



Parent/Student Community Handbook



Christ is the reason for this school. He is the unseen but ever present Teacher in its classes. He is the model of its faculty and the inspiration for its students ~ Author Unknown

Dear Parents and Students,

Welcome to Blessed Sacrament School! In choosing Blessed Sacrament School you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Blessed Sacrament School(BSS) for the 2025-2026 school year. Please read this document carefully as each family needs to abide by the policies of Blessed Sacrament School during the 2025-2026 school year. Each family will need to sign the agreement at the end of this document.

The faculty and staff of BSS look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God who has begun this good work in us, may carry it through to completion.

*Blessings to all,
Maria Iniquen-Gomez
Principal*

A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints.

Pope Benedict XVI



Contact Information

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Educating is an act of love; it is like giving life. Pope Francis



Mission Statement

It is the mission of Blessed Sacrament School to provide a Christian community of faith and love in which students will be able to develop spiritually, intellectually, emotionally and physically. It is our goal that through our academic program, students will recognize their individual value and the responsibility they have to God, Church, Family, Community and the World.

History

Blessed Sacrament School first opened its doors in 1935. The school was located at the home of Col. James H. Holt, with a total enrollment of 25 students. This marked the beginning of quality Catholic education in Burlington and the surrounding area – a tradition that has served the community for 88 years.

In 1951, the school building at 400 West Davis Street was erected and dedicated by Monsignor Eugene Livelsberger. A total inside renovation was completed in 1984. The school offered a fully air-conditioned facility including the Koury Parish Center, the Knesel & Powell Science Lab and the Qurnell Memorial Library.

In 1995, Blessed Sacrament School moved to 515 Hillcrest Avenue. The building was formerly occupied by Hillcrest Elementary School of the Burlington City Schools. The building was completely renovated and refurbished. Bishop Joseph Gossman of the Diocese of Raleigh dedicated the building in August 1995.

With the increasing enrollment of Blessed Sacrament School, the middle school moved back to the 400 West Davis campus in August 2023.

Vision of Blessed Sacrament School

Blessed Sacrament School will provide strong faith-filled, academic, and technological programs using a variety of age appropriate instructional strategies to achieve individual student success. Students will develop into contributing, creative, and collaborative 21st century global learners. The school will realize its vision by:

- Providing an engaging, safe, and supportive learning environment where students are able to maximize their individual potential;
- Ensuring our students are prepared to succeed in an ever-increasing global world;
- Recruiting and retaining faculty and staff that are devoted to the philosophy, mission, and vision of Blessed Sacrament School.

Philosophy

Blessed Sacrament School exists as a living example of a Catholic community in action committed to the education, development, and spiritual formation of students. Its purpose is to proclaim Christ as life's center while giving in service to all. Blessed Sacrament School students are called to:

- Respect God, self, and others
- Be a person of integrity
- Live a life of service and produce quality work



Parents as primary educators

Parents have the primary responsibility for the education of their children which includes the following responsibilities:

- To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

Parental Involvement

In keeping with the philosophy of Blessed Sacrament School, the role of the parent is crucial. Faculty and staff maintain the role of professional educators, whose training and experience provide critical skills, techniques, and knowledge. Working respectfully together with the professional educators, parents, as the primary educators of their children, have an important role which includes the following:

- Support and follow through regarding all school regulations and policies.
- Read and respond to all notices, including the weekly newsletter containing school news and important information.
- Attend all school meetings, functions, special activities, and parent-teacher conferences.
- Work with the teachers and administration in everything relating to their child's progress and performance.

Accreditations

Blessed Sacrament School is a member of the Roman Catholic Diocese of Raleigh School System and the National Catholic Educational Association (NCEA). The School is accredited by Cognia and the Catholic Diocese of Raleigh, with all full-time faculty members certified through the State Department of Public Instruction. The school provides an academic program in full compliance with North Carolina Curriculum Guidelines. Blessed Sacrament School is a Cognia STEM School.

Admissions

As a Catholic school in the Diocese of Raleigh, Blessed Sacrament School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs.

Openings in the school will be filled in the following order:

- *Children already in the school who reapply by the deadline;*
- *Siblings of children enrolled in the school.*
- *Blessed Sacrament Parishioners –applies to all Registered, Active and contributing members of the parish.*
- *Non-parishioners; If there are more applicants than space available, selection for admittance will be done on a first registered basis.*

The Little Knights program offers a Preschool program that serves ages three and four and a Pre-Kindergarten program that serves students ages four and five who are entering Kindergarten the following school year. Students applying for the Little Knights program must be toilet trained.

Registration and Enrollment Requirements: Age, in accordance with state laws, children must be:

- Three years old by August 31st to enter Preschool.
- Four years old by August 31st to enter Pre-Kindergarten.
- Five years old by August 31st to enter Kindergarten.
- Six years old by August 31st to enter the first grade.

Documentation:

- Birth Certificate; Baptismal Certificate (if Catholic)
- Complete record of immunizations
- Copies of report cards for grades K through 8

Registration for current students attending Blessed Sacrament School will occur in mid-February. If tuition payments have not been kept up-to-date, registration will not be accepted. The school reserves the right to deny registration if it is determined that the school cannot meet the needs of the student, or if the student is interfering with the education of other students. Registration of new students will be accepted after the announced deadline for the current student enrollment period in late February.

Child Abuse

Blessed Sacrament School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Tobacco Products/Vaping

Blessed Sacrament School is a tobacco-free school. The use of tobacco products/vaping in the school building or on school grounds, prior to or during any school activity, local or away, is forbidden. This also applies to the middle school campus.

Tuition and Fees

At Blessed Sacrament School, each child is promised an excellent faith-based education both in and out of the classroom. Our community is a family of learners, celebrating the values of the Gospel messages and recognizing the gifts of each individual student. Tuition assistance is available to families who wish to provide a Blessed Sacrament School education to their children but are unable to afford the full cost of the education. All assistance is offered on the basis of demonstrated need, and all assistance recipients must complete a Grant & Aid Application through FACTS Management Services to be eligible for tuition assistance. In addition, eligible families may apply for the North Carolina Opportunity Scholarship.



Grade K-8 Tuition, Enrollment Fee and STREAM Fee

Enrollment Fee \$265 per family; STREAM Fee-\$350.00 per student

1st Child Tuition- \$ 8550

2nd Child Tuition \$ 8550

3rd Child Tuition \$ 8550

4th Child or more \$ 8500

There is a 5% sibling discount applied for a second or more children enrolled per family.

Little Knights Preschool and Pre-Kindergarten Program

Hours of the Little Knights program are:

HALF DAY -7:45 am- 12 pm or FULL DAY -7:45am-3:00 pm

Enrollment Fee \$ 265.00 per family; No STREAM Fee

Little Knights Monday-Friday - Half Day \$ 4795 Full Day \$7095

Little Knights/Toilet Training

It is required that all preschoolers be toilet trained prior to enrollment at BSS. They should be able to verbalize to teachers all bathroom requests. They need to independently attend to all of their personal needs, including cleaning themselves. Should more than two accidents occur in a 7- day period, a conference will be held to determine the readiness of the child. A plan for success will be developed and implemented at that time. If no improvement is made within a two-week period, a meeting will be scheduled to make a decision about the child continuing in the program.

Payment Options

For your convenience, tuition may be paid one of three ways:

- One payment with a 1% discount due by August 21, 2025 (tuition only, not fees)
- Ten monthly payments through FACTS Management Services with an account draft to begin in July and end in April.
- Twelve monthly payments through FACTS Management Services with an account draft to begin in July and end in June. The twelve monthly payments option is only available if payments begin in July 2025.

If you need help or have questions about admissions/tuition assistance, please contact José Rico Benavides, Admissions Director at admissions@bssknights.org or 336.570.0019.

Kindergarten Health Assessment/Immunizations

All Kindergarten students must have a health assessment on file. A medical form will be provided for your physician to complete. All students attending Blessed Sacramento School must be immunized. Visit <https://immunize.nc.gov/schools/schools.htm> or ask your family doctor for a list of immunization All students from Little Knights-8th must have a current immunization record on file.



Admission for Students with Special Needs

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential. Blessed Sacrament School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in the general course of studies will not be made. The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEPs and 504 Plans. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond Blessed Sacrament School.

Distance Learning

Blessed Sacrament School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak or any other circumstances that makes it unsafe or imprudent to continue on-campus education. The judgment of the school administration, in consultation with our pastor, and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change from our school's normal instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into our plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risks of returning their child to school. Since the lessons are recorded during remote/distance learning, parents understand that their child may be seen or heard during learning activities at Blessed Sacrament School.



Curriculum

Attention to positive holistic growth and spiritual, moral, emotional, intellectual, social and physical development characterize our learning environment. Through partnership with families, an atmosphere is fostered wherein the student is eager to learn. Bearing witness to Gospel values, faculty and staff prepare students to be confident and ready to assume civic and religious roles and responsibilities in a multicultural, multifaceted, changing society.

We implement Diocesan curricula, which have been developed to meet and exceed the standards of the North Carolina Standard Course of Study, K-12, published by the North Carolina Department of Public Instruction. Our Little Knights programs also follow the curriculum guidelines for age appropriate activities as set by the Diocese.

NEW STUDENT PROBATION POLICY

Blessed Sacrament School wishes to facilitate the academic growth of the students it accepts. Because of limited resources, the school may not be able to meet the needs of some children. With that in mind, all students transferring to Blessed Sacrament School are accepted with the understanding that they are on probationary status for the first trimester. Students who complete their first trimester having satisfactorily demonstrated age-appropriate behavioral, social, intellectual, and academic development will be removed from probation. Any decision regarding students who may return on probationary status will be made after considering all facts related to the particular student's development, which includes:

- Conferences with the parents and student and reviewing the various data collected by the administration and teachers throughout the first trimester.
- Agreement by both student and parents that they will adhere to the conditions set forth, as well as any accommodations made, which the administration believes may be necessary to promote the student's development.
- Understanding that if the school determines the child's needs cannot be met, parents will need to seek an alternative placement for their child.

Closing of School

During inclement weather, Blessed Sacrament School will follow the directives given by the principal. We do not follow the Alamance-Burlington School directives. Inclement weather directives specifically for Blessed Sacrament School will be announced on days when school is canceled or delayed. Every effort will be made to announce by 6:15 AM. In the event of early dismissal, information will also be announced on the following:

- Option C: Our automated telephone system will call the number you provided on your emergency form.
- Television: WFMY and MyFOX8
- Social Media: BSS Facebook and the school website



Emergency Forms

Emergency Forms must be completed and turned in to the office before a student may attend school. Please fill in the names, addresses, and telephone numbers of responsible adults who can be contacted in case of an emergency or who can pick up your child. In addition, please make sure you list any known allergies. **Please fill out the front and back of the emergency sheet.**

Additional Forms

At the beginning of every school year, the following forms must be signed by parents. There are some forms that require a student signature. The forms are: Emergency Form; Parent/Student Handbook Sheet; Internet Policy; Media Form; Walking Permission Form; Middle School Handbook/Cell Phone Agreement. The forms should be turned in to your child's teacher or the office.

Change of Address and/or Phone Number

The school office should be given written notice immediately of any change of address and/or phone number so that the student's records can be kept current. The office should also be notified if there is a change in the person to be contacted in case of an emergency. This will guarantee that office records are accurate, complete, and up-to-date.

Medications

According to Diocesan and State Health guidelines, we are unable to administer any medications (including over the counter) without written authorization by a doctor. Children who require medication on a daily or occasional basis (asthma, bee stings, etc.) will need written verification from their doctor's office and parental permission. All medications must be stored in the office in the original container with the pharmaceutical label intact. No child may self-medicate.

Money

Whenever it is necessary to send money to school, please put it in a sealed envelope with your child's name, homeroom and amount enclosed. Checks are preferred and should be made out to Blessed Sacrament School.



Communication

Good communication is vital to the success of your child and the school. The school will send home important information with the oldest or only child in the weekly Friday folder. The “Knight Chronicle” e-newsletter is emailed to families each Friday. Please develop a system of checking with your child for school calendars, meeting notices, newsletters and other forms. If you feel you are not receiving information regularly, please contact the school office or the teacher. Blessed Sacrament School uses Option C as a comprehensive school management system.

Grievance Policy

In order to find an equitable solution to complaints or school-related problems, the following procedures must be used:

- Every effort should be made to resolve the problem with the teacher or staff member involved. This is the first step. The Principal of the school should be contacted if a solution has not been reached and if the problem is still unresolved, the principal will contact the pastor for a meeting.

Student and Transfer Records

Parents have the right to review their child’s records. If a parent wishes to review the records, a request must be made in writing to the Principal seventy-two hours in advance. Copies of records will be provided upon request. Parents do not have the right to add or remove any item placed in a student’s file. When a student leaves Blessed Sacrament School, a written request to release the records will be presented to the school office by the student's new school. The student’s records are then mailed to the new school. All outstanding financial responsibilities must be settled before records are requested and sent.

Attendance

When a student is absent from school, a parent/guardian must call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent/guardian will be contacted. This policy is for the protection of Blessed Sacrament School students.

A written statement giving reasons for the absence or tardiness must be brought to the student’s teacher upon the student’s return. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. **Excessive absence (25) days can be cause for a student to be retained in the current grade for next year.**

Tardies are disruptive to the students and to the entire school community. At the 10th tardy a telephone discussion will take place between the principal/parents. **At the 15th tardy a parent conference and a notification to the pastor will take place.** If a parent refuses to come in for the conference, the student will be suspended from school until the conference takes place.

Illness

Parents are asked that children be delivered to school in a ready-to-learn state. A good night's rest and a healthy breakfast are essential to start the day off right. In addition, it is important that children be given the opportunity to fully recover from an illness before they are exposed to their classmates. With that in mind, we offer the following guidelines:

- Students must remain at home for 24 hours after fever (100°F or above), vomiting or diarrhea have ceased without the aid of medication. Students suspected of having COVID 19 will follow the protocols set forth by the CDC and NC Department of Health and Human Services
- As recommended by the Center for Disease Control, students suspected of having COVID 19 will follow the protocols set forth by the CDC and NC Department of Health and Human Services.
- Students who are sent home during the school day experiencing fever, vomiting or diarrhea will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.
- Any student experiencing a fever, vomiting or diarrhea at school will be sent home immediately.

Infectious Disease

Students with a diagnosed infectious disease must remain out of school until it can be medically shown (doctor's note and/or emergency specialist documentation) that said disease will not cause contamination of the existing school population.

Teachers will work with parents to provide school work that must be picked up by the student's parents/guardians or friends.

Lice

If a student is suspected of having head lice, they will be examined by a staff member. If nits or lice are identified, the student will be sent home. After treatment has been completed and ALL nits have been removed, the student should be accompanied by a parent or guardian to the school office. In order to ensure a staff member is available to inspect the student, the parent should call ahead. If, upon re-inspection, nits or lice are still found, the student will be denied admission to school until ALL nits and lice are removed.

Absences/Releases During School Day

Students needing medical appointments during school hours require a written note from the parent. When a child does need to leave early, written permission is necessary. The written request should state the exact time and name of the person who is to come for the child and should be given to the homeroom teacher. The child will be called to report to the office when an authorized adult is there to sign him/her out. To avoid disrupting instruction, the adult is not to go to the classroom. No child will be permitted to leave the school premises without written permission. Children may not be picked up outside the building. Early dismissal for out-of-school extracurricular activities are not acceptable. If the child returns to school during the same school day, he/she must be signed back into school in the office by a parent or guardian. Any student coming in for the first time after 11:30 or leaving for the day before 11:30 is considered absent for the school day. Missed assignments are the student's responsibility. Students who are absent due to illness should make arrangements with the teacher to promptly make up the missed assignments, quizzes or tests.

Absences due to Family Vacation

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments may not be given in anticipation of the vacation. This is at the teacher's discretion. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Testing

The I-Ready: Diagnostic assessment is a computer-based mathematics and reading assessment. It is completed in Grades K-8 three times per year: fall, winter, and spring. This standardized assessment is adaptive to the student based on his/her response patterns. With this feature, the assessment allows for an accurate picture of what the student knows and can do, with an emphasis on critical thinking. The teachers utilize this assessment to create differentiated instruction within the classroom, as well as get a view of the overall strengths and weaknesses of the individual student and the class.

Report Cards

Blessed Sacrament uses trimesters for grading. Student report cards are issued three times a year. Midway through the marking period, progress reports will be sent home. These reports must be signed by the parents/guardians and returned to the teacher the following day. The teacher will be in contact with parents/guardians of any students who are not working up to their ability. The grading scale is A = 90-100; B = 80-89; C = 70-79 4; D = 60-69 -76; F = 60 or below. Grades for 3rd-8th are posted on Option C.

Athletics

Blessed Sacrament School offers a variety of athletic activities on both the Varsity and Junior Varsity level. It is the goal of Blessed Sacrament Athletics to give every student the opportunity to be on a team and participate.

The sports offered each year depend largely on the level of interest and the availability of coaches. Typically, this includes soccer, pep squad, basketball, tennis, volleyball, golf, cheerleading, cross country and track. Please contact the Athletic Director if you can volunteer your time/talents to any of these programs. Please see the school's website for more up-to-date information.

The student athlete must maintain an overall grade point average of 2.0 or "C," no F's throughout the sports season. If grades drop below a "C" average, the student will be on academic probation until the next report card period. A student's return to the team will depend on appropriate academic progress.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Promotion and Retention Policy

Advancement to the next grade in Blessed Sacrament School 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.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend repeating a grade, tutoring, or summer school classes as a 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. **If a student (elementary and middle school) fails one core class, summer remediation is required. If a student in grades 6-8 fails language arts, math and a non-core class for the school year, that student will be retained. If a student in grade 8 fails any of these subjects, the student will receive a certificate of attendance instead of a diploma and may move into high school. Middle school students may not repeat a middle school grade at BSS.**

Conferences

Parent/Teacher conferences will be scheduled after the first trimester period. Other conferences, when needed, may be initiated by either the parent or the teacher. If a parent wishes to contact the child's teacher, a note should be sent to the teacher, and the parent will be contacted in return. A conference can be arranged for after-school hours. If an immediate conference is required, the parent may call the office and ask that a conference request be relayed to a teacher.

Parents are encouraged to keep lines of communication open with the teacher and principal as individual student needs arise. The administration and faculty welcome involvement of each family in the school and encourage a personal relationship between all members of the school community.

Parent Communication with School

In order to ensure the success of the students, the following policies have been established to assure Christian communication between school and parents:

- Any concerns, questions, doubts, etc., must be brought to the teacher first. The teacher has the student's best interest in mind, and is in a position to know each child's unique situation.
- If the parent meets with the teacher and does not feel their concern was resolved, an appointment with the principal should be made. The principal may deem it necessary, in the interest of good communication, for the parents and teacher to confer with administrative staff.
- **The school trusts that at all times parents will treat teachers with respect in accordance with Christ's Golden Rule. This respect includes emails sent to teachers and administration. If at any time this does not occur, a conference will be held with the principal/pastor.**

If this happens during a conference, the conference will immediately be terminated and will be continued at the discretion of the principal/pastor. Blessed Sacrament School is a Catholic community where we value all constituents and respect one another greatly. Therefore, parents should not engage in speech or action, with or about parents, faculty, administration, or students, which would compromise any person in the school community, especially on social media.

Teachers will not be called to the phone during school hours, nor will private phone numbers of teachers be made available. Teachers may be contacted via email, or voicemail with the assistance of the front office. **(All email accounts are the teacher's first initial followed by their last name @bssknights.org.)** Written notes may also be sent to the teacher. The teacher will respond within 24 business hours. Complaints or concerns should be handled at the most immediate level possible. If you have a question regarding a classroom situation, please discuss it with your child's teacher. Our faculty is responsive and understanding, and more than willing to help resolve problems in a timely manner. Only after such attempts have failed or if there is a question pertaining to school policy, should the principal be contacted.

Awards

Blessed Sacrament School faculty, staff, and administration rigorously confer, analyze and collaborate on the end of the year awards. Much effort is given to this time honored tradition. Decisions are made on the best available information from in and out of the classroom. The decision to award various end of the year awards by the faculty, staff and administration to specific children is final.

Elementary Awards: Honors (2nd-4th), Effort Award, Citizenship

Middle School Awards: Honors, Effort Award, Volunteer Award and Citizenship

8th Grade Awards: Honors, Briggs Service, Fine Arts Award, Maye Volunteer Award, STREAM Award, Tyll Sportsmanship Award, Pastor Award, and Principal Award

Arrival and Dismissal Procedures

Little Knights Preschool and Pre-Kindergarten

Hours: Half Day 7:45 AM to 12:00 Noon, Full Day 7:45 AM to 3:00 PM

Little Knights must enter the school accompanied by an adult and be signed in. Little Knights leaving at noon, must be signed out. At 3:00 dismissal, Little Knights will be walked to their car. If that adult is not a parent, written permission must be given prior to dismissal.

Elementary/ Arrival and Dismissal Procedures

School Hours: 7:45 AM to 3:00 PM; Wednesdays-7:30-1:45

School Office Hours: 7:30 AM -3:30 PM.

At Blessed Sacrament School, we work in partnership with parents to enable each child to develop as an independent learner. To that end, it helps if parents allow their child(ren) to enter the school building on their own each morning. We begin our day joined in prayer and sharing announcements at 7:45 am, on Monday mornings in the multipurpose room (MPR).

Tuesdays-Fridays, prayers and announcements begin at 7:50 via the phone. Please adhere to this time, as punctuality is an essential component for beginning a successful and productive school day. Students arriving after morning prayer (Mondays) has begun will wait in the hallway outside the office in silence.



Students arriving after 8:00 must be accompanied to the front door and signed in by an adult. If a student has a doctor or dentist appointment before school, they may bring in a note from the doctor's office for an excused tardy. Students must be in school by 9:30 AM on the day of expected participation in an afterschool activity such as a competition, practice, club, or performance, in order to participate.

The school day ends at 3:00. Teachers plan accordingly and we ask that you do, too. Early departures disrupt instructional time for the entire class. If you need to give special instructions for pick up, please do so by 2:30. Please note that students will not be released early after 2:35. PM.

Middle School/Arrival and Dismissal Procedures

School Hours: 7:45 AM to 3:00 PM

At Blessed Sacrament School, we work in partnership with parents to enable each child to develop as an independent learner. To that end, it helps if parents allow their child(ren) to enter the school building on their own each morning. We begin our day joined in prayer and sharing announcements at 7:55 am, on Monday mornings.

Tuesdays-Fridays, prayers and announcements begin at 8:00 via the phone. Please adhere to this time, as punctuality is an essential component for beginning a successful and productive school day.

Students arriving after 7:45 must be accompanied to the front door and signed in by an adult. If a student has a doctor or dentist appointment before school, they may bring in a note from the doctor's office for an excused tardy. Students must be in school by 9:30 AM on the day of expected participation in an afterschool activity such as a competition, practice, club, or performance, in order to participate.

The middle school day ends at 3:00. Teachers plan accordingly and we ask that you do, too. Early departures disrupt instructional time for the entire class. If you need to give special instructions for pick up, please do so by 2:30. Please note that students will not be released early after 2:40 PM.

Little Knights and Elementary Drop-off and Pick-up

Little Knights-5th students are to be dropped off and picked up at the front of the school on Hillcrest Ave. Drivers can approach the school from either Hillcrest Avenue or High Street. At the intersection of High/Hillcrest, cars should merge together by alternating traffic from each street. All drivers must remain in their cars. Anyone wishing to get out of their car must park in a marked space in the parking lot. Please use the name tags provided by BSS when picking up your child. Please do not park and pick up your child. Students not picked up by the end of carpool (approximately 3:15 PM) may be sent to the After School Care Program, and will be charged accordingly for using this program. **For the safety of the students/teachers, do not talk or text on your cell phone while in the carpool line.**

Middle School Drop-off and Pick up

Middle school students are to be dropped off and picked up at the front of the school on West Davis St. In the morning, you enter the driveway and have your child exit the car. They will walk into the gym.

Dismissal- Drivers will need to wait on West Davis St. You will come in the driveway and go either left or right. You will exit turning only right on West Davis. All drivers must remain in their cars. Please use the name tags provided by BSS when picking up your child. Please do not park and pick up your child. Students not picked up by the end of carpool (approximately 3:15 PM) may be sent to the After School Care Program, and will be charged accordingly for using this program. **For the safety of the students/teachers, do not talk or text on your cell phone while in the carpool line.**



Before School Care

Supervised before-school care is provided, at no charge, between 7:10 -7:30 AM for elementary and 7:10-7:30 for middle school. Elementary students should report directly to the multipurpose room. Middle school students will report to the gym.

Club Knight After-School (ASC)

The half day Little Knights program ends at 12:00 and the full day program ends at 3:00. Parents should contact the office to arrange for drop-in care for any half day student

The MS school afterschool students will walk to the main campus after dismissal with afterschool personnel. On Wednesdays, afterschool will begin at 2:00pm. Students enrolled in afterschool will not be charged extra for the one hour on Wednesdays. Club Knight closes by 6:00. There is a late fee of \$10 for each 10 minutes, or portion thereof, if a child is not picked up by 6:00 PM. An afternoon snack is provided daily, followed by completing homework. Weather-permitting afterschool students will go outside after 4:15/4:30. Drop-in care is available as space permits. Parents need to contact the office to arrange for drop-in care.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00/3:10 PM dismissal unless accompanied by a parent/guardian. Students who choose to return to school after 3:00/3:10 PM without a parent/guardian face detention, suspension, or expulsion. After pick-up a parent or the adult who picked up, must escort the child into the building if they need to return. No one should be returning to pick up materials after 3:45.

Homework Policy

Formal home-study is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Homework not completed may result in a lower grade. Each teacher will inform the parents of the policy regarding parent signatures on tests or any other schoolwork. A parental note is needed in case of emergency or sickness to extend the assignment deadline.

For students in grades Kindergarten through 4, homework will not be assigned to students on Friday. No tests or quizzes for the students in these grades will be given on Monday. Homework is not graded for K-4th. **Homework is graded in 5th grade.**

Students in middle school may be given homework on weekends. Tests and quizzes may be given to middle school students on Monday. Students in 8th grade are subject to midterms/finals in their classes. Homework in middle school is graded.

No homework is given over the Christmas or Easter vacation. Please see the attendance policy for additional information regarding makeup assignments/tests. Homework is posted on Option C/Google Classroom.



Homework Policy Due to Illness

When a student is absent, a parent may call the school office after 9:30 AM to arrange for homework assignments to be picked up at the school office between 1:00-2:30 or after 3:30 PM. It will be placed outside on the table. For short absences students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. **Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment should be given in anticipation of the vacation.**

Cheating/Forgery/Plagiarism

If a student is seen or found to have been forging a signature or cheating or plagiarizing on graded class work, quizzes, tests, or projects, the teacher will immediately confiscate the work, inform administration, and call parents. The teacher will decide if the student receives a zero or another grade for the assignment or test. Students may be allowed to earn up to 50% credit by resubmitting previously plagiarized work according to the teacher's guidelines and within a timeframe stipulated by the teacher. A severe offense will require a conference with the administration and pastor.

Discipline Policy

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith, and their academic achievement.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume his/her responsibilities and be in more control of his/her conduct, helping the child to grow progressively in self-competency and maturity. Discipline promotes genuine character building.

Blessed Sacrament School students are expected to be responsible for their behavior at all times. Each student must be familiar with all school rules and conform to them. Continued non-conformity to these rules may result in disciplinary action according to school rules. An administrator is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.



GENERAL RULES

The formal policy for proper conduct at Blessed Sacrament School is guided by Christian values. Each student understands that he/she shall:

- Be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel, and visitors.
- Always respect the rights and the value of each individual person on the school premises, on the way to and from school, or at school sponsored events.
- Respect and respond promptly to the directives of the teacher and other school personnel.
- Obtain permission from the proper authority for use of the school facilities, equipment or other materials.
- Be responsible for the care of books and all other materials loaned to the students for the course of studies during the year.
- Keep the campus clean and respect and take care of all school property.
- Play fairly and honestly.
- No inappropriate display of affection, which connotes more than simple friendship.
- Keep hands, feet, and objects to yourself.
- Standard game rules may be modified for safety reasons; students are expected to play accordingly. Rough play is not permitted.
- Harassment of other students and unacceptable language will not be tolerated.
- Use the bathroom appropriately.
- Food should be consumed in the cafe.
- Marking walls, benches, or any equipment is prohibited.
- Games that exclude other students from joining are prohibited.
- Students may not enter a classroom without a teacher present.
- Understand that gum chewing is prohibited on campus.

Inappropriate behavior that will result in immediate parental notification will include, but is not limited to:

- Fighting, provoking a fight between other individuals, any verbal abuse, or participating in violent activities that include physical violence (such as hitting or biting), or emotional harm to any person.
- Theft or damage to property of the school, another student, visitor or school personnel. Children will be responsible for making restitution to damages done.
- Using vulgar or unacceptable language verbally or in writing.
- Leaving the campus during the day without permission.
- Disturbing the classes in such a way that others are unjustly hindered from learning.
- Possessing, selling, giving away, using, or being under the influence of drugs and/or hazardous substances (i.e. liquor, narcotics, etc.) on the school premises, at school functions or at a time and place that directly involves the school. State Law prohibits possession and/or use of cigarettes/vapes by a minor.
- Possessing dangerous items such as: firearms, knives, or other dangerous weapons (as defined by the North Carolina State Law), firecrackers, fireworks, handcuffs, etc.
- Using personal electronic devices during school hours and on the school campus without permission during Extended Care or during school functions such as field trips, etc.

DISCIPLINE PROCEDURE

During the first three days of school, each teacher shall review the rules and regulations of the school and the classroom with the students in order to clarify what is expected of them.

Non-conformity to the rules as set by the school may result in one of the following consequences:

VERBAL WARNING OR REPRIMAND (FOR MINOR MISBEHAVIOR): The teacher or adult staff shall discuss the problem with the child in order to solicit his/her cooperation, and may contact the parents for intervention. **At times, students may be removed from the classroom and placed in the office or with Mrs. Allred's until they can return to a calm state after which they can rejoin the learning environment.**

LOSS OF PRIVILEGE: When inappropriate behavior is more serious in nature or a student repeatedly disregards the rules, a loss of privileges,(field trip attendance, etc.) may be used as a consequence.

REFLECTION SHEET/INFRACTION: In middle school an infraction may be issued. (refer to MS Handbook)

DETENTION: A middle school student will serve detention. (refer to MS Handbook).

IN-SCHOOL/OUT OF SCHOOL SUSPENSION

Suspension is used in serious cases and only when the school administration thinks it is imperative to take such action or when students repeatedly and deliberately disregard the rules of the school.

A student who is suspended may not participate in any school activity (including sports) that may occur during the period of suspension. This includes activities that fall on weekends or holidays.

For a middle school student, assignments/tests given during a suspension will be only given partial credit of 60%. Behaviors such as but not limited to:

- Is defiant or disregards school rules and policies; engages in a violent fight on the school grounds; Engages in other inappropriate behavior including theft or dishonesty.
- Uses language that denigrates another person, ethnic group, gender, etc.
- Leaves the school grounds without permission during school hours.
- Has in his/her possession any harmful objects or materials posing a threat to self or other students.

EXPULSION FOR DISCIPLINARY REASONS

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or a repetition of conduct for which the student has been suspended one or more times. Grounds for expulsion offenses are:

- Actions gravely detrimental to the moral and spiritual welfare of other students, or faculty and staff
- Behavior firmly established as a habit or disruptive behavior which obstructs or delays the progress of the rest of the class
- Damage to or theft of school or private property
- Infliction of or threatened physical injury to another person
- Possession or sale of weapons, drugs, tobacco and liquor
- Habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities

The principal will decide whether a suspension is served at school or at home.

The pastor and principal make all final decisions regarding expulsion.



HARASSMENT/HAZING/ANTI-BULLYING POLICY

Blessed Sacrament School affirms the Christian dignity of every student. It is the policy of the school to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristics. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school. The administration, faculty, and staff will make every attempt to eliminate bullying on the Blessed Sacrament School campus. Any student caught bullying another student will face disciplinary consequences. Any student who believes him/herself to be bullied should bring the issue to the attention of a teacher or an administrator. The teacher or the administrator, along with the parent, will take corrective measures to resolve the issue.

Items Not Allowed at School

Items such as, but not limited to, questionable books and pictures, weapons, matches/lighters, electronic music players, toys, fidget spinners, trading cards, laser lights, electronic games or anything that will distract from a learning situation are not allowed at school or at any school function, including field trips and athletic events, at any time. Exceptions may be made under certain circumstances at the discretion of the principal. Students who choose to bring any of these items to school risk having those items taken from them, in addition to appropriate disciplinary measures as determined by the principal. Items taken away from students will be returned to the parent(s)/guardian(s) on the next day by visiting the principal. Students, who possess cigarettes, drugs and/or alcohol at school or at any school function, including field trips and athletic events, face suspension and/or expulsion.

Technology/Internet Policy

The policies, procedures, and information apply to all Chromebooks used at Blessed Sacrament School by students, staff, or guests including any other device considered by the Administration to fall under this handbook policy.

Ownership of the Chromebook

Blessed Sacrament School retains the sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes for the academic year. Moreover, BSS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Comply with the Chromebook Agreement, BSS Acceptable Use Policy, and all policies of the school when using their Chromebooks.

- Treat their device with care and never leave it in an unsecured location.
- Not remove or interfere with the serial number and other identification.
- Not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing.
- Not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Keep the device clean and do not touch the screen with anything (e.g. your finger, pen, pencil, etc..).
- Students are responsible for any damages they cause to someone else's Chromebook.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher immediately. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Blessed Sacrament School. Spot checks for compliance will be done at any time.

Monitoring of Use

In compliance with local, state and federal regulations, the school utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to BSS tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent/guardian contact may occur. Students should be aware that there should be no expectation of privacy.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

-Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.

-If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.

-Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

-Students and parents/guardians will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student and parent/guardian to pay. The school will make its best attempt to purchase replacement parts at the best possible price.

Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$300.00 replacement cost to purchase a new device.

Replacement costs of the Chromebook and accessories

Chromebook	\$350.00
Screen Replacement	\$40.00
Bezel Replacement	\$70.00
Keyboard Replacement	\$35.00
AC Charger Replacement	\$35.00

Internet Use Policy Blessed Sacrament School Internet – Acceptable Use Policy

The use of the internet is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. When using a computer at Blessed Sacrament School, you agree to the following policy:

- Responsible and ethical uses of the Internet resources include the following: Using the electronic information resources at Blessed Sacrament School in a responsible manner, consistent with the educational and informational purpose for which they are provided.
- Not using the Internet for any unauthorized, unethical, or illegal purpose.
- Respecting the privacy of others by not misrepresenting oneself as another user. Not attempting to modify or gain access to files, passwords, or data belonging to others. Not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.

- Not sending, receiving or displaying text or graphics which may reasonably be construed as obscene.
- Not making any changes to the setup or configuration of the software or hardware.

Misuse or abuse of the computer or the Internet access will result in the suspension of computer privileges. If unacceptable use occurs after fair warning by staff, a student's Internet privileges will be taken away.

- Catholic School users will not participate in unauthorized chat groups, forums or other non-school related collaboration sites while on school computers.
- The faculty/staff may request the administrator to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practices as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

The following minimum guidelines will be used:

- First offense: 2-day suspension of computer privileges. Parents will be notified.
- Second offense: One-week suspension of computer privileges. Parents will be notified.
- Third offense: Loss of computer privileges for a period of time determined by the administration. Parents will be notified.

In the event of a serious offense, the pastor will be notified and a parent/administration/pastor conference will be held.

Behavioral Expectations Concerning Technology/Social Media

BSS Facebook/Other Sites

The BSS Facebook and other sites are used to remind our community of events/happenings in the school. They are not sites to post insults against staff, administrators, parents, students or school policy. Violation of this policy/guidelines may result in a meeting with the school administrator and pastor.

Cyberbullying

Unlike traditional bullying, most cyberbullying takes place off-campus in the child's home. If cyberbullying occurs at school, the administrator/teacher is responsible for investigating and taking the appropriate actions. If cyberbullying takes place at home it is viewed as being under the jurisdiction of parents. One important clarification is that if cyberbullying poses a "real threat" to the student or another student, it should be reported to the school, to see what actions may need to be taken.

Personal Communication Devices

Devices, such as smart watches, Gizmo Gadget, Garmin, etc. are not to be brought to school by students. These devices allow access to the Internet outside of the school's network and does not protect students from harmful internet sites and communication.



OTHER GENERAL INFORMATION

Birthdays

Recognition and celebration of a student's birthday is seen to be an important aspect of that student's development. To assist in this, parents may send to school or drop off in the office, cup cakes, cookies, brownies, or doughnuts for the class. The teacher will then distribute the items for celebration at a time that is determined best for the whole class.

Students in Kindergarten through Grade 8 may come to school dressed out-of-uniform on their birthday. Weekend birthdays will be on the following Monday, and BSS will designate a day for summer/vacation birthdays. Please speak to your child's homeroom teacher if you want to celebrate your child's birthday during the school day or **if your child is celebrating a birthday, parents may eat lunch with their child and may bring a birthday treat for their child's class.**

Books and Supplies

All textbooks are to be neatly covered during the school year to protect the life of the book. Workbooks and consumable books are to be kept in a neat manner. Damaged covers are to be replaced immediately. Parents and/or students must replace lost or destroyed books. A supply list for the upcoming school year will be issued during the summer.

Crosswalks

It is extremely important that you use the marked crosswalks. Please do not park on the left side of the street and simply cut across Hillcrest either during morning drop off or at the end of the day. Please do not pull up to the curb in the parking lot and allow children to exit the car.

Deliveries

There will be no deliveries, flowers, balloons, etc. to students in their classrooms. Due to limited office space, we request that you not have these items delivered to your child at school.

Drills

Fire and lockdown drills are scheduled during the school year. The school does have a Crisis Emergency plan in the event that a serious condition occurs. The designated location in this case would be the MS campus/Our Lady of the Angels Center located at 400/408 West Davis St. If we remain in the building, your child will not be released until it has been deemed safe. A parent or authorized representative would need to pick up the child.



Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- A field trip is a privilege and not a right.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A field trip permission slip is the only format that may be used to allow a student to leave school during school hours. Call the school for information needed to complete the form.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
- Students who are participating in the field trip must ride the bus to the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- Cell phones for the elementary students are not allowed on field trips.
- **Siblings of students or other family members (children) may not accompany parent chaperones on field trips.**
- Chaperones for the middle school trip must do a background check and attend Safe Environment Training. This is a diocesan policy.
- All monies collected for the field trip are non-refundable.
- All students will need to have a signed walking permission slip. This will be given to parents at the beginning of the school year.

Gifts/Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students unless an invitation is being given to every student in the entire grade. On Valentine’s Day, cards need to be given to every student in the entire grade.



Liturgy

Mass will be celebrated on Fridays and on Holy Days. Our Mass celebrations will take place at Our Lady of Angels Center- 408 West Davis St at 8:30. All parents are welcome and encouraged to attend.

Lost and Found Items/Books

All items susceptible to loss must be permanently labeled. Any items found in the school building or on the school grounds should be given to the school office and placed in the bins in the afterschool room. Items placed in lost and found remain there for 30 days. After 30 days, items are donated to charity. The school is not responsible for lost property.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunches

Blessed Sacrament School currently offers a lunch program through myhotlunchbox.com. They **will provide information regarding the menu and cost.**

- **Do not send anything in a glass container or food that needs to be microwaved.**
- **Only water/milk/juice are permitted for beverages.**
- **Carbonated beverages (soda) or ice tea are not permitted during snack and lunch.**
- **If you are dropping off lunch, please make sure it is labeled with your child's name.**
- **If you are ordering DoorDash, please make sure it is labeled with your child's name.**

Time for a short fruit break is provided for all grade levels. Parents are reminded of the importance of providing students with a healthy snack. If you are bringing lunch, please drop it off at the left table outside the front door. Please label the lunch.

Parents/alumni will not be invited to join their child for lunch on a regular basis. Please remember that lunchtime is a great way for students to enjoy the company of their friends and learn social skills. If your child is celebrating a birthday, parents may eat lunch with their child and may bring a birthday treat for their child's class.

Visitors under the age of 18 must be accompanied by an adult. Alumni hoping to visit their former classmates may only do so with the principal's permission. (Call ahead to schedule an appointment.) All lunchtime visitors must sign-in at the office.



5th-Middle School and Cell Phones

If a 5th- middle school student needs a cell phone at school due to walking home from school, entering a house where no one is home, or attending sports practices or games, he/she should give the cell phone to his/her homeroom teacher. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. There will be a permission form to be signed. Little Knights-4th are not permitted to have cell phones at school.

Out of Uniform

Out of uniform days will vary throughout the year, and there will be no charge but we will ask for food donations. On Pink-Out Day and Spirit Week, it will cost \$1.00. Please remember that out of uniform is a privilege, and students may lose out of uniform days. On these days, clothing may include jeans, sneakers, shorts (appropriate length-no shorter than 3 inches above the knee), skirts, skorts (no shorter than three inches above the knee), and sweatshirts. Students may not wear flip-flops, sandals, open back shoes, heelys, crocs, tight jeans, T-shirts with inappropriate writing, pajama pants, make-up/nail polish, biker shorts, ripped jeans (even with patches on the inside), **no leggings**, pants with writing on the derrière, low-cut blouses/tops, hats, sweatpants, and no skirts for boys.

If a student comes to school in clothing which is considered inappropriate, a call will be made to the parents. The student will wait in the office until suitable clothing is brought to school.

Good Rule: If you think you shouldn't wear it, then don't!

All out of uniform regulations and guidelines are subject to the discretion of the principal.

Photographs and Videos

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools. Blessed Sacrament School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- **Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected, and the image should not be posted.**

- **If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.**
- **Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.**

Discipline for the Above Policy Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

Parties

Students are permitted three class parties a year: Halloween, Christmas, and Valentine's. Room parents may assist the classroom teacher with these three parties. Elementary grades may have a year-end party. In addition, we hold a BSS Birthday Party and Easter Egg Hunt.

Sacramental Programs

The sacramental life of children of the Catholic tradition is an important component of the religion program at Blessed Sacrament School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Social Media/Photos/Videos

Parents have the option to request that your child's picture be omitted from print and social media marketing materials for the school. There are school-related events such as Mass, concerts, parades, performances, sports and graduation where parents are allowed to take photos and videos. Please know that at these school-related events there can be no reasonable expectation of privacy for those present.

Telephone Use

The school telephone number is 336-570-0019. An answering machine records messages called in during after school times. It is also activated and records messages when all the phone lines into the school are busy/in use. Only the office and staff may call parents in the event of an emergency. Lunches, forgotten assignments and permission slips do not constitute an emergency.

Visitors

Once again, Blessed Sacrament School will limit the number of school visitors for the 2025-2026 school year. Parents are welcomed for Monday's flag-raising, parties, and other special events.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Parents who volunteer in another capacity in the school may not drop into a classroom to see their child or conference with the teacher during the day. This is an interruption to the teacher and to the educational process. Please contact the teacher in advance if you would like to visit. All visitors are expected to dress appropriately. Clothing should be modest and neat.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet. If you are a Level C volunteer- substitute/afterschool/coach, tutor, you will be asked to complete the Diocesan mandated background check and Safe Environment Training. All volunteers are expected to dress (modest and neat) appropriately, including high school alumni volunteers

Walking/Bike Riding

Parents must put in writing a request to let their children come to or leave the campus without being accompanied by an adult.



Uniform Code

All students in grades Kindergarten through 8th are required to wear a school uniform. This policy is in effect daily unless special permission is given or on birthdays. Parents are asked to ensure that their children are dressed correctly each day for school. Parents must be the first arbitrators and enforcers of the BSS dress code both for the weather and dress code appropriateness. Please take a moment to review your child's uniform before you leave for school and throughout the year. At all times, we expect that uniforms fit properly (are not overly tight and without it being oversized as determined by school personnel), and are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Skirts and skorts for girls no shorter than three inches above the knee. Shirrtails must be tucked in at all times. Substitutions in style and/or color are not acceptable. Failure to follow these guidelines can result in a call to parents to bring appropriate clothing to school before the student can attend class and students who repeatedly violate the uniform policy will lose the privilege of dress down at BSS.

Uniform Suppliers

Tommy Hilfiger is the school's official uniform vendor. Visit:
School Uniforms by Tommy Hilfiger Shop by school name.

Graham's Sporting Goods located at 2535 South Church St., Burlington, is the supplier of the BSS PE uniform.

Little Knights are not required to wear uniforms, but they may. For safety reasons students should **not** wear beaded jewelry, belts, sandals, crocs, light-up shoes, flip flops or cowboy/girl boots or bring umbrellas at any time.

Elementary Summer/Winter Uniform Code: Kindergarten- 4th

Elementary Boy Summer Uniform: Dates: August- Mid-November; April-June

Light blue polo shirt with the BSS logo worn with navy blue shorts, black or brown belt, white ankle socks (no logos), and tennis shoes that are white, black or black & white.

Kindergarteners and 1st graders are not required to wear belts.

Elementary Girl Summer Uniform: Dates: August- Mid-November; April-June

Light blue polo shirt with the BSS logo worn with navy blue shorts or skort, white ankle socks (no logos), and shoes that are white, black or black & white.

Elementary Boy Winter Uniform-Mid-November-Mid-April

White short or long sleeve dress shirt with the BSS logo worn with the plaid tie. Elementary boys wear navy blue pants, a black or brown belt, white/brown/black socks, and tennis shoes that are white, black or black & white. Boys may also wear a navy blue sweater vest with the school logo, a navy blue zip front performance cardigan with the school logo, a navy blue fleece vest with the

school logo, or a navy blue fleece jacket with the school logo. **Kindergarteners and 1st graders are not required to wear belts.**

Elementary Girl Winter Uniform

White short or long sleeve button down shirt or a white turtleneck worn with the plaid jumper, navy knee socks or white or navy tights, and shoes that are white, black or black & white. A navy blue fleece jacket with the school logo, a navy blue performance zip front cardigan with the school logo, or a navy blue button down cardigan with the school logo may also be worn.

Middle School Summer/Winter Uniform Code: 5th-8th

Middle School Boy Summer Uniform: August through mid-November; April through June

Cobalt blue polo shirt with the BSS logo worn with khaki shorts, black or brown belt, visible white socks with no logos or any piping, stripes, or geometric shapes on them and shoes that are white, black or black and white. No mismatched socks are allowed.

Middle School Girl Summer Uniform: August through mid-November; April through June

Cobalt blue polo shirt with the BSS logo worn with khaki shorts or skort or the plaid skirt, white ankle socks with no logos any piping, stripes, or geometric shapes on them and shoes that are white, black or black & white. No mismatched socks are allowed.

Middle School Boy Winter Uniform

White short or long sleeve dress shirt with the BSS logo worn with the plaid tie. Middle school boys wear khaki pants, black or brown belts, white/brown/black socks, and shoes that are white, black or black and white. No mismatched socks are allowed. Boys may also wear a sweater vest with the school logo, a navy blue zip front performance cardigan with the school logo, or a navy blue fleece jacket with the school logo.

Middle School Girl Winter Uniform

Plaid skirt, white short or long sleeve oxford shirt, a cardigan or sweater vest with school logo, navy knee socks, and shoes that are white, black or black & white. No fleece sleeveless vest will be part of the winter uniform for the girls. Logos are not required for the white blouse.

Elementary and Middle School Fleece Jacket

The fleece jacket may be worn inside the classrooms during the school year. During the warm months of August, September, some October days, April and May, the fleeces should not be worn during PE or recess. Teachers will let students know when to wear the fleece outside. Zip-up jackets purchased from Graham's Sporting Goods with the school logo are acceptable. Please label your child's fleece.

Elementary and Middle School Uniform Shoes

Black, White or Black/white rubber soled shoes (such as slip-on, buckle or tie loafers). No additional colors are permitted. Black, white or black/white athletic shoes may be worn Monday-Friday. Shoes may be deemed inappropriate by administration and another shoe option must be acquired for the remainder of the year. **NO boots, backless or open toed shoes are permitted. NO wheels or light up shoes are permitted.** Heels may not be more than 1 inch high. Shoes that have shoelaces must be tied. Laces must match shoes for complete solid color-black or white.



Elementary and Middle School PE Uniform

The PE uniform is only worn on scheduled PE days, instead of classroom uniform, with appropriate athletic shoes with accent colors that provide proper support for physical activity are acceptable on PE day.

The PE uniform is a gold shirt with a Blessed Sacrament School logo worn with solid navy blue athletic shorts (no biker shorts), appropriate length (2-3 inches above the knee) and white ankle socks (no mismatched socks). On cold days, solid navy blue sweatpants may be worn over the shorts with the school fleece.

For the safety of your child, adding your child's name to the back of a PE shirt is not permitted.

Elementary and Middle School Coats

During the cold months, students may wear a coat/hat/gloves to school. They can wear them during PE (if they go out) and recess. They can not wear the coats/hats/gloves in the building during the school day.

Hairstyles

- **Must be natural color and neat**
- **Hair should be well-groomed, and kept away from the eyes and face. Boys' hair must be collar-length, (not touching the collar) above the brow/shorter and cut above the ear. Hair for boys and girls must be kept out of the face to avoid distraction during school. Vacation "hair wraps and beads" are not permitted for boys or girls.**
- **If hair has been highlighted, dyed or bleached over summer vacation, it must be removed before the first day of school. Dye, coloring, highlights, and other changes to a student's NATURAL hair color are not allowed during the school year. Students will not be permitted to return to school until the hair dye is removed.**
- **Hair art, extreme hairstyles, cut designs created by shaving the scalp are not permitted.**
- **No visible facial hair such as mustaches or sideburns are permitted for boys. Hair clips, "man-buns" and other hair accessories are not permitted for boys.**

Jewelry/Other Items

- Jewelry should be limited to one analog/digital watch or Fitbit.
- A small simple cross, scapular or holy medal on a thin silver or gold chain may be worn inside a student's shirt.
- Watches with a beeping device should be silenced during the school day.
- Girls may wear only one pair of stud earrings (one in each ear). For health, safety, and uniformity, dangling earrings are not permitted. Hoop earrings are classified as dangling.
- Boys are not permitted to wear earrings at any time including Out of Uniform Days.
- No bracelets/wristbands/friendship bands/scrunchies/hair ties etc. of any kind may be worn on the wrists for both boys and girls.
- All other jewelry including necklaces, rings, ear cuffs, ankle bracelets, nose rings, body piercing, tattoos, bandanas, and pocket chains are all unacceptable for boys and girls.
- Nonstandard contact lenses (hologram, colored, etc.) are not allowed.
- Hats are not permitted to be worn during school in the building, unless there is a special activity.

Makeup

- No cosmetics, mascara, under eye liner, lip gloss, colored lipstick, nail polish, artificial nails, hair extensions, etc. are permitted for boys or girls, including Out of Uniform days.
- No tattoos real or fake of any kind. No hologram contact lenses.
- No body piercing except pierced ears.
- No colored pimple patches.

Right to Amend

Blessed Sacrament School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through email communication.



Volunteering/Parent In Partnership(PIP)

The mission of the Blessed Sacrament School Parents In Partnership program (formerly the Home School Association) is to engage school families in our school community, support the teachers and students, and to care for the school building and grounds. The PIP will support, implement, and advance the philosophy of Blessed Sacrament School.

The PIP shall:

1. Promote open communication among parents, teachers, and administration.
2. Promote goodwill, cooperation, and Christian values between and among parents, faculty, administration and the parish.
3. Direct and coordinate parental support to Blessed Sacrament School through the volunteer programs, assistance activities, social functions, and fundraisers.
4. Direct and coordinate financial support through fundraising efforts that strive to meet goals set forth by the school principal.
5. Support any project requested by the Pastor, Principal, Faculty/Staff, and Students.

Volunteer Requirements: To be in compliance with the Safe Environment Policy you must complete:

- Diocesan Volunteer Application (found in the annual Back to School forms packet)
- Attend a SET (Safe Environment Training) All teachers, parents, and volunteers at Blessed Sacrament School must have completed a workshop called SET (Safe Environment Training). This training focuses on awareness of abuse and what actions to take if abuse is suspected. This certification is renewed every five years.

There are many ways you can volunteer your time and talents. Some require a significant commitment of time, and others only a few hours each trimester. We invite you to become an active participant in your child's school life. Your involvement will not only enrich your child's experience at BSS, but also broaden your own horizons and create opportunities for you to meet and get to know other parents. Your participation, and the participation of other parents like you, is vital to BSS! Thank you for taking an active role in your child's education!

BSS commits to treating each student and family member with courtesy and respect, providing a safe learning environment and open communication on a regular basis, responding in a timely manner to parents' concerns, communicating and enforcing policies listed in the Student/Parent and Athletic Handbooks, fulfilling our mission to provide a Catholic education and operating the school in a fiscally responsible manner.

It is imperative for each family to support the school's mission, treat faculty, staff, fellow parents and students with courtesy and respect, communicate openly about your child and/or school concerns with appropriate faculty and administration, read school communications and the website, attend town hall meetings, support the school with your time and talent according to your ability, and read and abide by the policies in the Student/Parent and Athletic Handbooks.



Contracts and Financial Policy

All students enrolled at Blessed Sacrament School must have a signed contract on file by the first day of school. If a contract is not on file, the child may not start school until the contract is signed and returned.

Financial Policy

In order for Blessed Sacrament School to remain viable, tuition and fees must be paid. This year, we are implementing the following tuition policy so that all financial obligations are met.

The satisfaction of all financial obligations to Blessed Sacrament School, including tuition and fees, constitutes a material condition for continued enrollment in the school.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following:

If paying through the FACTS online tuition payment plan, any tuition payments with insufficient funds will automatically be redrafted two weeks later. If there are still insufficient funds, parents will be notified stating that half of tuition payment (for the previous month) must be made immediately and the other half fifteen (15) days later. After thirty (30) days past due a school family may not be allowed to participate in the afterschool program or any extracurricular activities. Parents will be notified by the admission director/principal of the delinquent tuition and will make arrangements for payments. A student will not be permitted to attend class if a tuition payment is sixty (60) days past due. Failure to comply may result in the child being dropped from the school enrollment. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for the tuition contracted even though the student is officially dropped from the school.

Please note that students will not be accepted for the upcoming year if tuition and any outstanding bills are not paid. This also includes fees for lost/damaged textbooks, library books, athletic equipment (uniforms)/fees and other financial obligations.

If a family is having financial difficulties, please notify the principal immediately in order to make arrangements for tuition payments.



Handbook/Internet Signature Page 2025-2026

Each student must have a copy of this signed form on file in the school office to be considered officially enrolled at Blessed Sacrament School. **IT MUST BE TURNED IN PRIOR TO STUDENT'S FIRST DAY OF SCHOOL.** A parent signature is valid for Little Knights, Kindergarten and 1st grade students. This is to acknowledge that we have read and agree to abide by all these policies and provisions. We understand that parents and students, along with school staff, are responsible for creating and maintaining an environment where all students are safe and free to learn without distractions. Blessed Sacrament School is committed to creating a learning environment built on compassion, love, reverence, respect and responsibility.

HANDBOOK POLICIES AGREEMENT

I have read the handbook and agree to follow the school policies and procedures as stated. This handbook and the policies stated in it are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policies as needed throughout the school year. New policy and revisions will be communicated to parents in writing. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers. This handbook was put together to provide families with a general overview of Blessed Sacrament School, its policies and guidelines. Please contact the school office for clarification or more information.

Internet Policy Agreement Acceptable Use

This agreement must be signed by both by parent/child before access to the Internet will be granted. I have read the rules concerning Internet Access and agree that my child will abide by the policy. I hereby grant Blessed Sacrament School permission to provide Internet access to my child as part of their learning experience. I understand that my child's failure to comply with any of the rules may result in the suspension or termination of Internet access privileges, depending on the severity of the offense. I understand that failure to comply with any of the rules may result in the suspension or termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of file security or where action violates local, state or federal rules, laws or regulations.

Parent Name Printed _____ Date _____ 2025

Parent Signature _____ (Little Knights-8th Grade)

Student Signature (2nd-8th) 2025-2026 _____ Grade _____

Student Signature (2nd-8th) 2025-2026 _____ Grade _____

Student Signature (2nd-8th) 2025-2026 _____ Grade _____

Student Signature (2nd-8th) 2025-2026 _____ Grade _____