan website at syracusedioocese.org.

The regulations in this handbook are not considered exhaustive. The school retains the right to amend or modify this handbook at any time.

Please detach this page, complete the necessary information and return it to the school office by Friday 09/16/16.

We/I

The parent(s)/guardian(s) of:

1. _____

2. _____

3. _____

4. _____

have thoroughly read and reviewed the policies and procedures stated in the Blessed Sacrament School Handbook with our child/children on

(DATE)

Signed:

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN SIGNATURE

THE SCHOOL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENT(S)/GUARDIAN(S) WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

