

BLESSED SACRAMENT SCHOOL

Restoring Faith in Education

Student/Parent Handbook

(revised in 2024)

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INTRODUCTION & WELCOME

Dear BSS Students and Parents,

Welcome to the 2025-2026 school year at Blessed Sacrament School. We have an exciting year of learning ahead of us. Whether you are learning how to write a persuasive essay in ELA or learning how to play chess in Chess Club or learning how to pass a volleyball during recess, your next 10 months are bound to be an exciting adventure filled with mistakes, successes, questions, answers, laughter, and some tears. Most importantly, we want this year to be filled with Jesus. He has so much to offer you and to teach you about living a peaceful, productive life taking care of others.

*"Amen, I say to you, whatever you did
for one of these least brothers of mine, you did for me."
MT 25: 40*

Your entire BSS faculty is here to support you. You are special and we make the time for you because we want you to have every opportunity in life.

And we know that the parents and students alike are here to support the BSS faculty. Your teachers spend hours and hours of time outside of school carefully preparing lessons, reading and assessing your work so they can provide you with feedback, communicating with parents, and growing their own teacher expertise through constant professional development.

In other words, being a student or being a teacher or being a parent is hard work.

We have developed this Student and Parent Handbook to guide us. It provides us with procedures and processes, rules and expectations, regulations and consequences. It is important that you know and understand what this handbook says because it will help all of us have a successful school year together in which we all grow and improve. Therefore, you must read this handbook and sign your name confirming that you understand the contents. We ask all of our parents to sit down with their students and discuss this handbook to make sure that we all have a common understanding of school expectations.

Thank you and God bless our entire school community!

Bill Sheehan
Principal

I. Mission, Philosophy, and Statement of Faith

Mission

The mission of Blessed Sacrament School, a Catholic school and ministry of Blessed Sacrament parish, is to educate preschool through grade eight students in a safe, nurturing and academically challenging environment that instills the knowledge of God's great love for us. We empower students to become well-rounded individuals who are lifelong learners and joyful witnesses to Christ's teachings.

Philosophy

Blessed Sacrament School is a community of students, parents, faculty and staff unified by mutual trust and respect in its goal of developing well-rounded individuals. We provide a holistic education – spiritual, intellectual, cultural, and social. In a nurturing environment, each child is given the opportunity to discover his or her own self-worth and potential. We encourage sensitivity toward human relationships and respect for the abilities, values, and attitudes of others. At Blessed Sacrament School, we teach our students to serve as Jesus served, with knowledge, commitment and excellence.

Statement of Faith

“Teacher, which commandment in the law is the greatest?” He said to him, ‘You shall love the Lord, your God, with all our heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.’”

MT 22: 36-39

“Stop judging, that you may not be judged. For as you judge, so will you be judged, and the measure with which you measure will be measured out to you. Why do you notice the splinter in your brother's eye, but do not perceive the wooden beam in your own eye? How can you say to your brother, ‘Let me remove that splinter from your eye,’ while the wooden beam is in your eye? You hypocrite, remove the wooden beam from your eye first; then you will see clearly to remove the splinter from your brother's eye.”

MT 7: 1-5

Disclaimers

Your signature on the Handbook Highlights form sent home on the first day of school is your acknowledgement that you have read the entire Student/Parent Handbook and agree to all of the provisions in this document.

The school reserves the right to amend this handbook from time to time if the administration deems it necessary for the benefit of the school community.

II. General Information

- A. Accreditation: Blessed Sacrament School is fully accredited by The New England Association of Schools and Colleges (NEASC) and the Rhode Island Department of Education.
- B. Communications: We use several different forms of communication between school and home to ensure that parents are kept informed so we can work together to improve student learning and success.
 - a. Email: Administration and faculty will email parents through the Student Information System (SIS). This means that you need to update the personal email addresses in your Family Portal; each parent needs to have a separate email address (both parents can NOT have the same email address).
 - b. Phone: Administration and faculty will call home using a school phone. The number that shows up on Caller ID will be the main number: 401-831-3993. Please put this into your contacts so you can quickly see that someone from the school is calling you.
 - c. Text Message: Administration will issue Parent Alerts via text messages. Please make sure that your mobile phone number is correct in your Family Portal.
 - d. Friday Folder: Each week your child will take home a Friday folder that will contain corrected schoolwork and important school notices.
 - e. ClassDojo: This app is for sharing all of the wonderful things we have going on here at Blessed Sacrament School. It is strictly used for celebrating the positive. It is NOT used for official communications between teachers and parents. Additionally, the school administration will use ClassDojo to quickly share school-wide announcements such as school closure due to weather. To participate, parents must read and sign the ClassDojo User Policy.
 - f. Monthly Newsletter: Each month, you will receive a monthly newsletter from your child's teacher and from the principal, sharing updates on learning, school improvements, and current initiatives.
 - g. Local News Stations: In the event of an emergency, such as a snowstorm, BSS will post school delays and closures to the various local news TV and radio stations.
- C. School Main Office: The main office is open on school days from 7:30am – 3:30pm, Monday through Friday, except for vacations and holidays. Summer hours are Tuesday through Thursday, 9am – 12pm. The school number is (401) 831-3993. The office telephone is a business phone and should be used by students for emergencies only with permission of the principal or office manager.
- D. School Day: The school day begins at 8:15am and ends with dismissal at 2:30pm. We offer Before-School from 7am-8am and After-School Care from 2:30pm-5:30pm.
- E. Drop-Off and Pick-Up Procedures: DO NOT PARK IN THE FRONT OF THE SCHOOL FOR ANY AMOUNT OF TIME OR FOR ANY REASON. First, our school buses use the space in

front of the school so it needs to remain empty. Second, Regent Ave is very narrow and parked cars stop the flow of the traffic which creates a dangerous situation.

- a. **Drop-off in the morning begins at 8am;** there is no adult supervision for children until 8am. Please do not drop your children at school before 8am unless you are requesting daycare. The school will not assume responsibility for their safety until the stated time. In inclement weather, all students will go directly to their classrooms no earlier than 8am.
 - i. Cars with students in grades 1-8 will line up in the school parking lot, entering on Academy Ave. and pulling up to the next available orange traffic cone; do not park your car or get out of your car. Once your student exits the car, you should exit the parking lot via Regent Ave. We have a small parking lot so please be patient.
 - ii. Cars with students in grades PK3-K will enter the school parking lot on Regent Ave and park in the first available spot. They will then escort their children through the playground gate, through the back door, and then to the classroom where they will sign their children in. They will exit the parking lot via Academy Ave.
- b. **Pick-up in the afternoon begins at 2:30pm.** Please stay in your car and form the pick up line in the same direction as the drop off line. Enter the parking lot at Academy Ave and pull up to the next available orange traffic cone. **DO NOT LEAVE YOUR CAR.** We will call your child to your car and help him or her to get in.
 - i. PreK and Kindergarten parents will pull into the parking lot from Regent Ave., park, and enter the building through the front door to sign out their little ones.

SPECIAL NOTE ON PICK UP PROCEDURES: THEY ARE DESIGNED TO INCREASE SAFETY AND REDUCE RISK. THEY REQUIRE YOUR PATIENCE FOR ABOUT 10 MINUTES – THIS IS THE TIME IT TAKES US TO DISMISS THE ENTIRE SCHOOL. FOLLOW THE PROCEDURES AND EVERYTHING MOVES SMOOTHLY. BREAK THE PROCEDURES AND DO YOUR OWN THING AND YOU MAKE IT HARDER FOR EVERYONE ELSE. REMEMBER, WE ARE A COMMUNITY.

- F. School Mass: As a school, we celebrate Mass together in Blessed Sacrament Church across the street from the school. School Mass is NOT optional for students. The dates for School Mass will be published on the website on our school calendar. We attend Mass together as a school at least once a month. We highly encourage families to join us for Mass whenever possible. The students sit by class up front. Family members will sit towards the rear of the church.
- G. Emergency Cards: **Each family must fill in an emergency card supplied by the school. The following information is required:**
 - a. The address, telephone number, and e-mail of where the parents may be reached during the school day.

- b. The address and telephone number of at least two relatives or close friends who have previously agreed to take the parent's place in case of emergency. Either of the two just mentioned should live within a reasonable distance of the school and should have a car and be free to come for the child. An I.D. must be presented to the secretary or principal or the student will not be released.
 - c. Any other information may be put on the back of the card. It is the parents' obligation to inform the school of any changes and to keep emergency cards up-to-date throughout the year.
- H. Emergency School Building Closure: In the event of inclement weather or other emergencies, in-Person School may be closed, delayed, or dismissed early. In this case, please listen to the radio or television. If you have provided us with an accurate mobile phone # and e-mail address, you will also receive a text and voice message from the SIS notification service. Blessed Sacrament School will follow whatever is announced for Providence Public Schools. If no announcement is made, it can be assumed that school will be in session. Blessed Sacrament School will provide its own announcement if a situation occurs pertaining only to Blessed Sacrament School. The emergency card should include the names of other parents who could take your child home in the event of an early dismissal.
- I. Lost and Found: Any items found should be given to the school Office Manager to be placed in the lost and found cabinet. Items remaining after 30 days will be donated to charity.
- J. Photo Policy: Occasionally, photographs of students are taken during school-wide activities and may be used to share good news with newspapers, social media sites, church bulletins, public relations pamphlets and any other media coverage deemed acceptable by the Principal. If you wish photos of your student to be excluded from appearing in such publications, please sign the Exclude Photo Permission portion of the Registrations Acknowledgement form. Students who do not have parental consent to share photographs, may be excluded from important school events, i.e. The Christmas Pageant, food drives, and other social activities.
- K. Regarding Birthdays: Each day, we celebrate student birthdays during the morning announcements. In addition, we have a special Birthday Bulletin Board across from the cafeteria celebrating everyone's birthday that month. Classroom birthday celebrations are up to the discretion of the teacher within these guidelines:
 - a. PreK - Grade 3 will celebrate birthdays during snack time or circle time.
 - b. Handing out treats of any kind – home-baked or pre-packaged – is prohibited due to food allergens.
 - c. Invitations to birthday party celebrations may NOT be handed out during class unless EVERY classmate is being invited. While we respect your right to choose your child's friends and party attendees, please respect our right to create an inclusive classroom environment where no child feels left out.

- L. Restroom Policy: Use of the school restrooms is a right; however, *unlimited* use of the restrooms is not. Students may not use the restroom unless they are granted a restroom pass by a teacher, lunchroom/recess monitor, or other staff member.
- a. PreK students are escorted to the restroom as a group or individually by the PreK teachers and teacher assistants at regular intervals during the day to avoid accidents.
 - b. K-3 students are escorted to the restroom as a group once in the morning and once at lunch/recess time. Students may use the restroom during the day at the discretion of the teacher.
 - c. 4-8 students may use the restroom during the day at the discretion of the teacher. Students will sign out of the classroom when they leave to use the restroom and they will sign in to the classroom when they return. They will record the correct time for both leaving and returning.
 - i. Students who abuse the restroom policy by fooling around in the restroom, wandering the hallways, or using the restroom as an excuse to avoid classwork, will be referred to the principal who will convene a meeting with the parents to establish an individualized restroom plan.

III. Attendance Policy

The US Department of Education and The Rhode Island Department of Education acknowledge that chronic absenteeism from school significantly hurts student learning. Chronic absenteeism is defined as missing 10% or more of the school year; this equals 18 or more absences. Multiple studies show that when a student is chronically absent they are at greater risk for falling behind in reading and math, as well as dropping out of school without graduating. Chronic absenteeism is a key component to the school-to-prison pipeline that we want to eliminate 100%.

Our attendance policy is meant to reinforce the importance of daily attendance at school and the importance of showing up for school on time because we want our students to learn as much as they can so they can have limitless opportunities for success and happiness in life.

We appreciate all of your efforts as parents to get your kids up and out the door for school each day. We know that some days are harder than others. Kids don't always want to come to school. This is why it is our job as the parents and as the adults to make sure they get here. We work very hard here at BSS to make coming to school an enjoyable experience – everything from greeting the kids at drop off with a smile to making sure they are seen and heard in all of their classes. Together, we can work to have 0% chronic absenteeism at BSS.

A. Attendance Definitions

- a. Present: A student must be in attendance at school for more than 50% of the day based upon the hours of school at the elementary levels and the number of periods at the secondary level.
- b. Absent: A student is considered absent if they have missed more than 50% of the school day based upon the hours of school at the elementary level and the number of periods at the secondary level.
- c. Tardy: Any student who arrives at school after the designated start time.
- d. Excused Absence: Excused absences do not count towards truancy but are still considered an absence. The following absence reasons are considered excused when accompanied by appropriate documentation:
 - i. Illness, with a note from parent (absences of more than 5 days require a note from a healthcare provider or the absences will be considered unexcused.)
 - ii. Death in the family, with a note from a parent
 - iii. Medical or counseling appointments, with a note from the healthcare provider
 - iv. Family emergency, with a note from a parent

- v. Housing hardship (see McKinney-Vento Homeless Education Assistance Improvements Act of 2001, page 11)
 - vi. High school interview or visit, with a note from a parent
 - e. Unexcused Absence: Unexcused absences include all other absences not covered in the definition of Excused Absence, such as but not limited to:
 - i. Class cuts
 - ii. Family vacations
 - iii. Unexcused early dismissal
 - iv. Automobile/transportation problems
 - f. Excused Tardy: A student will be considered excused tardy when they enter the school building after the designated arrival time due to any reason listed under the definition of Excused Absence. Appropriate documentation is required.
 - g. Unexcused Tardy: Unexcused tardies include all other tardies not covered in the definition of Excused Tardy. This also pertains to students entering a class after the designated start time without a note from the previous class teacher.
 - h. Truant: Any student required to attend school who has accumulated ten (10) or more unexcused absences during the school year.
- B. Attendance Requirements: A student is expected and required to attend school and all their classes on time every day that school is in session unless they have a reason that qualifies for an excused absence or tardy. If a student becomes truant (10 or more unexcused absences during the school year) or has 15 or more unexcused tardies, the school may implement an individualized attendance plan for the student. This plan will recommend interventions such as, but not limited to, restriction of school extracurricular activities: sports, clubs, special events, field trips, dances.
- a. **It is the responsibility of the parent or guardian to inform the school when the child is going to be absent for the day. Please call the Main Office at 401-831-3993 before 9am the morning of the absence to inform the school.**
- C. Attendance Recording: Teachers will record attendance using the Student Information System (SIS) each morning at the start of the day. Middle School teachers will also record attendance at the start of each class.
- a. Students who arrive tardy to school must first stop in the Main Office to receive a tardy slip, which they will present to their teacher.
- D. Missed Assignments: Students are responsible for completing missed assignments in consultation with their teachers. At the school's discretion, students may receive work in advance for known excused absences.

- E. Attendance Notifications: Parents will receive an automated Absence Notification when their child has been absent 5 times in a quarter, 10 times in a semester, and 18 times in a year. Parents will receive an automated Tardy Notification when their child has been tardy 7 times in a quarter, 15 times in a semester, and 25 times in a year.
- F. Early Dismissal: A parent or guardian must come to the Main Office to sign out their student for an early dismissal. If an early dismissal results in a student missing more than 50% of the school day, it will be counted as either an Excused Absence or an Unexcused Absence based on the definitions above.

IV. Health and Safety

School Safety

Blessed Sacrament School has a locked, secure campus. Our building doors are locked at all times and the building is monitored by recording security cameras. Our outdoor play areas are surrounded by an 8-foot fence that is locked at all entry points; the gate leading to the parking lot has a “crash bar” that allows a safe exit from the outdoor play areas in the case of an emergency. Student and Staff safety is our top priority.

- A. Student Supervision: Students are not to be left unsupervised while attending school at Blessed Sacrament School. Students are supervised by classroom teachers, teacher assistants, lunchroom and recess monitors, and by the main office via the interior security camera system. As professionals, we greatly respect our responsibility to maintain supervision over every child placed in our care. Our community of educators enthusiastically adheres to a set of guidelines and professional ethics which express our sincere Christian concern for each student entrusted to us.
- B. School Visitors: Visitors must first ring the front doorbell and wait to be identified by the main office via the security camera and intercom system. Please make sure your face is visible to the camera when requesting entrance to the building. Visitors must then sign in at the main office. Visitors may be asked to produce legal photo identification.
- C. Emergency Drills: Blessed Sacrament School follows the state regulations for the conducting of emergency drills. Each year, we are required to run 12 fire drills, 2 evacuation drills, and 2 lockdown drills.
 - a. Fire Drills: During a fire drill, students will be led by their classroom teacher to their assigned location outside the school. Students are to proceed in silence so they can hear teacher directions. They are to walk safely and quickly.
 - b. Evacuation Drills: During an evacuation drill, students will be led by their classroom teacher to their assigned location off-campus. During an evacuation drill, students will be evacuated across the street to the church parking lot. Students are to proceed in silence so they can hear teacher directions. They are to walk safely and quickly.
 - c. Lockdown Drills: During a lockdown drill, students are to sit in silence and follow the teacher’s directions, which may include remaining at their desks or taking shelter in one section of the classroom.

School Health

Blessed Sacrament School provides health services when a student becomes sick or injured. Blessed Sacrament School also promotes a healthy lifestyle for its students and staff by providing options for nutritious meals, physical activity, and emotional well-being. We ask

that parents refrain from sending in “junk food” or other highly-processed foods that have a negative impact on student learning, behavior, and physical development.

- A. Healthy Food Guidelines: The consumption of healthy food supports brain development, especially from early childhood through puberty. The following guidelines are in place to help parents and students make healthy choices regarding food.
 - a. School-Provided Meals and Snacks: Students have the option to purchase school breakfast, lunch, and/or after school snacks. Blessed Sacrament School contracts with a local vendor to provide nutritious meals that follow the strictest government guidelines for the balanced plate approach to meals. Students who purchase a meal will receive fresh fruits, vegetables, whole grains, and lean proteins. In addition, students will receive calcium-rich milk to support bone growth.
 - i. Lunch orders are recorded by the homeroom teachers each morning. It is the student’s responsibility to order their own lunch.
 - ii. Breakfast is offered each day between 8am and 8:15am.
 - b. Family-Provided Meals and Snacks: Families are encouraged to provide their children with a healthy lunch and snack.
 - i. **The following food items are prohibited from the school and we ask that you refrain from including them in your child’s lunch or snack:**
 - 1. NO Fast food ordered from local fast food establishments and dropped off at school
 - 2. NO Soda
 - 3. NO Energy drinks, including Gatorade, etc.
 - 4. No coffee-based beverages, including the various Dunkin drinks
 - 5. NO highly processed, highly colored chips such as Takis, Cheetos, Doritos, etc.
 - 6. No peanut or tree-nut based products, such as peanut butter.
 - c. Free and Reduced Meal Plan: Some students may qualify for free or reduced price breakfast and lunch. The Free & Reduced Lunch Application goes home on the first day of school for every student and must be returned for verification of benefit, unless a family has a direct certification (SNAP, RIWorks etc...). It is the family’s responsibility to turn in the free & reduced lunch survey or direct letter of certification.
- B. Student Water Consumption: We encourage students to consume water throughout the day. Please provide your child with a reusable water bottle for school use.
 - a. Blessed Sacrament School provides water bottle refilling stations that are carefully filtered to eliminate impurities and contaminants.

- C. Health Services: Blessed Sacrament School health office helps students who become sick or injured during the course of the school day. The school nurse will diagnose and triage common student illnesses and injuries; communicate with parents, and decide whether a student needs to be dismissed for the day. The school nurse will also assist students who require regular medication for chronic conditions such as asthma, allergies, and diabetes. The school nurse will also oversee the administration of state-mandated health screening for school children.
- a. Student Illness Procedures:
 - i. Student Illness at Home: It is **mandatory** that parents not send children to school if they do not feel well or are not fully recovered from an illness. It is not fair to the other children, or the faculty, since sickness spreads rapidly. If your child appears ill, you will be called to take him or her home.
 - 1. Fever/Vomiting: A student who has had a fever or has been vomiting may not return to school until he or she has been fever-free and vomit-free for 24 hours.
 - 2. Conjunctivitis (Pink Eye): A student diagnosed with conjunctivitis may not return to school until he or she has been on doctor-prescribed medication for 24 hours.
 - 3. Head Lice: A student identified with head lice may not return to school until he or she has been free of nits (lice egg sacs) for 24 hours. Parents are encouraged to treat head lice immediately.
 - ii. Student Illness at School: Each year parents are asked to submit emergency phone numbers on the school emergency card. If a student becomes ill during the day, the parent will be contacted. If a parent cannot be reached, then the person whose name is on the emergency card will be notified. If the student is running a fever or has vomited, he or she will be dismissed from school to a parent or guardian.
 - b. Physical Examinations: Physicals are required for all PreK, Kindergarten and Grade 7 students. **By order of the Department of Health, if a student's medical forms are not up-to-date, the student will be required to stay home from school until the forms are updated by a healthcare provider.**
 - i. Each community, as defined in Rhode Island State Health Department Regulations 16-7-16, shall provide for the appointment of a physician to make examinations of the health of the school children, who shall report any deviation from the normal and for the preservation of records of the examinations of the children. Each community shall further provide for dental examinations by a dentist who shall report any deviation from the normal and for the preservation of records of the examinations of the children. Each community shall notify the parent or custodians of the

children of conditions requiring professional or skilled treatment. The state commissioner of elementary and secondary education shall provide such blank forms and record books as he/she may deem necessary for the purposes of this section.

c. State-Mandated Health Screenings:

- i. Scoliosis Screening: The school health program shall provide for the yearly screening or examination for scoliosis of all school children in grades six through eight and the preservation of records of the screening or examinations of those children. If because of religious beliefs or any other reasons, the parent or guardian of any such child may have the screening or examination conducted by a private physician and the results thereof shall be made available to the local school department. Otherwise, the screening shall be conducted by a certified nurse-teacher. The screening of male and female students shall be conducted separately. The parent or guardian of any child who is found to have positive signs or symptoms of scoliosis shall be notified of the findings.
- ii. Hearing, Speech and Vision Screenings: The program shall provide for examinations of the hearing, speech, and vision of all children in these schools, as well as the preservation of records of the examinations of the children and notification of the parent or guardian of any child where there is a deviation from the normal.
 1. Beginning with the first year of enrollment, all school children in Kindergarten through Grade 3 shall be given a hearing screening test by a properly trained audiometrist employed by the Department of Education once a year.
 - a. Pupils who failed the hearing screening test in previous years, children who repeat a grade, those with a history of hearing difficulty or pathology, and those suspected by school personnel of a hearing loss shall be screened as often as is necessary.
 - b. The program shall be known as the state-wide hearing screening and conservation program. It shall be operated by the Rhode Island Department of Education.
 - c. The department is authorized and directed to maintain the program and provide such equipment as may be necessary to implement the purposes of this section.

d. Student Medications:

- i. Student Medication Protocol:
 1. Student prescription medications must be accompanied by a prescription or dosage directions from a licensed physician

2. Student medications must be brought to school in their original prescription-labeled containers.
 3. Student medications must be brought by the parent or guardian to the main office to be recorded properly. **DO NOT GIVE STUDENT MEDICATIONS TO THE CLASSROOM TEACHER OR PLACE IN STUDENT BACKPACK.**
 4. Student medications and dosage directions will be kept in the nurse's office in a locked container and will be made available at the prescribed times by the nurse, principal, or other designated school personnel.
 5. Refills and prescription renewals are the responsibility of the parent/guardian.
 6. Over the counter medication, such as Tylenol, Advil, cough medicines, throat lozenges, may be administered with parent approval.
- ii. Dispensing Of Medicines: Prescription medication may be taken at school only under the following circumstances:
1. The medication is taken in the presence of a registered nurse, nurse teacher, or the parent/guardian.
 2. The medication is self-administered by the student after a signed release form is completed and returned to the school. This option is intended for older students and will be implemented at the discretion of the school nurse and principal
- iii. Inhalers: Inhalers with the licensed health care prescriber's written order and in its original prescription-labeled container may be kept in the nurse's office in a locked container. Students must be able to administer the inhaler without assistance. The registered nurse, principal or other designated school personnel will make the inhaler available at the prescribed times. The parent/guardian must return a completed and signed release to the school before a child can carry an inhaler on his/her person.
- iv. Epipens: Epipens may be kept in the office in a locked container. Epipens must be in their original prescription-labeled containers and accompanied by a licensed health care prescriber's written order. Any adult may administer an epipen in an emergency situation.
- v. Field Trips: In many cases, students are given permission by their doctor and/or parent to skip medication while on a field trip. If this is not the case, then the parent/guardian shall accompany the child on the trip or the child, if of proper age, will self-carry and self-administer the medication. Medication will be supplied by the parent/guardian and will

be stored and transported in its original prescription-labeled container (for prescription medication) or its manufacturer-labeled container (for non-prescription medication). The parent/guardian must give written authorization for the student to self-carry and self-administer.

V. Student Code of Conduct

As a Catholic school and as followers of Jesus, our code of conduct is grounded in the Divine. Jesus directed us to live our lives not according to the customs and standards of the moment, but the very clear laws that God, Himself, set for us – students, parents, and school staff. Here are just a few highlights:

“Teacher, which commandment in the law is the greatest?” He said to him, ‘You shall love the Lord, your God, with all our heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.’”

MT 22: 36-39

“Stop judging, that you may not be judged. For as you judge, so will you be judged, and the measure with which you measure will be measured out to you. Why do you notice the splinter in your brother’s eye, but do not perceive the wooden beam in your own eye? How can you say to your brother, ‘Let me remove that splinter from your eye,’ while the wooden beam is in your eye? You hypocrite, remove the wooden beam from your eye first; then you will see clearly to remove the splinter from your brother’s eye.”

MT 7: 1-5

“Be compassionate just as your Father is compassionate. Do not judge, and you will not be judged; do not condemn, and you will not be condemned; forgive, and you will be forgiven.”

LK 6: 36-37

“But I say this to you who are listening: Love your enemies, do good to those who hate you, bless those who curse you, pray for those who treat you badly. To anyone who slaps you on one cheek, present the other cheek as well; to anyone who takes your cloak from you, do not refuse your tunic. Give to everyone who asks you, and do not ask for your property back from someone who takes it. Treat others as you would like people to treat you.”

LK 6: 27-31

At Blessed Sacrament School, we are teaching our students to behave towards one another, their teachers, and their families the way Jesus has instructed us to behave. It is not always easy for children just as it is not always easy for us, the adults.

The goal of our Code of Conduct is to clearly outline our expectations for student behavior based on Jesus’s instructions. The underlying principles are simple: be good to one another, treat others as we want to be treated, accept responsibility when we make mistakes, forgive others when they make mistakes.

A. How students SHOULD behave:

- a. Be good to one another – kind, compassionate, tolerant, non-judgmental
- b. Help one another – go out of your way to be helpful without having to be asked
- c. Accept responsibility for mistakes – we all make mistakes but showing character means we accept responsibility for those mistakes
- d. Forgive one another – no one is perfect and forgiveness is how we move forward together in love and kindness
- e. Do the job – you are here for an education so stay focused and do your job as a student to learn as much as you can so you have future opportunities.

B. What does this behavior look like?

- a. Respect your teachers – they work hard to provide you with an education so speak respectfully, do your work on time, follow their directions and procedures.
- b. Respect each other – don't tease each other, don't gossip about each other, don't exclude each other and form cliques, don't say and do things that you know will hurt someone.
- c. Respect your parents – they've made sacrifices so you can be here so don't waste their sacrifice; instead, work your hardest to honor their sacrifice and to represent them well.
- d. Respect the school – keep it clean by picking up after yourself, put away the equipment after using it, keep the schoolyard clean and tidy.
- e. Respect yourself – always try your hardest with your school work, always tell the truth, dress professionally and act professionally, don't use vulgar language, act modestly and humbly
- f. Respect God – thank the Lord everyday for the blessings He heaps upon you, talk to God and rely on Him when life becomes difficult, say your prayers, pay attention during Mass, and love Him with all your heart, work your hardest as a student to honor God and His gifts

C. General Behavior Guidelines for Students:

- a. Don't run in the hallways and on the stairs – be safe
- b. Be silent when you walk through the hallways – other classes are working
- c. Don't eat in the classrooms or hallways unless otherwise allowed by teachers at specific times
- d. Keep your hands, feet, elbows, knees, etc., to yourself – don't intentionally hurt others even if you think you're just being funny
- e. Don't steal from others or the school
- f. Follow the teachers directions at all times – the adults are in charge
- g. Be silent during all emergency drills and follow teacher directions

- h. Work hard and be honest in your work, never cheating or allowing others to cheat off of you
- D. General Behavior Guidelines for Parents: Parents are expected to follow the same teachings of Jesus in their interactions with school staff, other parents, and other students: be kind, be compassionate, don't judge, don't make assumptions, be patient, etc. In general, parents are expected to help create a positive school community so the students can all grow and thrive.
- E. Accountability and Consequences: Teachers will establish multiple ways to promote and celebrate positive behavior and decision making in their classrooms. However, when a student chooses to misbehave, consequences follow the actions. Students are responsible and accountable for their decisions just as they are responsible and accountable to their community. Teachers have an escalating set of consequences that they can employ when dealing with student misbehavior.
 - a. 1-on-1 Conference with the Teacher During School
 - b. Call Home to Parents
 - c. 1-on-1 Conference with the Teacher After School
 - d. In-School Meeting with Parents and Teacher
 - e. Removal from Class and Referral to Principal
 - f. In-School Meeting with Parents, Teachers, and Principal
 - g. Loss of School Privileges, such as outdoor recess, field trips, extracurricular activities, leadership positions in school government, sports, or clubs, etc.
 - h. Placement on a Daily Behavior Management Report sent home weekly
 - i. Replace or pay for damaged/stolen/lost items
 - j. Escalation to Out-of-School Suspension
 - k. Escalation to School Expulsion
 - l. Escalation to Police
- F. More Serious Student Offenses: Certain student offenses will require immediate escalation to the Principal, resulting in possible out-of-school suspension, expulsion, or reporting to the police:
 - a. Insubordination: Repeated instances of disrespecting staff by refusing to follow instructions, directions, or consequences.
 - b. Fighting: Causing purposeful physical harm to another person on school property will not be tolerated.
 - c. Bringing a Weapon to School: a weapon may be defined as any instrument intended to cause harm to another, including but not limited to firearms, knives, sticks, clubs, etc.

- d. Drug Use: Illegal drugs for students include vapes, all marijuana-based products, tobacco, alcohol, narcotics, and any other product intended to elicit a state of being “high.”
 - e. Bullying/Cyberbullying: According to the American Psychological Association (APA), “Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.”
 - f. Theft or Vandalism of Property: Theft, vandalism, or deliberate destruction of property is prohibited and may cause immediate suspension or dismissal. Students are to respect the property of others at all times and, in appropriate circumstances, will be expected to make restitution if they cause harm to property, even if unintentional.
 - g. Cheating and Plagiarism: Cheating and plagiarism represents both the stealing of another’s work and the lying about that work. Cheating and plagiarism sow distrust. In K-8, we approach the first instance as a teachable moment. A second instance will result in the student receiving a zero for the assessment or assignment and a call home to parents. A third instance may result in suspension or expulsion and a citation in their academic record.
 - h. Out-of-School Conduct: All Blessed Sacrament School students are expected to be responsible representatives of the school when they are off campus and when school is not in session. Regular school rules are in effect for all students at all school functions whether at school or away. In all circumstances, behavior which reflects poorly upon the image or reputation of the school will not be condoned and makes the student liable to disciplinary action.
- G. Suspension and Expulsion Procedures:
- a. Suspension Defined: Student suspensions are out-of-school suspensions in which the student may not return to school for a period of 1-5 school days, depending on the behavior. Students also may not attend extracurricular activities for the same time period.
 - b. Expulsion Defined: Student expulsion means that the student is being dismissed from the school permanently. Students may be expelled for any of the serious offenses listed above, truancy, or failure to meet financial obligations. Any financial obligations as indicated in the Tuition Policy are still the responsibility of the parent/guardian.
 - c. Procedure for Suspension or Expulsion:

- i. Staff will document the student behaviors in the Student Information System (SIS)
- ii. The student may be immediately suspended from the school based on the staff report in order to protect the rest of the school community and until a full investigation has been completed by the Principal.
- iii. The Principal will convene a meeting with the student and the parents to review the incident. At this time, all perspectives will be heard and any evidence clearing the student of responsibility will be presented.
- iv. After hearing from all sides, the Principal will render a final decision in consultation with the Director of Admissions and the Pastor of Blessed Sacrament Parish.
- v. The written decision will be delivered to parents via email and USPS.
- vi. The student will be immediately suspended or disenrolled from the school.
- vii. Parents will have the remainder of their tuition payment plan, according to the Tuition Policy, to fulfill their financial obligations to the school.
- viii. This procedure is in effect to ensure that continuing serious problems will not interfere with the well-being of others in the school. Dismissal will be exercised when all other methods of treatment have been unsuccessful except for circumstances that warrant immediate action as stated in the handbook.
- ix. More than two suspensions may result in the immediate expulsion of a student.

H. Caveat: Because it is impossible to foresee all problems which arise, this empowers the faculty and administration of Blessed Sacrament School to take disciplinary action against any behavior which violates the spirit and philosophy of Blessed Sacrament School, even though it is not specified in this handbook.

VI. Student Cell Phone Policy

Student cell phone use in schools is a growing problem. Cell phones are not only a constant source of distraction, they can also be used secretly and inappropriately to record peers and staff without the individual's permission or knowledge, thus violating the individual's privacy. As such, the school policy on student cell phone use is simple and clear:

- A. Students are not permitted to use cell phones in school during school hours or during before/after school daycare
 - a. Middle school students may be offered a special permission to use cell phones during the after school daycare program if they agree to and abide by the Middle School After School Program Cell Phone Use Contract.
- B. Students are not permitted to carry cell phones on their person during school hours.
 - a. K-5 students should not arrive at school with a cell phone.
 - b. 6-8 students will place their cell phones in their morning homeroom Cell Phone Lock Box by 8:20am. They will remove their cell phones from the Cell Phone Lock Box in their afternoon homeroom at 2:25pm.
- C. Violation Consequences are as follows:
 - a. 1st Violation: Student must surrender the phone to the teacher. Student will receive the phone at the end of the day.
 - b. 2nd Violation: Student will surrender the phone to the teacher. Teacher will submit the phone to the main office. A parent will have to come to the main office to pick up the phone.
 - c. 3rd Violation: Student will be considered Insubordinate and disciplinary actions will be taken according to the Student Code of Conduct.
- D. Parents are not to call or text their children during school hours. If a parent needs to speak with a child, they are to call the Main Office at 401-831-3993 and the Main Office will summon the child to the phone.
- E. **Blessed Sacrament School cannot accept any responsibility for lost, stolen, or damaged cell phones or other personal electronic devices.**

VII. School Technology Policy

Technology can be both an important tool in learning and a tremendous distraction to learning. Too much screen time can also be detrimental to student eyesight and social/emotional health. Therefore, our School Technology Policy sets forth guidelines for the acceptable use of technology while in school. Blessed Sacrament School provides all students with access to the Internet. In accordance with The Children's Internet Protection Act (CIPA), BSS uses internet security applications to filter Internet sites in the interest of student safety. Every effort is made by BSS and their Internet security vendor to stay current on the filtering out of inappropriate content. However, the Internet expands quickly and there may be times when inappropriate content slips past the school security measures; therefore, it is also the responsibility of the student and the parent to restrict themselves from inappropriate content and to alert the school when this inappropriate content slips past the school security measures.

- A. Internet Acceptable Use PPSD Policy: Blessed Sacrament School adopted, abides by, and enforces the Internet Acceptable Use Policy of the Providence Public Schools District. You may find this policy in its entirety here: [Internet Acceptable Use PPSD Policy](#)
 - a. By signing the Student/Parent Handbook Acknowledgement Form, you are also accepting the Internet Acceptable Use PPSD Policy.
 - b. Violations of the policy will result in disciplinary measures in accordance with the Student Code of Conduct.
- B. Middle School 1-to-1 Chromebook Program: Middle School students will be issued a school Chromebook upon entering 6th grade or upon new school enrollment. Students are responsible for their Chromebook, carrying case, and charging cord both in and out of school. They will use the same Chromebook until 8th grade graduation or withdrawal from Blessed Sacrament School.
 - a. Parents must pay a \$200 deposit for the school-issued Chromebook. This is not optional. The Chromebook deposit will be returned to the parent when the student returns their Chromebook, carrying case, and charging cords in good condition either upon graduation or withdrawal from the school.
 - i. If a student does not return the school-issued Chromebook, carrying case, and charging cord upon graduation or withdrawal, the parent will be billed for the full replacement cost of the same or comparable model Chromebook, carrying case, and charging cord.
 - ii. If a student loses or damages the school-issued Chromebook, carrying case, and charging cord, the parent will be billed for the full replacement cost of the same or comparable model Chromebook, carrying case, and charging cord.

VIII. School Dress Code Policy

Mandatory school uniforms are a classic part of a Catholic School education. However, they serve a greater purpose than merely upholding tradition. Mandatory school uniforms remove the focus from the superficial: what kids are wearing and what they look like. Uniforms allow kids to focus on the consequential: what they are learning in class and how they are treating their peers and teachers. Without the distraction of the name brands, the latest fashions, and inappropriate styles, we can create a professional environment for learning where the quality of one's work and ideas supersedes the labels of their clothing and sneakers. We can create a space where equity flourishes.

- A. The school uniform will be required of all students, Kindergarten through grade 8. Uniforms for preschool are optional.
- B. Girl's Dress Uniform
 - a. Bottoms: Girls may wear either the navy blue plaid jumper (grades K-4), navy blue plaid skirt (grades 5-8), khaki pants, or khaki shorts (summer and spring only).
 - i. Grades K-4: Navy Blue plaid jumper – **length not more than 1 1/2" above knee**
 - ii. Grades 5-8: Navy Blue plaid skirt – **length not more than 1 1/2" above knee**
 - b. Tops: **All tops must have the school name and logo**. Girls may wear the white button down blouse, navy blue long-sleeve polo, navy blue short-sleeve polo, red v-neck sweater, or blue fleece.
- C. Boy's Dress Uniform
 - a. Bottoms: Boys may wear khaki pants or khaki shorts (summer and spring only).
 - b. Tops: **All tops must have the school name and logo**. Boys may wear the white button down oxford, navy blue long-sleeve polo, navy blue short-sleeve polo, red v-neck sweater, or blue fleece.
- D. Unisex Gym Uniform
 - a. Bottoms: Navy blue sweatpants or shorts with the school name and logo
 - b. Tops: Red t-shirt with school name and logo, light gray sweatshirt with school name and logo, or light gray hoodie with school name and logo.
 - i. Hoods may not be worn up inside of school or church.
- E. Unisex FootWear
 - a. Sneakers: Sneakers must be all black or dark gray
 - b. Shoes: Shoes must be brown or black
 - i. Unacceptable footwear includes, but is not limited to:
 - 1. Crocs or "croc-like" shoes and sandals
 - 2. Sandals and flip-flops
 - 3. Slippers

4. Heels or platform shoes 2" or higher

F. Accessories

- a. Jewelry: A minimum of jewelry is allowed; **Necklaces** - single necklace or chain is permissible but must be small in size and cannot detract from the uniform. **Earrings** – Girls' earrings are permitted but must be small in size. They should be inconspicuous. Multiple earrings and excessive bracelets and rings are not allowed. Boys' earrings are not allowed. No body piercing other than ears is allowed. No tattoos – including temporary tattoos – are allowed.
- b. Make-Up: Students are not allowed to wear makeup. A pale colored lip gloss is acceptable. No body glitter or body stickers are allowed.

G. Hair Styles

- a. Hair should be kept clean and neatly trimmed
- b. Hair cannot be colored or dyed in extreme or unusual colors. Hair extensions must be in natural colors – no artificial reds, purples, etc.

H. Dress Down Days

- a. "Dress Down" days occur once a month for a \$2.00 fee to benefit a selected classroom. **Students may wear clothes suitable for school on these occasions if they have paid the fee.**
 - i. Shorts should be to the knee or at most 2" above the knee for grades 5 through 8. Shorts for kindergarten through grade 4 should be modest and age appropriate.
 - ii. **NO** tank tops, thin strapped tops, halter tops, bare midriff or extremely tight or low cut tops are allowed.
 - iii. **NO** strapless dresses or dresses with spaghetti straps.
 - iv. **NO** clothing with inappropriate sayings or pictures, and no writing on the seat of the pants is allowed.
 - v. **NO** cut off or ripped jeans or pants are allowed.
 - vi. **NO** leggings, pajama pants.
 - vii. **NO** belt or wallet chains.
 - viii. Jeans and pants must fit neatly and properly – not too saggy, not too tight.
 - ix. Skirts should be **NO** shorter than 1 ½" above the knee with **NO** high slits.

I. School Dress Code Policy Violations

- a. 1st Violation: Student will receive a verbal warning and a call home to parents.
- b. 2nd Violation: Student will be removed from class and a parent will be called to bring the appropriate school uniform to school for the student to change into.
- c. 3rd Violation: Student will be considered Insubordinate and disciplinary actions will be taken according to the Student Code of Conduct.

Any rulings on uniform, hair, makeup, jewelry, or dress down clothes is at the discretion of the principal.

IX. Academics

Academics, along with character and spiritual development, is the primary focus of Blessed Sacrament School. Students are encouraged and expected to apply their full effort to learning. Teachers and staff are expected to provide a well-rounded, rigorous education that prepares students to become educated, critical thinking citizens. Academic learning is a partnership between school, students, and parents. When we work together, student learning soars. When student learning soars, new and wonderful opportunities open up for our students. Those opportunities allow students later in life to better control their own decision-making and, therefore, their own well-being.

- A. Academic Integrity: We strive to instill in our students self-respect and that means having academic integrity: a student is responsible for doing his or her own work honestly and accepting the consequences of their thorough efforts in order to learn how to continuously improve in their work. To learn as much as one can is the goal of academics; to foster a deeper understanding of how the world works is the basis of a liberal arts education. Therefore, there is no room for cheating, copying, plagiarizing or other methods of obtaining a better grade through lying and deceit. Academic integrity is more important than a number on a report card.
 - a. Violations of Academic Integrity are addressed in the Student Code of Conduct
- B. Assessment of Student Learning: Assessment of student learning occurs regularly throughout the day, both formally and informally. The goal of assessment is to understand a student's current level of learning in order to develop a plan to help the student achieve grade level proficiency and mastery in each of the learning standards.
 - a. Summative Assessment: The goal of a summative assessment is to benchmark a student's current learning level; a score or grade will be included. Summative assessments may include, but are not limited to, any of the following:
 - i. STAR Benchmark Assessments in Reading and Math
 - ii. Unit Quizzes and Tests
 - iii. Research Papers and Projects
 - iv. Lab Reports
 - v. Presentations
 - b. Formative Assessment: The goal of formative assessment is to gauge a student's progress towards a learning goal ahead of a summative assessment. Formative assessment allows teachers to make changes to daily lessons, instructional strategies, etc., in order to improve student learning. A score or grade may be attached but is not necessary for a teacher to gauge student learning. Formative assessments may include, but are not limited to, any of the following:
 - i. Homework Assignments
 - ii. Class Discussions
 - iii. Daily Student Engagement and Preparedness

- iv. Lesson Quizzes
 - v. Exit Tickets
 - vi. Teacher Observations
 - vii. Teacher/Student Conferences
- c. Assessment Criteria: Each assessment of student learning has its own criteria for meeting grade-level proficiency. It is the responsibility of the teacher to share with students and help them understand the criteria being used to assess their learning. This may occur during class lessons, within assignment guidelines, or with the use of scoring rubrics. Students must earn a grade of 70% or higher to pass a learning subject or grade level.
- d. Assessment Reporting: Teachers are responsible for reporting of student assessments within 10 school days of the assessment. Reports will be available to parents in the following ways:
- i. Quarterly Report Cards
 - ii. Quarterly Progress Reports
 - iii. Real-time Access to Student Grades in the Student Information System
 - iv. Real-time Access to Student Grades in Google Classroom (Middle School Students Only)
 - v. Automated Notification for any assessment below 70
- C. Class and Homework Assignments: Teachers assign classwork and homework with the expectation that students will complete the work and try their hardest to do the work well. Assignments come in all shapes and sizes; it is the responsibility of the teacher to define the parameters and requirements of the assignment, including due dates, assessment criteria, and grade value. The goal of both class and homework assignments is to provide students with multiple opportunities to develop and practice skills, increase understanding, and demonstrate their learning.
- a. Parental Support with Homework and Long-Term Assignments: Parents are a child's first teachers. As fellow teachers, the parents' job is to support student learning. Often this means allowing students to struggle. School work should not be easy – if it is, then the student is not being challenged. As a parent, please provide support and assistance that helps students understand the lesson better so they can complete their work independently. Student struggle and student errors help the teacher to better understand how to help the student going forward. So please do not complete the work for your child so they receive a higher grade. A higher grade means nothing if the student has not learned and mastered the concept.
- b. Missed Work Due to Absence: Students are expected to complete all missed work according to the teacher's recommendation. If a student is absent for an extended period, it is highly recommended that the parent contact the teacher(s) to discuss making up the missed work.

- i. Anticipated Extended Absence: If a parent anticipates an extended student absence, the parent will inform the Main Office of the dates at least 1 week prior to the beginning of the absence. The Main Office will coordinate with the teacher(s) to assemble a folder of upcoming assignments that the student may work on during the extended absence.
 - ii. Missed Summative Assessments: Students will be expected to make up tests and quizzes upon return to school unless he/she was absent on the day the test/quiz was announced.
 - iii. Long-term Assignments: Long-term assignments such as projects, research papers, and essays must be turned in on the date they are due even if the student is not in-person. Middle School students will submit the assignment via Google Classroom. For Elementary School Students, the assignment can be sent in with a family member or classmate by the end of the day that it is due. Points will usually be deducted for each day a long-term assignment is late. The situation will be assessed by the teacher.
- D. Academic Ineligibility: Students must maintain passing grades for all subjects to be eligible for extra-curricular activities such as sports, clubs, social events, etc.
 - a. Academic Probation: If a student slips below passing into failing a subject, the student may be placed on Academic Probation. This may result in Academic Ineligibility, the placement of the student on a Weekly Academic Progress Report, and the attendance of Academic Intervention Tutoring.
- E. Promotion Policy: The minimum passing grade for all subjects is 70 percent. Students failing one or more major subjects are required to attend an approved summer school, be tutored, or repeat the grade. The chosen summer school program must be approved by the Principal, or approved by the Rhode Island Dept. of Education.
- F. Field Trips: **Field trips are privileges afforded to students and are not optional.** Occasionally, field trips require an additional fee that is not covered by tuition. These fees are not optional. If, for any reason you do not want your child to participate in a field trip, please notify the school office. Students can be denied participation if they fail to meet academic or behavior standards. Parents will be notified by the principal or teachers if circumstances warrant this. All students are expected to attend field trips that take place during school hours. Permission slips must be signed and returned in advance of the field trip. Phone permission is not allowed for field trips. No student will be allowed to call home for permission slips and/or money on the day of the trip.
 - a. Insurance: All students, parents or visitors in the building or on a field trip as a chaperone are fully covered by the school insurance policy. The cost of this policy is included in the tuition. If a person sustains an injury, he/she must notify the school immediately for the proper forms. Coverage is only applicable after the family's primary insurance has been exhausted.

X. School Bus Regulations

Bus transportation is a service provided by the City of Providence to the students who fall within guidelines set by the City/State/Town eligible for free bus transportation.

Parents may choose to utilize this service or provide their own transportation. This service is a privilege provided by the city to our school. Therefore, the students who use this privilege must adhere to those rules stipulated by the Providence School Department and/or Blessed Sacrament School.

Very Important: If you decide that your child is NOT going to take the bus home in the afternoon on a particular day, you must inform the Main Office of this change no later than 1pm.

The school assumes that any parent who has obtained a Providence bus pass, intends their child to take the bus in the afternoon. Blessed Sacrament School cannot be responsible for any inconvenience caused by failure of the parent or guardian to notify the school of any change in transportation arrangements.

The following rules have been formulated to ensure the safety of all children. It should be the duty of each parent to familiarize themselves and their children with these regulations to ensure proper conduct while riding the bus. The Providence School Department and/or Blessed Sacrament School has the right to deprive the child of the privilege of riding the bus:

- A. Students should obey the driver and monitor at all times and be respectful. The driver and monitor have the right to report a student for consistent misconduct.
- B. Students are to board the bus quietly and remain seated without excessive noise.
- C. While on the bus, students should keep their heads and hands inside the bus.
- D. Bus riders are never permitted to leave their seats while the bus is in motion and should wait until the bus comes to a complete stop before disembarking or boarding.
- E. Self-discipline should be exercised by students while waiting for the bus.
- F. Respect should be shown toward all passers-by while the students are riding the bus and while waiting at the bus stop.

- G. Students are to assist in keeping the bus clean by not eating, chewing gum, or throwing papers on the floor. Throwing items out of the bus windows can be extremely dangerous and is strictly forbidden.
- H. No student can ride on a bus without a bus pass per the Providence School Department Transportation Office.

XI. Tuition Policy

Tuition costs are set yearly. Because the school has full-year contractual and financial obligations that must be met, such as teacher salaries, heating and electric bills, building maintenance and improvements, and other expenses.

Families who accept enrollment are required to satisfy the full annual tuition in a timely manner as described in the School's Tuition Contract down below. All families with children attending the school are required to have a tuition contract on file ("Agreement") which is signed by the child's parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is required to also have that individual sign this agreement.

This annual published tuition amount may include certain related fees. The tuition amount does not include incidental fees, such as club and activity fees, lunch fees, fundraising fees or fees for Before/After School Care.

Blessed Sacrament School uses the FACTS Tuition Management System. There are no in-house accounts or billings for tuition. All tuition billings will be handled by the FACTS Tuition Management System.

A. General Tuition Conditions and Agreements:

- a. Students may not attend classes until all tuition forms are received and verified by the school.
- b. All prior years' tuition and fees must be paid in full before an official class schedule will be prepared for the student.
- c. July and August tuition payments must be paid in full before the student will be admitted to class.
- d. Missed payments must be made within 14 days in order for the student to continue in classes.
- e. In the event of unusual or extenuating circumstances, parents/guardians must request a face-to-face conference with the head of school. No arrangements will be discussed over the phone.

B. Late and Missed Tuition Payments:

- a. If parents/guardians sign up for automatic withdrawal (ACH) and miss a payment due to insufficient funds, they will be automatically charged a \$30.00 fee by

FACTS Tuition Management and may incur a similar charge from their banking institution.

- b. All missed payments must be caught up and paid within 14 days.
- C. Tuition Delinquency: If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the school may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due. Families with delinquent tuition balances during a school year also are subject to the following:
 - a. Students with accounts more than 14 days in arrears will not be allowed to attend classes until the payment is received.
 - b. Students missing more than 15 days of class due to overdue tuition may be asked to formally withdraw from school and official transfer papers will be processed.
 - c. Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
 - d. Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
 - e. When a student (or the school to which he or she has transferred) requests a transcript of his or her school record be sent to another school, the transcript may not be denied on the grounds that the student has not paid his or her tuition.
- D. Tuition Obligation Upon Withdrawal: If a family decides to withdraw its student from the school, the following schedule shows their financial obligation to the school:

Withdrawal on or before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%

January 31	75%
On or after February 1	100%

- a. Withdrawal Process: This begins by notifying the Principal's Office. The withdrawal date in the above schedule is the official withdrawal date as recorded by the Principal's Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdrawal date, the balance will be refunded to the parent.
 - i. Registration and other incidental fees are non-refundable and will not be returned.
 - ii. The student may not return to the school or transfer to any other Catholic school until any and all prior tuition obligations for all school years have been met.
- E. Dismissal: If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the school would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians to withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the school as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.
- F. Financial Aid:
 - a. **Families must register for admission and also apply for financial aid each and every year in order to be eligible for financial aid. Awards are not automatically renewable.**
 - b. Families apply for aid through FACTS Tuition Management.

- c. Financial Aid will be awarded based on ranked, verified, demonstrated financial need.
 - d. Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc.
 - e. Financial Aid awards will be prorated over 10 months.
 - f. If a student withdraws from school before the end of the year, financial aid will be proportional to the time the student attended school.
- G. Parent/Guardian Agreement: Your signature on this Agreement is a promise to pay tuition in accordance with the terms herein. You agree to pay tuition to Blessed Sacrament School for the 2024-2025 academic year in the following amount based on each child's grade level:

Grade Level	Tuition	Ten-Month Club	Graduation Fee	Total Cost (excluding incidental fees)
Pre-K	\$5900	\$300	N/A	\$6200
K-7	\$5650	\$300	N/A	\$5950
8	\$5650	\$300	\$200	\$6150

- a. Incidental Fees: The above amounts do not include **incidental fees**, such as club and activity fees, lunch fees, fundraising, or fees for Before/After School Care.
 - b. Sibling Discount: Families who enroll multiple children will receive a \$500 discount per child, not including the first child.
- H. FACTS Tuition Management System: All payments will be made through the School's designated tuition management program. Blessed Sacrament School uses FACTS Tuition Management. There are no in-house accounts or billings. You have the option to pay by check, credit card (online), ACH withdrawal, money order, or debit card (online). Payments made in the office will be credited to your FACTS account and posted online. Money orders are strongly preferred over cash payments.
- a. Tuition Payment Plan: You must be enrolled in your selected tuition payment plan by July 1, 2023. You have the option of paying tuition in **One of Three Ways**:
 - i. **Option 1: Full Payment. (FACTS enrollment fee of \$20.00)**
 - 1. Payment of tuition is due on or before 08/05/2023 (Students may not begin class until tuition is paid in full)

- ii. **Option 2: Pay in two equal installments. (FACTS enrollment fee of \$20.00)**
 - 1. First 50% installment is due on or before 08/05/2023 (Students may not begin class until tuition installment is paid)
 - 2. Second 50% installment is due on or before 01/05/2024
- iii. **Option 3: Ten-Month Plan. (Online, auto pay, or by mailed invoice, FACTS Enrollment fee of \$50.00) Families choosing mailed invoice option will pay an additional \$12.00/month processing fee.**
 - 1. FACTS tuition contract allows parents to choose either the 5th or the 20th of the month to process payments.

XII. Single Parent/Non-Custodial Parental Policy

The school requires that all divorced parents furnish the school with a notarized copy of the custody section of the divorce decree. The copy of the document will be kept in the student's file. This information will enable the school to determine when, if ever, a child can be released to a non-custodial parent. The school will do everything within its legal power to protect the child. However, parents must understand that the responsibility of providing the school with the document and notifying the school of changes in custody status or court order is theirs.

Unmarried parents who are experiencing custody or parent privilege problems need legal documentation before requesting special accommodations from the school.

XIII. Asbestos Notice

In accordance with the Blessed Sacrament School AHERA Management Plan, this notification is provided to inform all building occupants of the existence and availability of our asbestos management plan. The plan is available upon request for inspection by interested parties in the Blessed Sacrament Rectory Office, 239 Regent Avenue, Providence. Should you have any questions or concerns about the Blessed Sacrament AHERA Management Plan, please call and ask to speak to the principal, Mr. William Sheehan. Periodic surveillance checks for asbestos are done every six months.

A. Notice Issued on 08/25/2022

a. Notice issued by Mr. Christopher Weber, former principal

XIV. Pest Management Policy Statement

As required by the Rhode Island Pesticide Control Act, and EPA Regulations, the following information is provided:

A. Blessed Sacrament School's integrated Pest Management Policy statement is as follows: "Structural and landscape pests can pose significant problems for people and property. Pesticides can pose risks to people, property, and the environment. It is, therefore, the policy of Blessed Sacrament School to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests."

a. The records of pesticide applications (if any) on school property last year can be obtained at the Blessed Sacrament Rectory, 239 Regent Avenue, Providence, Rhode Island.

- b. You may register for prior notification of pesticide applications at the school. The school will maintain a registry of each person requesting such notice.
- c. No application of a pesticide will be made in any building or on the grounds of Blessed Sacrament School during regular school hours or during planned activities at the school.
- d. Should you have any questions or concerns about the Blessed Sacrament School Integrated Pest Management program, please call and speak to the principal

XV. Student/Parent Handbook Signature Form

We do, hereby, contract with Blessed Sacrament School that we, the undersigned parents and child/children, will comply with the school rules and regulations and that we, the parents as well as our child/children, will accept those decisions made by the school and its administration.

- A. Parents Signature: Your signature was obtained with your registration acknowledgement form and testifies that you have read and understood this handbook in its entirety. It is our hope that your understanding of these rules and policies will help your student(s) have a fruitful experience at Blessed Sacrament School.