



BLESSED SACRAMENT SCHOOL

Tradition from beginning to end!

PARENT & STUDENT HANDBOOK

The policies and procedures included in this Blessed Sacrament School handbook are intended to create a safe school environment that promotes spirituality, academic success, and respect for others. By registering at Blessed Sacrament School, students and their families agree to abide by this handbook and parents/guardians agree to assist their children in following policies and procedures of the school.

This handbook may be accessed on the school website by going to blessedsacramentschool.org. The Principal reserves the right to make changes to this handbook at anytime. Parents will be notified of any changes.

BLESSED SACRAMENT SCHOOL'S MISSION STATEMENT

Blessed Sacrament is a preschool through sixth 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 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 atmosphere 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.

BLESSED SACRAMENT SCHOOL'S VISION

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.

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 news 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:

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

INTELLECTUAL-Children develop their intellectual capabilities by:

- Learning and mastering basic skills in the content areas.
- Developing skills in communication, decision making, critical thinking, and problem solving.
- Exercising creative expression in an affirming atmosphere.

PHYSICAL - Children develop physical growth by:

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

PSYCHOLOGICAL- Children develop a positive self-image by:

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

SOCIAL - Children learn social capabilities by:

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

CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE MISSION STATEMENT

The Catholic Schools in the Diocese of Syracuse share in the evangelizing mission of Jesus Christ to love and be of service to God and one another. Together with our families, communities, and parishes, our schools provide an education rooted in the Gospels that is “living, conscious, and active”. Students witness and are taught values and ideals that are in accordance with the teachings of the Roman Catholic Church. We empower our students to live their faith with compassion, integrity, and respect for all life and the diversity of our world. Our schools are faith-centered communities focused on promoting academic excellence while developing a strong moral conscience and embracing Catholic social teachings that enable our students to meet the lifelong challenges and demands of our rapidly changing world.

DIOCESE OF SYRACUSE BELIEF STATEMENTS

SPIRITUAL

We believe that...

- Jesus is the Master Teacher. He is the role model for all educators, parents, and students.
- 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 evangelizers; they bring the Good News of God’s love and salvation to all those in our communities.
- Catholic schools share in the educational and evangelical mission of the Roman Catholic Church and seek to develop and nurture relationships with parishes.
- Schools within the system embrace the common mission of Catholic schools in our diocese; the Catholic Identity of our schools is the foundation of a Catholic school education.

ACADEMIC

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.
- Students learn at different rates and in different ways; each is a unique, made in the image and likeness of God.
- Academic excellence is a worthwhile and attainable goal.
- Quality athletics, fine arts and extracurricular programs are essential components of a comprehensive education program.
- Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.
- Our school cultures should promote the continuous development of individuals and programs.

- Schools within the system should be aligned to educational programs while adhering to national, state, and diocesan standards.

STEWARDSHIP

We believe that...

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

SOCIAL

We believe that...

- Our schools are called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those people who are in need.
- Our students are taught to view all people as members of the family of God; we value and respect diversity within our schools.
- School communities, in partnership with parents, foster the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.

PROFILE OF A GRADUATE

Graduates of the Catholic schools in the Diocese of Syracuse will:

Live their faith by:

- Knowing, understanding, and promoting the Catholic faith.
- Protecting and nurturing human life at all stages.
- Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control, and concern for others.
- Serving God through service to others in society and the Church.
- Respecting the dignity of others, including those of other cultures and traditions, as modeled by Jesus, with acceptance, empathy, compassion, and loving all.
- Being good stewards of God's gifts.
- Continuing to devote attention to their own ongoing faith formation and evangelization of others.
- Providing leadership to the Church and future generations.

Use their educational experiences by:

- Mastering a rigorous academic program with disciplined work and study skills.
- Continuing to build on a strong academic foundation provided in Catholic schools as life-long learners dedicated to academic excellence.
- Being effective communicators, orally, in written form, and in the use of technology.
- Using technology in an ethical manner to access information and share information.
- Demonstrating the acquisition of life skills that promote cooperation, creative thinking, critical thinking, and problem-solving in a variety of settings.
- Taking active roles as responsible community leaders in order to make significant positive contributions.
- Demonstrating and appreciation for and support of the Arts.

TABLE OF CONTENTS

TERMS OF ENROLLMENT	1	<i>STUDENT ABSENCE PROCEDURES</i>	17
ADMISSIONS	2	<i>PARTICIPATION IN AFTER SCHOOL ACTIVITIES</i>	17
<i>INITIAL ACCEPTANCE</i>	2	<i>TARDINESS</i>	18
<i>DIOCESAN NON-DISCRIMINATION POLICY</i>	2	HEALTH SERVICES	18
TUITION INFORMATION	2	<i>HEALTH SERVICES/NURSE'S OFFICE</i>	18
<i>TUITION POLICY</i>	2	<i>EXCUSES FROM PHYSICAL EDUCATION</i>	18
<i>PAST DUE TUITION PAYMENTS</i>	2	<i>CONTACT OF PARENT/GUARDIAN</i>	18
<i>TUITION PAYMENTS</i>	3	<i>EMERGENCY FIRST AID AND ILLNESS</i>	18
<i>FINANCIAL AID</i>	3	<i>IMMUNIZATION REQUIREMENTS</i>	19
<i>NOT RETURNING STUDENTS</i>	3	<i>MEDICATION</i>	19
<i>COLLECTION POLICY</i>	3	<i>STUDENT PHYSICALS</i>	19
<i>PRO-RATED TUITION, SCHOLARSHIPS, REFUNDS</i>	3	<i>SPORTS PHYSICALS</i>	20
<i>SCHOOL CONFIDENTIALITY</i>	3	NOTIFICATION OF RIGHTS UNDER FERPA	20
<i>PARENT CONFIDENTIALITY</i>	3	<i>RELEASE OF STUDENT RECORDS</i>	20
<i>TRANSFERS</i>	4	<i>PARENTAL INSPECTION OF RECORDS</i>	21
ACADEMIC PROGRAMS AND POLICIES	4	<i>NON-CUSTODIAL PARENT'S ACCESS TO RECORDS</i>	21
<i>EARLY CHILDHOOD PRESCHOOL PROGRAMS</i>	4	<i>DIVORCED OR SEPARATED PARENTS</i>	21
<i>KINDERGRATEN PROGRAM</i>	4	<i>MEDIA COVERAGE</i>	21
<i>ASSESSMENTS</i>	5	UNIFORM POLICY	21
<i>GRADING: STUDENT ACADEMIC PROGRESS</i>	5	<i>THE SCHOOL'S DRESS CODE</i>	21
<i>REPORT CARDS</i>	5	<i>STUDENTS GRADES K-6</i>	21
<i>HOMEWORK POLICY</i>	6	<i>UNIFORM GUIDELINES FOR ALL STUDENTS</i>	22
<i>PARENT CONFERENCES</i>	6	<i>NON-UNIFORM DAYS</i>	22
<i>SUPPORT STAFF</i>	7	<i>MASS DAY UNIFORMS</i>	22
<i>ACADEMIC INTERVENTION SERVICE</i>	7	<i>GYM DAY UNIFORMS</i>	22
<i>RESPONSE TO INTERVENTION TEAM(RTI)</i>	7	<i>SEASONAL UNIFORMS</i>	22
<i>PROMOTION STANDARDS</i>	7	<i>NON-PERMITTED ITEMS</i>	22
<i>LITURGY/SCHOOL MASSES</i>	7	<i>UNIFORM EXCHANGE CLOSET</i>	22
<i>SERVICE PROJEACTS</i>	7	<i>TAG DAYS</i>	22
<i>FIELD TRIPS</i>	8	AFTER SCHOOL CHILD CARE (ASCC)	24
TECHNOLOGY POLICY	8	<i>GENERAL INFORMATION</i>	24
<i>PERSONAL ELECTRONIC DEVICE POLICY</i>	10	<i>ASCC STUDENT PICK-UP</i>	24
<i>CELL PHONES</i>	10	<i>EMERGENCIES/SAFETY</i>	24
<i>SMART WATCHES</i>	10	<i>FEES AND PICK-UPS</i>	24
EXTRA CURRICULAR ACRIVITIES	10	<i>SPECIAL PROVISIONS & PROCEDURES</i>	24
<i>BASKETBALL PROGRAM CODE OF CONDUCT</i>	11	BEHAVIOR POLICIES	25
COMMUNICATION	12	<i>CODE OF CONDUCT</i>	25
<i>COMMUNICATION WITH PARENTS</i>	12	<i>GOAL</i>	25
<i>COMMUNICATION WITH FACULTY, STAFF, ADMINISTRATION</i>	12	<i>BEHAVIOR EXPECTATIONS</i>	25
<i>RESOLVING QUESTIONS OR CONCERNS</i>	12	<i>POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS</i>	26
<i>TELEPHONE USE</i>	13	<i>SCHOOL BUILDING RULES</i>	26
<i>SCHOOL DIRECTORY</i>	13	<i>CLASSROOM PROCEDURES</i>	26
<i>USE OF BSS BRAND, NAME, LOGO</i>	13	<i>CAFETERIA RULES</i>	26
SAFETY AND SECURITY	13	<i>PLAYGROUND RULES</i>	26
<i>BUILDING SECURITY</i>	13	<i>NON-DISCRIMINATION POLICY</i>	27
<i>VISITORS</i>	13	<i>REPORTING CONCERNS</i>	27
<i>SCHOOL SAFETY COMMITTEE</i>	14	<i>ANTI-BULLYING AND NON-HARASSMENT POLICY</i>	27
<i>EMERGENCY CRISIS PLAN</i>	14	<i>THREATS AGAINST THE SCHOOL</i>	28
<i>FIRE DRILL AND LOCK DOWN DRILLS</i>	14	<i>CHILD ABUSE REPORTING</i>	28
<i>EMERGENCY CONTACTS</i>	14	<i>SEARCH AND SEIZURE</i>	29
<i>SCHOOL CLOSINGS</i>	14	DISCIPLINE POLICY	29
<i>EMERGENCY CLOSING DURING THE DAY</i>	14	<i>PROGRESSIVE DISCIPLINE</i>	29
<i>SAFE ENVIRONMENT</i>	15	<i>RANGE OF PENALTIES</i>	30
ARRIVAL AND DISMISSAL	15	<i>DRUG AND ALCOHOL POLICY</i>	31
<i>AFTERNOON PICK-UP PROCEDURES</i>	15	<i>PARENTAL CONCERNS PROCEDURE</i>	31
<i>PARKING LOT SAFETY RULES</i>	15	<i>SCHOOL EMPLOYEES</i>	31
<i>BUSING INFORMATION</i>	16	<i>VISITORS</i>	31
<i>PICKING UP STUDENTS PRIOR TO DISMISSAL</i>	16	<i>REFERRAL TO AUTHORITIES</i>	31
<i>DIVORCED OR SEPARATED PARENTS</i>	16	<i>TO HUMAN SERVICES AGENCIES</i>	32
<i>NON-PARENT/GUARDIAN PICK UPS</i>	16	<i>VIOLATION MISCONDUCT DEFINED</i>	32
ATTENDANCE	16	<i>DISCIPLINARY CONSEQUENCES</i>	32
<i>SCHOOL DAY HOURS</i>	16	SEXUAL HARASSMENT POLICY	33

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 attending 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 on 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 student 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.

ADMISSIONS

In January, each family is required to re-enroll for the coming school year. All submissions are needed by February 1st in order to secure your spot.

All **NEW** applications **MUST** have the following information in order to register:

- Birth Certificate
- Baptismal Certificate, **if applicable**
- Current Physical/Current Immunization Record/Health History
- Custody Agreement, **if applicable**
- Records Release Form, **if applicable**
- IEP, **if applicable**
- Application Fee
- Must be 3 on or before December 1st.

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.

DIOCESAN NON-DISCRIMINATION POLICY

Blessed Sacrament School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Blessed Sacrament School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

TUITION INFORMATION

TUITION POLICY

Tuition and rates for the students are established by the Blessed Sacrament Church Finance Committee and are subject to change from year to year. 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:

PAST DUE TUITION PAYMENTS

Tuition is considered late if payment is not made by the date designated on your FACTS payment plan. Should circumstances arise that may cause a delay in payment, the School Finance Manager must be at least two days prior to the scheduled payment so rescheduling of the payment can be arranged. Any payment returned from your bank for any reason (invalid account, insufficient funds, etc.) will be rebilled to your account with a \$35.00 bank fee assessed by FACTS.

Payment(s) 30 days past due: the school will notify you by email that you have fallen behind. The school will make every effort to work with you to bring your payments back to the payment schedule selected.

Payment(s) 60 days past due: you will receive written and verbal notification that your payments are behind and your child's continued enrollment at the school is in jeopardy.

Payment(s) 90 days past due: Failure to bring your account current will result in your child being removed from the school,

and your account being sent to collections.

All accounts must be paid in full by May 31st of the current school year.

We understand that circumstances can affect tuition payments. The school must be notified of any problems regarding unpaid tuition.

TUITION PAYMENTS

For families choosing to make their payment in full by September 1st, there will be a 5% discount per family. For families choosing to pay their tuition in full by December 1st, there will be a 2.5% discount. This discount will apply to all families regardless of scholarships or financial aid.

FINANCIAL AID

Financial aid is available to qualifying families with children in grades K to 6. Aid is determined by completing the financial aid application through FACTS Management. Aid is also available through the Eagles Fund, which is a separate and distinct entity. The Eagles Fund Application can be found on the Blessed Sacrament School website. The qualifying requirement for the Eagles Fund is that you **MUST** also apply to FACTS Management. Financial aid is not guaranteed from one year to the next. Parents will be advised of any other grants as they are made available.

- Parents/Guardians understand that should any of the information included in the application or any supporting documents be untrue, the school reserves the right to rescind the full amount of any tuition assistance and demand full payment of all tuition and fees.
- Parents/Guardians understand that the full amount of any tuition assistance is contingent on the student completing the full school year. Should the student leave the school, for any reason, the full amount of tuition assistance could be rescinded, and the full tuition could be assessed and due.

6th GRADE STUDENTS & STUDENTS NOT RETURNING

Student records, including report cards, will not be released until all tuition and/or fees are current. Sixth-grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full. It is also Diocesan policy that future Diocesan schools be notified of any unpaid balances. This could jeopardize future enrollments.

COLLECTION POLICY

Blessed Sacrament School will make every attempt to work with families to have their tuition paid in full by the end of the current school year. If an amicable agreement cannot be reached Blessed Sacrament reserves the right to send the account to collection. Blessed Sacrament will notify the family/parent/guardian in writing. The collection agency will take the necessary steps to secure the funds on our behalf up to and including garnishment of wages, liens against property, etc.

PRO-RATED TUITION, SCHOLARSHIPS, REFUNDS

Blessed Sacrament understands that circumstances arise resulting in late enrollments or early withdrawals during any given month of school, this will result in the tuition being pro-rated on a weekly basis of attendance. A student enrolled for one day during the week is considered enrolled for the entire week. Discounts taken for tuition paid in full will be deducted from any refund of prepaid tuition.

SCHOOL CONFIDENTIALITY

Blessed Sacrament School and the financial aid committee maintain strict confidentiality over financial aid files and will treat all financial information provided by families confidentially. Faculty and students are not informed of financial aid decisions. The school expects that the family will keep the same discretion regarding awards and decisions. Access to your FACTS online server records is restricted, and this information will only be available to those individuals at Blessed Sacrament School or FACTS who are directly involved in the financial aid decision-making process. Members of the Admissions/Tuition Office will be aware of financial aid award amounts. The identity of all students on financial aid will also be held in confidence.

PARENT CONFIDENTIALITY

In return, we apply consistent standards and policies across many families. However, each family's circumstances are unique and award amounts are based on individualized analyses. Therefore, we ask that parents not share with others

the particulars of awards received. When families share details of financial aid awards, false assumptions, and expectations are often created. Willful breaches of this confidentiality agreement may require a review and potential repeal of financial aid awards.

TRANSFERS

Students transferring from one Catholic School to another must have tuition paid in full before they may be accepted for admission to a second school. 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.

ACADEMIC PROGRAMS AND POLICIES

Blessed Sacrament School believes in academic excellence. Curriculum mapping for grade Tiny Eagles PK3-Grade 6 is our design to implement the purposeful, deliberate, and systematic organization of student learning and success. Each student is educated with a growth mindset to become lifelong learners and contributing members of our community and the world around us. Our instruction is a multi-modal, individualized approach for each student designed to challenge and engage formal learning experiences and academic rigor. All subject areas, including SEL, Fine Arts, Health, Physical Education have been curriculum mapped and follow New York State Next Generation Standards.

Mastery of foundational skills paves the way for future success in Junior High and beyond.

Religion curriculum follows Diocesan standards and is not only taught daily, but incorporated in daily living, working, and playing together. Elevate learning with resources and interactive activities.

Blessed Sacrament faculty learning goals:

- Unlock every student's potential with personalized learning paths.
- Seamlessly blend technology and curriculum for knowledge exploration.
- Ignite multiple learning pathways through diverse modalities.
- Empower student growth with assessments that go beyond grades, measuring mastery and application.
- Masterful classroom management ensures focused learning and maximum impact.

EARLY CHILDHOOD PRESCHOOL PROGRAMS: PK-4 AND TINY EAGLES PK-3

At Blessed Sacrament, we understand the critical role early childhood education plays in a child's development. Our preschool programs are specifically designed for curious four-year-olds who will turn four before December 1st of the current year. And three-year old who turn 3 before December 1 of the current school year. Our programs gently guide students as they adjust to a regular school routine. We encourage them to gain confidence and independence while fostering social skills through interaction with other grade levels. Children can also look forward to participating in exciting school-wide activities and concerts. We celebrate the unique learning pace of each child. Our dedicated teachers create a warm and inviting environment where every student feels empowered to explore, discover, and experience the joy of learning.

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.

KINDERGARTEN PROGRAM

Our full-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. Kindergarten students must be five by December 1st. No early entrants will be accepted.

ASSESSMENTS

Blessed Sacrament School uses the following ongoing assessments to measure understanding, identify strengths and weaknesses, track progress, and promote learning. These assessments help us tailor instruction and ensure your child reaches their full potential. Regular progress updates will be provided through reports, conferences, and online platforms.

Formative Assessments (Ongoing):

- **Classwork and Homework:** Daily assignments, projects, and in-class activities provide continuous feedback on student understanding.
- **Exit Tickets:** Short quizzes or prompts at the end of a lesson allow teachers to check for comprehension before moving on.
- **Observations and Discussions:** Teacher's gauge understanding through classroom interactions, discussions, and student participation.

Summative Assessments (Periodic):

- **Unit Tests and Chapter Tests:** These assess mastery of specific learning objectives covered in a particular unit or chapter.
- **Benchmark Tests:** Standardized tests administered at specific points in the year to measure progress against national or state benchmarks.
- **Midterm and Final exams** are given in grades 1-6 as per Diocesan Policy.
- **Performance-Based Assessments:** Projects, presentations, or demonstrations allow students to showcase their learning in a creative way.

Diagnostic Assessments:

- **Standardized Placement Tests: I-Ready Assessment** – Are given to grade K-6 three times a year in Fall, Winter, and Spring in Math/ELA
- **New York State Testing:** Grades 3, 4, 5, & 6 students are given assessments in Language Arts and Mathematics. Each test is graded and given a numerical score between 1-4.
- **Informal Assessments:** Teachers might use observations, interviews, or quick quizzes to assess a student's knowledge of a topic.

Other Considerations:

- **Self-Assessments:** Data Chats after I Ready diagnostics. Students reflect on their own learning and set goals for improvement.
- **Portfolios:** Collections of student work overtime showcase progress and growth.
- **Teacher Collaboration:** Data Analysis Teachers share assessment data and observations to gain a comprehensive picture of student learning.

GRADING: STUDENT ACADEMIC PROGRESS

Grades at Blessed Sacrament School reflect a comprehensive assessment of your child's performance throughout the semester.

- **Formal Assessments:** This includes unit and chapter tests, weekly quizzes, and research papers. These assessments provide a snapshot of your child's understanding of key concepts.
- **Ongoing Classwork:** Projects, homework assignments, and classwork allow teachers to monitor progress and identify areas where your child excels or might need additional support.
- **Participation and Effort:** Active participation in class discussions, demonstrations of effort, and overall conduct contribute to a well-rounded understanding of your child's engagement and learning strategies.

For your convenience, parents of students in all grades may monitor their child's progress on the FACTS Family Portal. Grades are updated weekly or more frequently. A passing grade for the Diocese of Syracuse is 70%. If a student is failing or not completing assignments, the parents will be notified prior to receiving report cards.

REPORT CARDS

Report cards are a culmination of these various elements, presented as an overall percentage or letter grade. This comprehensive approach aims to provide a clear picture of your child's strengths, areas for development, and overall academic progress. Report cards are distributed according to the dates indicated on the official school calendar.

- Grades K-6 :4 times a year (November, February, April, June)
- Tiny Eagles and Pre-K: (February, June)

Blessed Sacrament School uses a grading system that adapts alongside your child's development throughout elementary school as well as scoring a 1-4 on subtopics which reflect the program objectives defined as learning tasks for each grade level. Our goal is to provide clear and helpful feedback that encourages a love of learning and celebrates student progress.

Kindergarten & Grade 1:

By building a strong foundation and fostering a positive learning environment, these terms focus on giving you a general idea of your child's performance. Teachers use them to describe how well your child grasps foundational concepts, completes assignments, and participates in class.

E	Excellent	N	Need Improving
VG	Very Good	U	Unsatisfactory
G	Good	NA	Not applicable at this time
S	Satisfactory		

Grades 2 & 3: Letter Grades

As your child builds upon their foundational skills, these grades are all about continued development in key areas like reading, math, science, and social studies. To give you a clearer picture of how your child is mastering these skills compared to grade-level expectations, we transition to letter grades (A, B, C) in these grades. These grades allow for a more nuanced understanding of their strengths. This level of detail helps us identify areas for further growth and celebrate their progress along the way.

A+	97-100	C+	77-81
A	92-96	C	73-76
B+	87-91	D	70-72
B	82-86	U	Below 70

Grades 5 & 6: Numerical Grades

By grades 5 and 6, the grading system shifts to a more precise method using numerical scores (e.g., 90-100 = A, 80-89 = B, and so on). This allows for a more detailed understanding of your child's performance relative to specific benchmarks and assignments.

A+	97-100	C+	77-81
A	92-96	C	73-76
B+	87-91	D	70-72
B	82-86	U	Below 70

Sub Topic: Effort, Learning Characteristics:

4	Exceeding expectations consistently	1	Not meeting expectations at this time
3	Meeting expectations	NA	Not assessed at this time
2	Progressing toward meeting expectations		

HOMEWORK POLICY

Homework is a valuable tool in your child's learning journey. By working together, we can nurture curiosity, build confidence, and prepare them for a lifetime of empowered learning! Homework is an extension of learning that takes place in the classroom. It reinforces skills, ignites creativity, and allows students to explore concepts beyond the school walls. This fosters a lifelong love of learning and prepares them for the personal responsibility of future endeavors. While students assume ownership of their homework, it's a collaborative effort. Parents/guardians play a vital role in providing a conducive environment and encouraging good study habits. Homework instructions and expectations will be clearly discussed in class, eliminating the need for parental instruction. Remember, individual pace varies, and some students may require more time. All assignments, written and study-based, hold equal importance. Please reach out to the teacher for guidance. Together, we can ensure homework becomes a meaningful and enriching extension of the classroom experience.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress and growth to parents. Two scheduled dates (Fall and Spring) have been set aside for this purpose. Parents may have an in-person or virtual conference. Conference dates will be available at Back to School night with an opportunity to sign up. If needed, parents may initiate a conference at any time during the school year to discuss concerns by contacting their child's classroom teacher to arrange a mutually convenient time.

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 for the entire school day.

In addition, an A.D.A.P.E.P.(Alcohol and Drug Abuse Preventative Education Program) counselor is available three 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 other programs.

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.

ACADEMIC INTERVENTION SERVICES

Blessed Sacrament School is committed to providing all students with the support they need to succeed. Our Academic Intervention Services (AIS) program offers targeted assistance to students who may benefit from extra support in core subjects of ELA and math.

Students may be identified for AIS through a variety of methods, including:

- Standardized test scores
- Classroom performance
- Teacher observations

AIS is designed to be flexible and meet the individual needs of each student. Small group instruction focusing on specific skills: individualized learning plans with targeted goals, differentiated instruction, additional practice opportunities and resources, and collaboration between teachers, specialists, and parents.

RESPONSE TO INTERVENTION TEAM (RTI)

The Response to Intervention Team is a multi-disciplinary team of professionals who review a student's academic progress and any social or behavioral concerns. Members of this team consist of the Principal, Special Education Teachers, Classroom Teachers, School Counselor, and any other staff deemed relevant to that particular student. The RTI Team meets quarterly or more if necessary.

PROMOTION STANDARDS

The principal, with the teacher, in consultation with parents or guardians, decides all grade level promotions and retentions. The final responsibility for retaining a student rest with the parents. Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Testing, diagnosis, and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may be necessary to retain a student an additional year in his/her grade. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. When the probability of retaining a student arises, the parents are notified in writing by the third quarter report card. All necessary documentation is to be on file in the Principal's Office including a Possible Retention Form along with any written response from the parents. Generally, a student should be retained only once in primary grades (K-3) and once in upper grades (4-6).

LITURGY/SCHOOL MASSES

The part which liturgy plays in the life of the students at Blessed Sacrament School is a vital one. "A fully Christian life cannot be conceived without participation in the liturgical services in which the faithful, gather into a single assembly, celebrate the Paschal Mystery." School liturgies are prepared by the teachers and students in grades 1-6 each month throughout the school year. We will keep parents informed of these special liturgies through the monthly school calendar.

SERVICE PROJECTS

The main focus of our mission at Blessed Sacrament School is to engage students in reaching out to others in our community. This is done through monthly service projects that take place throughout the year. More information regarding these projects will be given throughout the year.

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 ensure 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. Bus transportation will be provided to and from the field trip location. The use of private vehicles is prohibited.

TECHNOLOGY POLICY

THE DIOCESE OF SYRACUSE EDUCATIONAL TECHNOLOGY STATEMENT OF POLICY

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenges "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 computer 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.

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

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- The student shall not change, alter, or modify any provided password or other form of access control without express permission to do so.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- Parental notification and a parental conference with the principal or his/her designee.
- 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.
- 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.

- The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.
- 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.
- 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.

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.

The use of Personal Electronic Devices is prohibited in school: i.e., picture taking or sound recording. Blessed Sacrament School does not permit cell phones or electronic devices to be used in the building by students. If a student needs to carry a cell phone or electronic device a parent/guardian must provide a written request to do so. During the school day, such devices must be turned off and retained in a secure location within the classroom. Failure to comply with this policy is considered insubordination and cell phone privileges will be revoked.

CELL PHONES

Students are not allowed to use cell phones during the school day. If they bring them to school they have to remain in their backpacks. If a student is seen using a cell phone during the school day without permission, it will be taken away and given to the parent at dismissal.

SMART WATCHES

If watches are used for texting or calling or searching the internet during the day, they will be removed and given to the parent at the end of the day.

EXTRA CURRICULAR ACTIVITIES

Blessed Sacrament School offers a wide variety of extra-curricular activities which take place during after school hours.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

A student is ineligible to participate in any extracurricular activity when he or she receives a failing grade in 2 or more subjects. A student who is under disciplinary suspension is ineligible to participate in extracurricular activities. In addition, any absence from the academic school day due to illness or suspension will disqualify them from participating in all extra-curricular activities. Absences for anything other than illness in regard to extra-curricular is left to the discretion of the principal.

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Participation in interscholastic athletics is a privilege for students. They, in turn have a responsibility to themselves, their team, school, family and community to maintain high standards of physical, and mental fitness and citizenship, thereby allowing the education benefits of the activities to accrue.

In order to try out, practice or participate in any sport, a student must:

- Have a current physical (within 12 months of the sports season) on file in the school office.
- Be academically and otherwise eligible to participate in extracurricular activities.
- Provide satisfactory proof of private insurance.

STUDENT ATHLETES MUST

- Be enrolled during the first 15 days of such semester and be in regular attendance 80% of the time excepting bona fide absences caused by personal illness.
- Conform to all sports standards implemented by the governing interscholastic athletic conference.

- Conduct themselves, in and out of school, as responsible young adults, exercise courtesy, cooperation and honesty:
- Comply with all training rules communicated to students, either orally or in writing, by a head coach:
- Not withdraw from such team without the approval of the head coach and director of athletics:
- Report to every practice session and game unless absent from school, or excused in advance by the head coach:
- Report to all home games and away contests in attire consistent with the student dress code:
- Refrain from the use of tobacco in any form:
- Refrain from the use of any chemical substances (illegal drugs, alcohol, performance enhancing substances etc.)

The failure to abide by these rules as well as any training rules communicated to a student either orally or in writing, by a head coach, may result in probation, suspension, or dismissal from the team at the discretion of school officials. The parents/guardians of any athlete who is dismissed or suspended from a team will be notified of the reasons for the dismissal and may be permitted to meet with Athletic Director and appropriate coaches to discuss the facts surrounding the student's dismissal or suspension. Serious continued violations may result in probation, suspension, or dismissal from the school's entire athletic program.

BASKETBALL PROGRAM CODE OF CONDUCT

STUDENT ATHLETE

Athletes should understand that they are representatives of Blessed Sacrament School at all times, on and off school property. Their behavior is a reflection of our school community. These codes of conduct are intended to provide guidelines regarding the responsibilities of all athletes.

- Follow coaches' instructions in practice and during games with respect. Give the coach your full attention at all times. Thank your coach after practices and games.
- Attend, on time, all practices, and games. If you are going to be late or absent, let your coach know as soon as possible.
- Be a good teammate, and do not taunt or bully other team members. Provide positive and encouraging comments at all times to teammates.
- Respect officials of the game at all times. Do not show any disrespect due to a call. Thank the officials at the end of the game.
- Respect opponents as fellow students: they are trying to do their best, just as you are.
- DO NOT RESPOND TO ANY DISRESPECTFUL ACTIVITIES, ACTIONS, OR WORDS OF OPPOSING PLAYERS, COACHES, OR SPECTATORS.
- Do not taunt, intimidate, tease, make fun of, laugh at, get angry at, opposing team members.
- Exhibit good sportsmanship, win, or lose. Shake hands at the end of the game, say good game, compliment your opponents no matter who wins. Respect the property of our school and other schools. Any violation of destruction of property will result in suspension from the program.
- Athletes will maintain academics throughout the season. The principal will inform the player if eligibility is in question due to grades.
- Above all you are Christian, and a representative of BSS.

COACHES

- Coaches are to take first aid, CPR, and concussion training.
- Provide a safe environment for the players.
- Organize practices that are fun and challenging for players.
- Be knowledgeable about the rules of the game and CYO league.
- Be a model of fair play and sportsmanship for the players and their parents.
- Treat all players fairly and do not give special attention or treatment from their own child.
- Respect the emotional and physical well-being of the players.

PARENTS

- Be responsible for getting their child on time to practice and games and notify the coaches ahead of time when their child will be unable to play in a game.
- Support the program by working their fair share of time in the Snack Shack at home games and during the annual tournament.
- Support their child's coaches in order to provide a positive experience for all.

- Be a model for good sportsmanship by treating all players, coaches, referees, and fans with respect.
- Let the referees call the game, refraining from questioning or complaining about referees' calls, remembering that the referees are volunteers.

COMMUNICATION

It is our goal to openly communicate with parents in a timely manner and ensure that everyone feels like an important part of our school family.

COMMUNICATION WITH PARENTS

Blessed Sacrament School is a paperless institution. The school will send out regular emails and text messages updating parents on various events. It is important to keep emails and phone numbers updated on the FACTS Family Portal. Monthly calendars, lunch menus, newsletters, etc. will be available on our website. In addition, classroom teachers will provide their own monthly/weekly newsletters and information.

COMMUNICATION WITH FACULTY, STAFF, ADMINISTRATION

Don't hesitate to reach out with your questions or concerns. You can easily connect with faculty or staff through several options:

You call the main office to leave a message or send an email directly (contact information is readily available on our website). We strive to respond promptly, but please allow up to 24 hours for email replies. If you haven't heard back after that time, feel free to send a follow-up email or give us a call

- For urgent matters, calling the main office is always the fastest way to reach someone.
- If you're unsure who to contact, the main office staff can help you find the right person.
- After 1:30 pm if you have an emergency and need to reach the office after that time, please leave a message and we will return your call promptly.

RESOLVING QUESTIONS OR CONCERNS

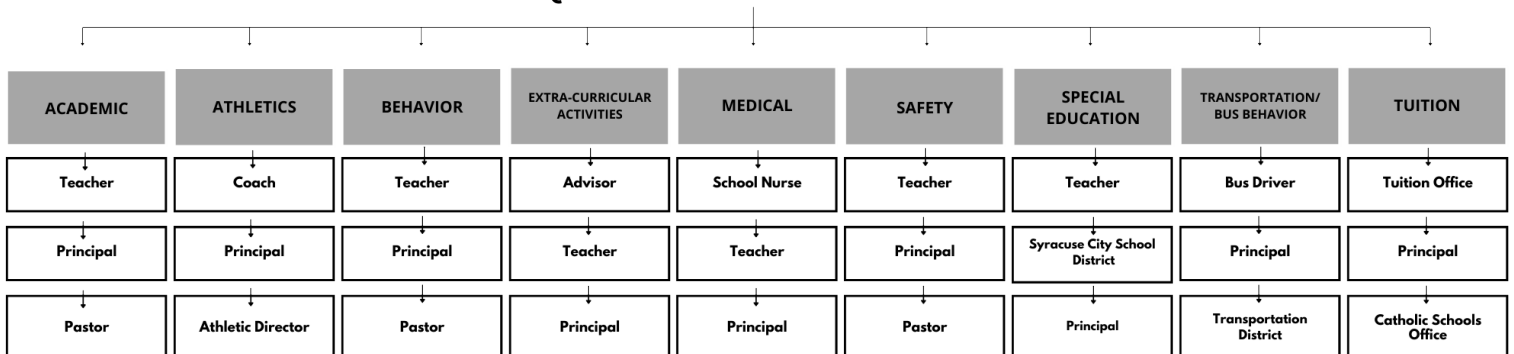
The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to "agree to disagree", and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration will be by appointment only. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. For the safety and security of all students and staff, visitors must use the intercom to identify themselves and be directed by the main office. You must abide by all safety policies and procedures set forth by the school.

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher first, and then the principal.
- Disciplinary issues should be addressed with the principal.
- Financial questions should be addressed to the Tuition Office.

COMMUNICATION CONTACT FLOW CHART

QUESTIONS OR CONCERNS



TELEPHONE USE

If a student needs to make a phone call while at school, he/she may go to the main office, and we will contact the parent/guardian for them. Personal cell phones/watches are not to be used without the permission of the principal.

SCHOOL DIRECTORY

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. A copy of the school directory will be available to you on the FACTS Family Portal in November. If you do not wish this information released, you may select those choices on the Family Portal.

USE OF BSS BRAND, NAME, AND LOGO

Blessed Sacrament School strictly prohibits the use of the school’s name, abbreviation thereof, school employee’s names or pictures, or any identifying logo without express written authorization from the principal. This includes but is not limited to; soliciting funds, collecting money, or in-kind donations on behalf of the school; selling products on behalf of the school. Any such unauthorized use of the school’s name, name of personnel, or identifying logo, if committed by a student may subject the student to disciplinary and/or legal action. Any such unauthorized use by a non-student may result in legal action. Anyone seeking use must present their proposal to the principal and adhere to the graphics standards of the school.

SAFETY AND SECURITY

BUILDING SECURITY

For everyone’s safety, our school building is locked during the day. From 8:00 AM to 2:15 PM, the front door is the only entry point for students, parents, and visitors. All other doors remain locked during school hours.

To enter the building:

1. Proceed to the front red doors.
2. Ring the doorbell and announce your name.
 - Report to the main office.
 - 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 main office, identify yourself, and sign in.
 - All forgotten items need to be dropped off at the main 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 email the classroom teacher to arrange an appointment to meet. Alternatively, parents can call the main office during school hours and 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 the school unless they have a specific reason and prior approval of the Principal.
 - Visits by parents, potential students, and tours are arranged through the Principal. Please contact the main office to make an appointment.

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:

- The building principal has authority over all persons in the building and on the school grounds.
- All visitors to the school must sign in and report to the main office upon arrival at the school. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Teachers should not be expected to take class time to discuss individual matters with visitors.
- All visitors are required to abide by the rules for conduct on school property contained in this Code.

Parents and other visitors are held to the same standard of respectful behavior as students on the school grounds, at school related functions and when interacting with school personnel. 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, 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 subjected to ejection and to criminal and/or civil penalties as provided by law.

SCHOOL SAFETY COMMITTEE

Blessed Sacrament School prioritizes the safety and well-being of all students, faculty, staff and families. We are committed to continuous improvement and regularly review and update our safety protocols. We believe in open communication and encourage parents and guardians to share any safety concerns with the school administration. Our dedicated Safety Committee plays a vital role in achieving this goal.

Committee focus:

- **Maintain a positive school culture:** We foster an environment of respect, inclusivity, and empathy through programs that prevent bullying and promote conflict resolution.
- **Ensure emergency preparedness:** We have comprehensive emergency plans for various situations and conduct regular drills to ensure everyone knows how to respond.
- **Equip staff and volunteers:** Our faculty and staff are CPR/AED trained and receive Safe Environment training.
- **Continuously improve safety measures:** The committee regularly reviews safety protocols and implements best practices to keep our school a safe haven for learning.

EMERGENCY CRISIS PLAN

Blessed Sacrament School Safety Committee has formulated Crisis Plans that detail the steps to be taken if an unforeseen situation occurs: medical emergency, bomb threat, intruder, etc. Drills will be conducted to teach students proper procedures to follow.

FIRE DRILLS AND LOCK DOWN DRILLS

Every school is mandated to conduct 10 fire drills during the course of a school year. These are important factors in preparing students to act calmly and quickly in case of an emergency. 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.

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, address, and telephone number 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.

SCHOOL CLOSING

Please check TV stations, the internet, or social media for statements regarding delays or closings for the Syracuse City School District. If the decision is made to delay or close school, Blessed Sacrament will follow the Syracuse City School District closing. We will send a text message and email to our families announcing the closing. Check the TV stations/websites listed below for the latest closing updates.

WSTM (Channel 3)

WTVH (Channel 5)

WIXT (Channel 9)

Syracuse .com

Students attending Blessed Sacrament School often travel several miles to get to school, and at times the weather conditions vary dramatically from location to location. The decision to close or dismiss school early is made with the safety of students and staff in mind. If school is scheduled to be open, and you feel this decision puts your child at risk, you may bring your child to school or keep them home for the day. This will represent an unexcused absence. When your child is unable to attend due to your home district not providing bus transportation an excused absence will be recorded. You will need to contact the school and send in an excuse with your child whenever your child(ren) is absent from school.

EMERGENCY CLOSING DURING THE DAY

Occasionally, it is necessary to send students home early because of poor weather or other emergency conditions. Student safety is the primary consideration when deciding about a school closing. We recognize that this can cause difficulty for parents. Please know that we will make every effort to get information out as early as possible.

SAFE ENVIRONMENT

The Office of Safe Environment educates clergy, religious, employees and volunteers of the Diocese of Syracuse on how to prevent sexual abuse and create safe environments for children, young people and vulnerable adults in our parishes, schools, agencies, and communities. The Office of Safe Environment is also responsible for conducting criminal background screening of clergy, religious, employees and volunteers. The certification is good for five years, at which time a re-certification needs to be taken. Registration information for training is available by calling the school office or on the diocesan website at syracusediocese.org. **Parents and other adults who would like to volunteer must participate in the Safe Environment training program known as "Protecting God's Children".**

ARRIVAL AND DISMISSAL

If you plan on dropping your child off at school in the morning, please follow the procedure:

- Enter parking lot from James St. or Tyson Place.
- Follow one-way traffic flow. **DO NOT** pass cars or buses in drop-off line.
- Children must exit car from right (passenger) side only. **DO NOT** let children exit the car from left (drivers) side of car.
- Parents are to remain in their vehicles, assistance will be provided.

AFTERNOON PICK-UP PROCEDURES

We ask that students **NOT** be picked up between 1:45 pm and 2:15 pm. **A written note is required if your child's dismissal procedure is changed** on a particular day. If an "emergency arises" and you need to change plans, **please call prior to 1:30pm**. If you plan on picking up your child from school in the afternoon, enter on James Street **ONLY**.

- Follow one-way traffic flow. **DO NOT** pass cars or buses in drop-off line.
- Tyson Place is restricted to **BUSES ONLY** between the hours of **1:30 pm - 2:00 pm**. Cars are not allowed to enter or exit Tyson Place during those times.

PARKING LOT SAFETY RULES

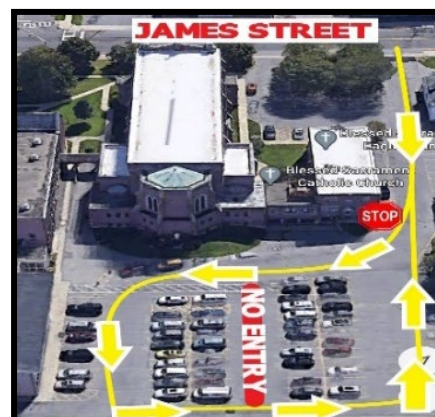
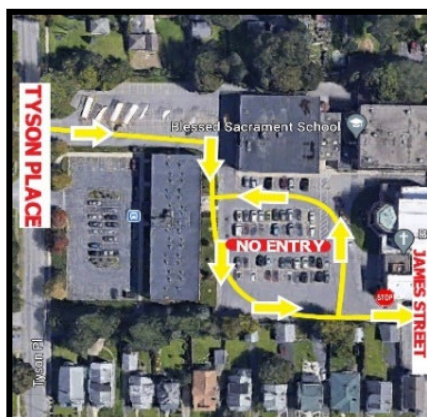
- **DO NOT** leave or park your car in the drop-off/pick-up zone at any time of the day. This includes afterschool care, late drop-off, and early dismissal.
- **DO NOT** allow your child to walk across the parking lot without an adult. **ALWAYS** use the crosswalk!
- **DO NOT** park in the handicap spot unless you have a handicap permit.
- **DO NOT** park your car in the "reserved for" spots at **ANY** time if you did not purchase one at the Auction.
- **DO NOT** park in the spaces closest to the building. Faculty & Staff parking **ONLY**.
- **DO NOT** pass school buses with red lights flashing.

NYS VEHICLE AND TRAFFIC LAW (1174) REQUIRES ALL MOTORISTS TO ALWAYS STOP FOR A SCHOOL BUS WITH RED LIGHTS FLASHING ON ALL ROADS, INCLUDING MULTI-LANE OR DIVIDED HIGHWAYS, ON SCHOOL GROUNDS, IN DRIVEWAYS OR PARKING LOTS EVERYWHERE. THE COST TO YOU: 1ST OFFENSE-\$250-\$400 AND/OR 30 DAYS IN JAIL. 2ND OFFENSE- \$600-\$750 AND/OR 180 DAYS IN JAIL. 3RD OFFENSE \$750-\$850 AND/OR 180 DAYS IN JAIL.

- **DO NOT** park in the parking area in front of the church.

(This area may be used by Tiny Eagle parents **ONLY** to walk in their 3-year-olds)

The flow of traffic will be efficient, less congested, and SAFER for all children if these rules are followed. Please refer to the picture below to drop-off and pick-up your child(ren). Park as instructed above, only if you are walking your child(ren) into school. Drop off children in the drop zone **ONLY**. Please be patient and wait your turn. Do not pass a car in line, **DO NOT** drop your child off until you reach the drop zone. Your cooperation will help keep students safe as they enter and exit school every day!



BUSING INFORMATION

- Living outside Syracuse City School District: If your address falls outside the Syracuse City School District, you must contact your local school district to arrange busing for your child to attend Blessed Sacrament School. They will be responsible for creating bussing schedules and addressing any questions or concerns you may have.
- Living within Syracuse City School District: If you live within the Syracuse City School District, Blessed Sacrament School will handle all busing arrangements for your child. They will provide you with the necessary information and address any questions you may have.

When riding on a school bus maintained by a public school district, the student is responsible to comply with all 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.

PICKING UP STUDENTS PRIOR TO DISMISSAL TIME

We are concerned about the safety of our students and must insist that students are to be picked up only by parents, legal guardians, or others designated in writing by parents. It is also preferred that students not be picked up early unless it is absolutely necessary. Please schedule appointments after school, on Saturdays, or during vacation periods.

If you plan to pick up your child at school, please write a note indicating your plans for that day and have your child give the note to the teacher. Indicate the time your child will be picked up. Students are to be picked up in the office, not in the classroom, in halls, or on school buses. The child will be sent to the office and then signed out by the person picking up the student. Students being picked up at dismissal time will need to wait until buses have departed the bus circle before going to the parents' car unless accompanied by a parent.

DIVORCED OR SEPARATED PARENTS

The school will presume that either parent may obtain the release of their child unless the school has been provided with a certified copy of a legally binding instrument, such as a court order or a decree of divorce, separation or custody, which specifically directs otherwise. If you would like additional copies of anything sent home, i.e. calendars, report cards, flyers, etc. it is the responsibility of the parents to let the main office know. The school will not be held responsible for failing to honor arrangements that have been made known.

SOMEONE OTHER THAN THE PARENT OR GUARDIAN

A student may not be released from school to anyone other than the parent or guardian without explicit written permission. This permission must be directed to the main office, state the name of the person to whom the student is to be released, the date and time of the pick-up and it must be signed by the parent.

ATTENDANCE

SCHOOL DAY HOURS ARE 8:00 AM – 2:15 PM

At Blessed Sacrament School, we believe regular attendance is vital for academic achievement, spiritual development, and fostering a strong school community. This policy outlines expectations and procedures to support consistent attendance, which aligns with New York State law.

Attendance Objectives:

- To know the whereabouts of every student for safety and other reasons.
- To verify that individual students are complying with Education Law in relation to compulsory attendance.
- To identify individual and group attendance patterns in order to provide attendance improvement programs and services, to improve student academic performance and increase school completion.
- Provide an educational program, predicated upon the presence of the pupil, which requires continuity of instruction and classroom participation.
- Help students develop a sense of responsibility, discipline, and good work habits.
- Maintain close communication and cooperation between home and school to encourage and sustain regular school attendance.
- Improve students' opportunities for academic and social accomplishment.

Attendance strategies to meet instructional objectives:

- Create and maintain a positive school environment among teachers, staff, parents, and students thereby

fostering a nurturing school community, establishing positive feelings between the school and students, thereby encouraging increased attendance.

- Attendance will be taken at the beginning of each school day.
- Attendance will be taken in class and/or school field trips.
- Maintain accurate record keeping via FACTS attendance register, tracking individual student attendance and trends to identify possible attendance problems.

Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the State Education Department and the school as valid and avoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.

LEGAL ABSENCES ARE DEFINED BY NEW YORK STATE AS:

- Student illness
- Death in family
- Religious observance
- Educational trips approved by the school
- Attendance at a health clinic
- Court appearance
- Impassable roads
- Quarantine

ILLEGAL ABSENCE IS DEFINED BY NEW YORK STATE AS:

- Oversleeping
- Missing the school bus
- Weather-related
- Late ride
- Family Vacation
- Traffic
- Non-School trips

Student Absence Procedures:

- Notification: Parents/guardians must inform the school of a student's absence before 8:00 AM via email or phone call to:
 - Classroom teacher
 - Main office
 - School nurse
- Details: Include the reason for the absence and expected duration.
- Non-notification: If the school hasn't heard by 8:00 AM, the main office or nurse will attempt to contact the parent/guardian. This is for safety reasons.
- Returning to School: Upon return, the student must provide a written excuse:
 - Specify dates and reason for absence.
 - Submit to classroom teacher.
- Excuses are Required: NYS Education Law mandates written excuses, which will be kept on file. Emails can be used as excuses.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

Any absence from the academic school day due to illness or suspension will disqualify them from participating in all extra-curricular activities. Absences for anything other than illness in regard to extra-curricular is left to the discretion of the principal.

TARDINESS

All students have the responsibility to be on time in their classrooms and classes. Administrators and teachers demonstrate to parents and students the importance of promptness and regular attendance in educational, social, and business matters and set a positive example by their own promptness and regular attendance. Tardiness will be treated in the following manner:

- Arrival time after 8:00 am is considered tardy.
- Continual tardiness may be construed as parental neglect and treated as such.

- Students who arrive at school after 8:00 am must report to the office to sign in.
- Habitual tardiness may result in disciplinary consequences.

While we understand there are often specific medical needs that impact attendance, and we work closely with families to support those students, the following procedures have been established for unexcused absents/tardies. These will be assessed per quarter.

AFTER BEING ABSENT UNEXCUSED/TARDY 3 TIMES:

- Written notification will be sent home.

AFTER BEING ABSENT UNEXCUSED/TARDY 5 TIMES:

- The Principal will schedule a conference with the parent(s)/guardian(s), school counselor, classroom teacher, and RTI team, when unexcused absences/tardies interfere with academic progress. Together, the group will formulate an attendance improvement plan.

Consequences for unexcused absences/tardiness may result in additional disciplinary actions including suspension, probation, or dismissal from school.

Administrators and teachers demonstrate to parents and students the importance of promptness and regular attendance in educational, social, and business matters and set a positive example by their own promptness and regular attendance.

The Principal will schedule meetings with the parent(s)/guardian(s), school counselor, and classroom teacher when unexcused absences/tardies interferes with academic progress. Together, the group will formulate an attendance improvement plan.

HEALTH SERVICES

HEALTH SERVICES/NURSE’S OFFICE

There is a Health/Nurse’s office in the school building staffed by a full-time nurse provided by the Syracuse City School District. Any student who is ill or injured should report immediately to the teacher who will in turn, refer the student to the nurse’s office. When necessary, the nurse will contact a parent to take the ill student home. In cases of severe injury or illness, the local ambulance will be called, and parents will be notified. If your child experiences an injury, or surgery, of any kind, please notify the nurse before your child returns to school.

EXCUSES FROM PHYSICAL EDUCATION

Students are required by NYS to participate in physical education and all students must fulfill this requirement for graduation. When it is absolutely necessary, a child may be excused from physical education class for up to two days upon the written request of a parent. A written statement from the family physician is essential for any exclusion from physical education class that exceeds two days in length. This note should include the reason for exclusion from physical activity, and if possible, the length of time for exclusion. Any child who does have surgery, or any other injury requiring a cast, splint or other support, or stitches must provide a physician’s note describing his/her ability to participate in physical activity. If your child is wearing a cast, he/she may not participate in gym/recess. This policy is to ensure a safe environment for all the children in Blessed Sacrament School. No student may return to physical education class after a physician ordered exclusion until the school nurse has seen the permission certificate from the physician. If your child is excused from gym, he/she will not be able to participate in outdoor, or gym-based recess.

CONTACT OF PARENT/GUARDIAN

The parents/guardians, or emergency contact will be contacted and request to take a child home if a student becomes ill during the day. Children who become ill during the day will be sent to the school nurse who will inform the parent/guardian or emergency contact person. The parent or designated person is to pick the student up, within a reasonable time frame, at the main office and sign the student out.

EMERGENCY FIRST AID AND ILLNESS

The principal and school health personnel must be able to contact the parents in case of an accident or illness in school. Therefore, it is important that the parents make certain the school has the home telephone number, cell phone number(s), employer number, and the name and number of a friend, relative, or neighbor who has given consent to act for the parent in case of emergency. Any change in home address or telephone number should be reported promptly to the school.

First Aid is given when and where an accident occurs to protect the life and comfort of the student until authorized

treatment is secured. Further treatment or diagnosis becomes the responsibility of the parent.

School health personnel may not go beyond their legal duties to apply second dressings or care for injuries that were incurred at home or elsewhere.

Most students are absent because of illness during the school year. Therefore, it is necessary to make appropriate arrangements in advance for the care of a sick student. Do not send a sick child to school. If you suspect illness, take the child's temperature before sending him/her to school. Communicable diseases or conditions (such as chicken pox, strep throat, impetigo, head lice, pinworm, scabies, etc.) must be reported to the school.

IMMUNIZATION REQUIREMENTS

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, pertussis, 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.

MEDICATION

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

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:

1. Student's name and date of birth
2. Frequency and time of administration
3. Diagnosis
4. Conditions under which medications should be administered and frequency
5. Name of medication
6. Date written
7. Dosage and route of administration
8. Prescriber's name, title and signature
9. Self administration orders, if needed
10. Prescriber's phone number

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. All medication must be submitted by the parent to the Health 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.

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.

STUDENT PHYSICALS

The New York State Department of Education requires physical examinations of children when they:

- Enter the school district for the first time.
- Are in grades Pre-K, K, 1, 3, & 5
- Participate in interscholastic sports in grades 4-6.

SPORTS PHYSICALS

All students participating in interscholastic sports programs, regardless of grade level, must have a physical before participating in any sport or practice, which includes a health history signed by a parent. Physicals are good for one year. Physicals must be valid on the first day of the season and current through the sports season. Physicals which expire during the sports season will not be valid.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

RELEASE OF STUDENT RECORDS

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), no part of a student's record will be divulged to any person, organization or agency with the informed written consent of the student's parent and/or legal guardians (or consent of the student, if the student is 18 years of age or older) unless:

- The disclosure is to school officials, including teachers, who have a legitimate educational interest in the record.
- The disclosure is to comply with a judicial order or lawfully issued subpoena, or
- The disclosure is in connection with a health or safety emergency.

Prior to any disclosure in the case of a judicial order, lawfully issued subpoena, health or safety emergency, the school will make a reasonable effort to notify the parent/guardian (or eligible student) in advance of its disclosure.

When a student transfers to another school, a copy of the student's records will be forwarded by the principal to the new school upon official request, the written consent of the parent/guardian (or eligible student) is required to authorize the transfer.

If a student is expelled, a copy of the records will be forwarded to the public school district where the student resides, unless directed otherwise.

PARENTAL INSPECTION OF RECORDS

Blessed Sacrament School complies with the provisions of the "Family Educational Rights and Privacy Act of 1974". Parents/legal guardians and non-custodial parent(s) of a student under eighteen whose rights are not limited by court order or formal agreement, may inspect and review official records, and data, including all material that is incorporated in each student's educational records by requesting access in writing directed to the school principal.

Upon receipt of the request, the school principal, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any day when school is open. No student records shall be removed from the school premises. If a parent, guardian or eligible student believes the student record contains inaccurate or misleading information, he/she may ask the principal in writing to amend the record. The principal within a reasonable time shall either;

1. Amend the record as requested; or
2. Inform the parent, guardian or eligible student of his or her decision not to amend the record and advise the requesting party how to appeal such a determination.

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.

DIVORCED OR SEPARATED PARENTS

Blessed Sacrament School assumes all parents have full residential and custodial rights. If this is not so, please be sure to give us the most recent court order. Parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

MEDIA COVERAGE/PHOTOGRAPHS AND VIDEOS

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).

UNIFORM POLICY

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.

STUDENTS GRADES K to 6

The Blessed Sacrament uniform policy is guided by a philosophy that uniforms promote a common bond among students and provide school identification, fostering a more accepting environment. This unity and identification create an environment where students focus on Christian values and education.

Students are expected to be well-groomed, clean, and neat at all times in order to develop a healthy self-concept.

Uniforms are to be pressed, free of stains, with no rips or holes, and of an appropriate length.

Parents are responsible for ensuring students comply with the uniform policy.

Please Note: Seasonal Uniform Options are ONLY allowed **Sept – October 31st** and start again **April 1st**.

***The administration reserves the right to determine what is appropriate for dress and grooming.**

UNIFORM GUIDELINES FOR ALL STUDENTS

SHOES

- Proper school shoes – Basic black, navy or brown dress shoes. NO logos, stripes, or sneaker styles, clogs, crocs, jellies, flip flops, open-toed shoes, cowboy boots, sandals or shoes with heels are never permitted on any day including non-uniform days
- Athletic shoes must be worn on gym days and may be worn on non-uniform days.
- **No light-up shoes are allowed** as they are a distraction to the learning process.
- Shoes are to be laced up and tied at all times.

NON-UNIFORM DAYS

- Good jeans or pants may be worn.
- For girls – skirts, dresses (no mini-skirts) good jeans or pants
- NO – short shorts, cutoff jeans, cropped shirts, Spandex, bike shorts, jeans or pants with holes, halter tops, sheer material, etc.
- NO – clothing or accessories with inappropriate sayings.
- Modesty – Cleanliness – Propriety – will be expected at all times.

MASS DAY UNIFORM (Grades K to 6)

Girls: Polo shirt and dress pants; polo or dress shirt, jumper/skirt, and dress shoes

Boys: Dress shirt and tie; or polo shirt and dress pants and dress shoes

GYM DAY UNIFORMS (1 to 6)

Girls and Boys: BSS Gym shirt and BSS sweat pants and tie sneakers

Kindergartens may wear what's comfortable with tie sneakers.

SEASONAL UNIFORM OPTION

Participation in the seasonal uniform is optional.

The seasonal uniform may be worn ONLY September – October 31st and begin again April 1st through the end of the school year.

NON-PERMITTED ITEMS:

Haircoloring (other than natural colors) and colored hair extensions.

Coats, jackets, sweatshirts, and/or other outerwear that are not part of the uniform policy are not permitted during the

UNIFORM EXCHANGE CLOSET

Blessed Sacrament School is proud to offer a convenient uniform exchange closet. The Uniform Closet provides access to a wide variety of gently used, clean clothing that adheres to our uniform policy, including shirts, pants, and other essential items. The Uniform Closet is located in the APR and is open during school hours.

TAG DAYS

Tag Day is a **non-uniform day**. The theme for a Tag Day will vary! It could be a dress-down day, a dress-up day, or even a special themed day. The specific date will be clearly marked on the school calendar with details and theme announcements. Students who want to participate can pay a **\$1.00** which goes directly towards supporting our monthly service projects. **Please note:** For safety reasons, flip-flops, sport sandals, or similar footwear are not permitted on Tag Days. **Please Note:** as a Catholic school, we prioritize uniforms and consider dress-down days and tag days as privileges. We believe that maintaining a consistent dress code fosters a positive and focused learning environment.

UNIFORM OPTIONS FOR BOYS



Solid White or Light Blue Dress Shirt with Navy Blue Tie - Short or Long Sleeve

Shirt must be tucked in at all times.



Solid Navy Blue or Hunter Green Sweater

No vests or oversized sweaters.
No stripes or designs



Solid Red Polo Shirt Short or Long Sleeve

Must have Blessed Sacrament on chest.
Land's End or Flynn & O'Hara **ONLY**



Navy Blue Dress Pants

No Cargo/Baggy Style Pants



Navy Blue or White Ankle Socks

UNIFORM OPTIONS FOR GIRLS



Solid Red Polo Shirt Short or Long Sleeve

Must have Blessed Sacrament on chest.
Land's End or Flynn & O'Hara **ONLY**



Solid Navy Blue or Hunter Green Cardigan

No vests or oversized sweaters.
No stripes or designs



Solid White/Yellow or Light Blue Collar Blouse



Drop Waist Plaid Jumper

Land's End or Flynn & O'Hara **ONLY**



Navy Blue Dress Pants

No Cargo/Baggy Style Pants



Plaid Below the Knee Skirt (Grades 4 - 6 ONLY)

Land's End or Flynn & O'Hara **ONLY**



Navy Blue or White Ankle or Knee Socks

GYM UNIFORM



Navy Blue Sweatpants
NO Yoga Pants or Leggings are allowed.
Must have Blessed Sacrament logo.



Solid Red T-Shirt
Short or Long Sleeve
Must have Blessed Sacrament on chest.
Land's End or Flynn & O'Hara **ONLY**

DESIGNATED ITEMS MUST BE PURCHASED THROUGH LAND'S END or FLYNN & O'HARA

SEASONAL UNIFORM OPTIONS

Navy Blue Gym Shorts
Sept-Oct 31st/April 1st -June
MUST be knee length.
Must have Blessed Sacrament logo.



Navy Blue Dress Shorts
Sept-Oct 31st/April 1st -June
MUST be knee length.



AFTER SCHOOL CHILD CARE (ASCC)

GENERAL INFORMATION

Hours are 2:15pm – 5:15 pm each full day of school, the After School Child Care Program provides professional care, supervision, recreation, and enrichment activities. Our program is designed to offer a pleasant and caring place where children in Tiny Eagles through 6th grade feel safe and secure while their families are working. Registration is required to utilize this program. **We do not close our After School Care program when SCS D cancels afternoon activities due to weather.**

ASCC STUDENT PICK-UP

Parents should come to the APR room doors and ring the bell. Parents will be admitted into the school to pick up and sign out their children. Identification may be required if pick up is made by someone other than the student's parent. Any changes to individuals picking up students must be made in writing by the parent and sent to the main office for approval.

EMERGENCIES/SAFETY

One of our most important regulations concerns the child/children's leaving the premises of the After School Child Care Program. If someone other than a parent is picking up your child/children, you must send a note stating who that will be by emailing the main office at blsacsyr@syrdiocese.org.

FEES AND PICK-UPS

Additional areas of parental responsibility are in the matters of prompt fee payment and pick-up of children. Fees are the sole support of the Blessed Sacrament After School Child Care Program. It is not subsidized by the school or the parish. Due to our nightly cleaning and disinfecting of the After School Child Care areas, all children must be picked up by 5:15p.m. Failure to comply will result in an additional \$25.00 charge to your account.

SPECIAL PROVISIONS & PROCEDURES

1. ILLNESS OR ACCIDENT

...In cases which appear to be of a minor nature, first aid will be administered on the premises. Medication will not be administered by mouth unless a written statement from a physician detailing method, amount, and time schedule is received.

...Parents will be expected to make arrangements for taking sick children home. The After School Child Care Program does not have facilities for transportation of children.

2. HOMEWORK

Each day a homework period is scheduled. It is the responsibility of the student to acknowledge his/her assignment, as

our staff is unaware of any assignments given by the teachers to your child. ASCC cannot provide school supplies for homework, please be sure your child has all necessary supplies in their backpack.

3. ABSENCES

If your child/children are not going to attend the After School Child Care Program on a day they usually attend, please send a note to their classroom teacher.

4. TOYS FROM HOME

Children may bring a toy or game from home for their own personal entertainment. Toys and games from home may not be shared with others. The ASCC staff is not responsible for keeping track of their personal toy or for any damage or loss. Personal electronic devices such as handheld entertainment systems (Video games, Game Boy, Nintendo DS, PSP, iTouch, iPods **must be kept at home**). Please refer to policy in the Student Handbook.

5. SNACKS

Each day a light snack will be served. Any student(s) not wanting the snack provided by ASCC may bring a snack from home.

6. TERMINATION

After School Child Care services to the family and/or individual child may be terminated by the principal. Such cancellation of services will be given with one week's written notice, and for the following causes:

- Late pick-ups
- Non-payment of fees
- Failure of the child to respect the safety and rights of other individuals in the program.

7. EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the staff. Such permission will only be granted by order of the parent or guardian.

BEHAVIOR POLICIES

CODE OF CONDUCT

Our Code of Conduct is rooted in the Catholic faith and its core values of love, respect, service, and justice. It aims to foster a safe, nurturing, and inclusive learning environment where all individuals can flourish as well-rounded individuals both academically and spiritually. The Code of Conduct is not just a set of rules, but a framework for developing ethical character and moral integrity. It encourages students to make responsible choices, practice empathy, and treat each other with dignity, regardless of their background or beliefs. We believe in fostering a spirit of community where everyone feels valued and supported. The Code of Conduct encourages students to build positive relationships, resolve conflicts peacefully, and contribute actively to the school environment. We recognize that creating a positive school culture is a shared responsibility. Students, teachers, parents, and staff all have a role to play in upholding the Code of Conduct and ensuring a safe and respectful environment for all. The Code of Conduct is not intended to be punitive but rather a guide for personal growth and learning. We believe in providing opportunities for students to reflect on their actions, learn from mistakes, and develop the self-discipline necessary to make positive choices.

GOAL

The goal for all of our students is to demonstrate great character, integrity and excellence. Knowing that education is a journey, it is to be expected that there will be bumps in the road and lessons will be learned. Inevitably, students may choose to make poor choices academically or behaviorally. We strive for balance between the interests of the school community and the interests of the individual student in implementing disciplinary consequences. Students should conduct themselves in an appropriate manner as it relates to the mission of a safe learning environment. If students choose not to act appropriately, they will be held accountable for their actions.

BEHAVIOR EXPECTATIONS

In order to establish the best possible atmosphere for growth in our school, school personnel and the parents must work together to be role models and provide positive reinforcement to the children. The culture of Blessed Sacrament School will consistently reflect Gospel values and living. Each individual associated with Blessed Sacrament School shares the responsibility for preserving a faith-based learning culture. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided.

Parents are expected to supervise and train their children, students are expected to be prepared and consistently

demonstrate respect for others, themselves, and their environment. Faculty members are expected to model Christian values.

Personal Responsibility Pledge:

Each morning, as a school family students, faculty, and staff will recite our Personal Responsibility Pledge.

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.

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

SCHOOL BUILDING RULES

The faculty, staff and parents want to provide a pleasant atmosphere free from disruption and conducive to the education process. In order to do this, the following rules and regulations have been written. Students should familiarize themselves with these rules along with their parents. With everyone's cooperation we can maintain a school climate which is safe and pleasant for all.

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; school parking privileges; book bags and backpacks in the building; bicycles, the use of electronic devices and laser pointers; and other local matters related to discipline and order in the building.

CLASSROOM PROCEDURE

Along with the school policies, teachers will have their own set of behavioral procedures for the classroom and will have their own set of consequential procedures. Each teacher will handle situations that happen in the classroom. When the teacher has exhausted all the classroom controls and the misbehavior is continuing, the principal will be consulted for possible further action.

CAFETERIA RULES

Blessed Sacrament School's hot lunches are provided by School Eatery. Lunches **MUST** be ordered in advance. The menu can be found on the [School Eatery website](#). Milk may be purchased from the cafeteria. Extra lunches will not be available. When students bring a lunch from home, the beverage should be in a plastic container (NO GLASS).

- Sit at your assigned grade level table and remain seated until you have finished eating your lunch.
- While in the cafeteria, talk quietly and never shout or yell.
- Use good table manners. You should always use your best manners wherever you are. You should use and model the same good behavior at school as you would at home.
- When finished eating, clean up the area around you. That way, everyone will have a clean place to enjoy lunch.

Special "fast food" deliveries during students' lunchtime are strictly prohibited.

PLEASE REMEMBER:

- Consequences for repeatedly not following the cafeteria rules will result in assigned seating and possible notification to parents at the principal's discretion.
- Sharing food is not permitted.
- All cafeteria staff and volunteers are to be given the same RESPECT AND COOPERATION as other adults in our building.

PLAYGROUND RULES:

- The directions given by any adult are to be followed immediately.
- Stay in sight of an adult.
- Objects are not to be thrown (rocks, sticks, snowballs, etc.)
- Keep your hands and feet to yourself.

- Stay clear of the area in front and behind swings.
- Stay within the fenced area.
- Dress for the weather conditions. Sneakers and socks are the most appropriate footwear for the fall and spring and boots are the most appropriate for the winter.
- Consequences will be given for inappropriate behavior. Recess is a privilege that should be enjoyed.
- Take turns using play equipment.

NON-DISCRIMINATION POLICY

Blessed Sacrament School is committed to providing a learning environment free from discrimination on the basis of sex. This includes all educational programs and activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits such discrimination. Blessed Sacrament adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, be subjected to the discrimination under any education program or activity receiving federal financial assistance.” We are committed to fostering a safe and inclusive learning environment for all students. To achieve this, we follow the guidelines set forth by **Title IX**: A federal law prohibiting **discrimination** on the basis of sex in any educational program or activity. This includes areas like admissions, athletics, and access to programs. It also covers sexual harassment. And the Diocese of Syracuse. This includes protection from:

- **Being treated differently because of:** Race, color, weight, national origin, religion, disability, sexual orientation, gender (including gender identity and expression), and sex.
- **Harassment:** This includes any unwelcome behavior that interferes with a student's learning or creates a hostile environment.
- **Bullying:** Repeated acts of aggression or intimidation towards another student.
- **Cyberbullying:** Similar to bullying, but done electronically (through texts, social media, etc.).

REPORTING CONCERNS

In compliance with it, students should report inappropriate conduct to a teacher, staff member, or administrator. All reports will be investigated promptly and thoroughly following established procedures. If you have any concerns about discrimination or harassment, please don't hesitate to reach out to a trusted adult at Blessed Sacrament, such as a teacher, counselor, or principal. We take all reports seriously and are committed to a positive learning experience for everyone.

ANTI-BULLYING AND NON-HARASSMENT POLICY

Blessed Sacrament School calls on Jesus as the model for our thoughts, words, and actions. Children learn best in a climate of acceptance, tolerance, and respect where bullying and harassment are not tolerated. Therefore, Blessed Sacrament School strives to create and maintain an atmosphere free from any threats in interactions between peers and adults. All students have the right to an education free of discrimination and harassment. A student's ability to learn and to meet high academic standards, and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. Everyone at Blessed Sacrament is committed to making our school a safe and supportive learning environment. We will treat each other with respect, and we will refuse to tolerate bullying, discrimination and harassment in any form. Trying to justify discrimination, harassment, or bullying as “just a joke” will not be accepted or tolerated.

Bullying behavior may include words, actions, and/or body language. that happen repeatedly or present a threat to physical or emotional safety due to an imbalance of strength, power, or numbers then the situation is classified as bullying. It may take several forms: verbal, written, electronic, and/or physical. This behavior would not be considered of a social nature; it is unwelcome, offensive, and fails to respect the rights and dignity of others. Incidents of bullying/harassment will be addressed by the Principal in a timely manner.

Examples of bullying, discrimination, and harassment include:

- Hurting someone physically by hitting, kicking, pushing, or pinching
- Stealing or damaging another person's property
- Ganging up on someone
- Name calling or teasing someone in a hurtful or threatening way
- Using put-downs, such as insulting someone's weight, gender, appearance, height, race, disability, etc.
- Making comments or actions of a sexual nature, which are unwelcome and make the recipient

uncomfortable, such as spreading rumors of a sexual nature, making comments about someone's body, inappropriate touching, grabbing, or showing of private body parts.

- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to associate with someone
- Intimidating aggression through not writing, graffiti, or slam books
- Intimidating aggression through phone calls, text messaging, and social media outlets, such as email, Facebook, Twitter, video chat, instant messaging, etc.
- Harassing anyone on the school property or at a school function
- Subjecting any student to discriminate based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex on school property or at a school function.

Staff at our school will do the following to prevent discrimination, harassment, or bullying and help students feel safe at school:

- Report all incidents to the principal
- Closely supervise students in all areas of the school and school grounds
- Watch for signs of discrimination, harassment, or bullying and stop it when it happens
- Respond quickly and sensitively to discrimination, harassment, or bullying reports
- Take seriously parent concerns about discrimination, harassment, or bullying
- Look into all reported discrimination, harassment, or bullying incidents
- Assign consequences for discrimination, harassment, or bullying based on Discipline Policy
- Provide a safe environment for students who report discrimination, harassment, or bullying.

Students at our school prevent bullying by:

- Treating each other respectfully
- Refusing to discriminate, harass, or bully others
- Refusing to let others be discriminated against, harassed, or bullied.

The following steps of investigation may be taken:

- Individual discussions with the parents/guardians of the target(s) and the student(s) responsible for the behavior
- Discussions with the direct witnesses or bystanders
- Discussion with the supervising adult
- Completion of an Incident Report
 - If required by law, report the incident to law enforcement.
 - Follow up with target within 48 hours of incident
 - Include a plan of action and summary, which will be filed in each student's records.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken immediately. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of all parties. The consequences of the behavior will be in accord with the school's Discipline Policy and Acceptable Technology Use Policy (if technology was used in the incident).

THREATS AGAINST THE SCHOOL

Blessed Sacrament School takes terroristic threats seriously. Any student who threatens violence against another student, a teacher, the school or any individual associated with the school will be referred to local authorities. The student will be immediately suspended by the principal, and an evaluation of the student will be mandated. The possibility of the student's readmittance to school will be predicated upon a number of things, to include, but not limited to: a mental or psychological evaluation by a professional, an evaluation by the district Committee on Special Evaluation and possible prescription of an Individual Education Plan. The administrator also reserves the right to transfer the student out of the school.

CHILD ABUSE REPORTING

All school personnel are mandated child abuse reporters. All situations of suspected child abuse and/or maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education

Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to “reasonable suspicion” of child abuse.

SEARCH AND SEIZURE

School officials have the right to search students’ backpacks, desks or storage spaces that are the exclusive property of the school. If illegal items are found, including drugs and/or weapons, they will be turned over to law enforcement authorities. If items violate school rules, they may be confiscated.

DISCIPLINE POLICY

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. Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student’s discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to the school administration for further action. Administrators and teachers document behavior incidents in student files and on FACTS when appropriate. When a behavior infraction is entered, a consequence is determined, and the incident will be reported to the parent(s)/guardian(s) via email. 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 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. It is sometimes necessary for the school to take a firm stand on certain issues, especially when a child’s behavior infringes on the rights of others. Please refer to the CODE OF CONDUCT above.

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 consider 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.

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:

- Warning: a verbal or written reminder communicated to the student and/or the student's parents
- Parent Notification
- Parent/Teacher/Administrator Conference
- Counseling
- Disciplinary Probation: monitoring of a student's conduct and grades during a particular period for the purpose of determining whether any other disciplinary measure is warranted.
- Loss of a privilege
- Suspension from athletic, social, or extracurricular activities.
- **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.
- **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.
- **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:

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.

Misconduct Committed On/Off School Property

Students, guests, or 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 of the school administration, is:

- A violation of civil or criminal law involving moral turpitude
- Would reflect or discredit the reputation of Blessed Sacrament
- Threatens the health, safety, or welfare of a student, teacher, or other member of the school staff.
- Is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Blessed Sacrament
- Is likely to interfere with a positive educational environment.
- Sexual or another form of harassment that is likely to carry over to the educational environment. This misconduct committed on/off property includes bullying, harassment, threats, and negative comments made through the use of cell phones, email, text message, or social media (Twitter, Facebook, Snapchat, Instagram, and others). At its sole discretion, the administration may impose any penalty for violation of this policy including suspension or expulsion.

Misconduct at a School Function

The principal shall be responsible for enforcing the conduct required by this Code at school functions on or off campus 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. Misconduct Not Specifically Defined The definitions

of misconduct set forth in Section V 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.

DRUG AND ALCOHOL POLICY

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 all other 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. 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. Smoking or vaping is not permitted by anyone on school property.

PARENTAL CONCERNS PROCEDURE

In order to expeditiously resolve parental concerns 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 resolved 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 Diocese School Office can investigate the matter.

If the resolution by the Diocesan School Office is not satisfactory, the parent or guardian may request a review of the issue by the Diocesan Superintendent of Schools in Syracuse.

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

SCHOOL EMPLOYEES

Administrators, teachers and support staff members are subject to the provisions of 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.

VISITORS

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

- 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.
- The principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
- 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.
- Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

REFERRAL TO AUTHORITIES

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(s) of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

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.

VIOLATIONS MISCONDUCT DEFINED

Blessed Sacrament 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.

DISCIPLINARY CONSEQUENCES

Level-One infractions incur:

- a verbal warning and/or detention as determined by the classroom teacher/staff member.
- address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of this policy.

Level-One includes, but is not limited to:

1. Classroom Disruption as defined by the classroom teacher.
2. Gum, Food in Class, Spitting
3. Note Writing
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Lacking Supplies
8. Touching Other's Property
9. Dress Code Violation
10. Profanity, Obscenity

Level-two infractions incur:

a detention, in-school suspension, and/or an out-of-school suspension as determined by the administration.

Level-Two includes, but is not limited to:

1. Repeated Level-One Violation (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bullying
7. Fighting
8. Possession of Inappropriate Items as determined by Administration or a teacher.
9. Open Defiance, Insubordination, or Disrespecting of school staff or employees.
10. Plagiarism

Level-Three infractions incur:

at least a suspension and at the discretion of the Administration, expulsion from Blessed Sacrament School.

Level-Three including, but not limited to:

1. Repeated Level-Two Violation or Continual Level-One Violations (regardless of whether each violation was

- previously recorded or incurred previous discipline)
2. Firearms/Weapon Possession
 3. Attack on school employees or other students.
 4. Threats to school employee or other students or their property
 5. Leaving Campus without Permission
 6. Bomb Threat or False Fire Alarm
 7. Endangering the Well-Being of Self and Others
 8. Not cooperating in School Evacuation
 9. Use or Possession of Drugs and Drug Paraphernalia
 10. Use of Possession of Tobacco Products
 11. Unwanted Sexual Advancement, including inappropriate verbal, cyber, written, or physical conduct of the sexual nature.
 12. Serious Inappropriate Behavior (as determined by the Administration)
 13. Stealing
 14. Harassment whether sexual, physical, verbal, cyber, etc.
 15. Damage to School Property

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

I. 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, 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.

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.

II. 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:

- Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student’s academic progress or student’s successful completion of any course of study, educational or extra-curricular activity;
- 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;
- 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;
- 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;
- 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;

- 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.
- 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.
- 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 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:
 - Unwelcome sexual advances, regardless of whether they involve physical contact;
 - 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;
 - Displaying sexually suggestive objects, pictures and/or cartoons;
 - Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
 - Inquiries into one’s sexual experiences
 - Discussion of one’s sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complainant 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.

III. COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

A. 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 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.

B. 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 members 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. 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 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.

C. 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. 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 share 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.

D. 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. 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 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.

E. 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 inquiries 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. 26 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 liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

The school reserves the right to amend this handbook for just cause at any time during the school year.