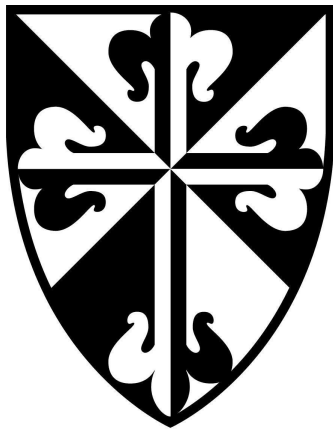


*2025-2026
Blessed Sacrament School
Handbook*



BLESSED
SACRAMENT

SCHOOL

**Updated 6/30/2024*

www.school.blsacrament.org

2112 Hollister Avenue, Madison, Wisconsin, 53726
608-233-6155

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**Grant, O Merciful God,
that I may ardently desire,
prudently examine,
truthfully acknowledge and
perfectly accomplish
all that is pleasing to Thee for
the praise and glory of Thy Name.
Amen.**

St. Thomas Aquinas

I. Important Dates in 2025-26

A printable list of important dates appears on our current families' information, forms and resources page of our website in the column labeled "School Information." This list is updated several times per year. Check that you have the most up-to-date version.

<https://www.school.blsacrament.org/info-forms-resources>

II. Staff

Staff are listed on the school website and may be emailed directly from the website.

<https://www.school.blsacrament.org/staff> For your convenience a listing of staff and their contact information appears below.

Name	Title	Room/Unit	Email
Beglinger, Megan	Primary teacher	109 Primary	mbeglinger@school.blsacrament.org
Bishop, Lisa	Early Childhood/Montessori teacher	105 Early Childhood	lbishop@school.blsacrament.org
Bower, Carrie	Development, Communications		carrie@blsacrament.org
Breiten, Mary Drew	Art teacher	Art/All Grades	mbreiten@school.blsacrament.org
Castrogiovanni, Steve	Principal	Administration	scastrgiovanni@school.blsacrament.org
Cieslewicz, Michelle	PE Teacher; Athletic Director	206 Middle School and Gym	mcieslewicz@school.blsacrament.org
Cordasco, Rachel	Office Assistant	Administration	rcordasco@school.blsacrament.org
DeGollon, Cindyann	Spanish Teacher	204/All Grades	cdegollon@school.blsacrament.org
Dunbar, Julie	Middle School teacher	203 Middle School	jdunbar@school.blsacrament.org
Felker, Nancy	Custodian	Building/Grounds	nfelker@blsacrament.org
First, Elizabeth	Business Office Manager	Administration	efirst@school.blsacrament.org
First, Susannah	School Counselor, Life Skills teacher	208/All Grades	sfirst@school.blsacrament.org
Hansen, Peggie	Faith Formation/Catechesis of the Good Shepherd	22/All Grades	peggie@blsacrament.org
Hansen, Ruby	Early Childhood 3K-4K teacher	101 Early Childhood	rhansen@school.blsacrament.org
Herrera, Helena	Intermediate teacher	201 Intermediate	hherrera@school.blsacrament.org
Jones, Julie	Middle School teacher	209 Middle School	jjones@school.blsacrament.org
Langlie, Mary	Strings		mlanglie@school.blsacrament.org
Leland, Jill	Primary teacher	104 Primary	jleland@school.blsacrament.org
Maly, Barb	Hot Lunch coordinator	Friary	barbmaly21@gmail.com
Martinelli, Colleen	Primary teacher	103	cmartinelli@school.blsacrament.org
Milliron, Meredith	Early Childhood assistant	107	mmilliron@school.blsacrament.org
Mohs, Kathleen	Music teacher	211	kmohs@school.blsacrament.org
Mulkey, Steven	Middle School teacher	205 Middle School	smulkey@school.blsacrament.org
O'Connell, Bill	Middle School teacher	207 Middle School	boconnell@school.blsacrament.org
O'Connor, Steve	Director, Building/Grounds	Building/Grounds	stephen@blsacrament.org

O'Shea, Stefanie	Early Childhood assistant	107 Early Childhood	oshea@school.blsacramento.org
Pasch, Grant	PM Custodian	Building/Grounds	
Pavlik, Brittany	Early Childhood/3K-4K teacher	101 Early Childhood	bpavlik@school.blsacramento.org
Ploch, Maggie	Intermediate teacher	103 Intermediate	mploch@school.blsacramento.org
Richards, Megan	Primary teacher	108 Primary	mrichards@school.blsacramento.org
Rohrer, Karen	Primary teacher/Assistant Principal	103, Administration	krohrer@school.blsacramento.org
Ryan, Brigid	Early Childhood/Montessori teacher	107 Early Childhood	bryan@school.blsacramento.org
Schauder, Kathleen	Technology and Library	206/All Grades	kschauder@school.blsacramento.org
Spengler, Cathy	Classroom assistant	All Grades	cspengler@school.blsacramento.org
Thompson, Joe	Intermediate teacher	202 Intermediate	jthompson@school.blsacramento.org
Widder, Samantha	Primary teacher	102 Primary	swidder@school.blsacramento.org
Wijeyakulasuriya, Dinusha	Early Childhood assistant	105 Early Childhood	dwijeyakulasuriya@school.blsacramento.org

II. Welcome

Dear Parents:

Thank you for bringing your children to Blessed Sacrament School. We take our responsibility as educators of your children deeply to heart. We strive to provide excellence in academic and religious education and formation through study, service and prayer.

We never forget, however, that you as parents shape your children's image or perception of God long before your children come to us. "The love, the trust, the faith, and the hope instilled through daily living...will be the roots from where his or her spiritual life will grow."¹ Thank you for allowing us to be partners in your children's journey.

This handbook has been reviewed and updated for the 2025-2026 year. It is a guide to school policies and procedures and we expect all parents to review it thoroughly. Please pay *particular* attention to the attendance policy, the dress code, the electronic device policy, SCA volunteering, and athletics which have been revised. We ask you to confirm that you've read the contents of the handbook and appendices via our general permissions and agreements form and agree to support the policies and procedures it contains.

The school reserves the right to deviate from literal compliance with the terms hereof when we deem it necessary. We also ask families to agree to comply with the "spirit of the law", especially with respect to safeguarding our student and staff members' health, in addition to the "letter of the law" as outlined in this handbook.

Sincerely,



Steve Castrogiovanni, Principal

¹ Woggon, G., A Parenting Reflection: "Do You Love Me?"

III. VALUES AND VISION STATEMENT

We believe each child is a gift from God.

Our Values: Blessed Sacrament School's core Catholic values, which take their meaning from Jesus' message in the Gospels, are at the center of our school's philosophy. Truth, peace, compassion, community and justice reflect our Dominican tradition. These values create a safe and respectful school atmosphere and promote evangelization.

Our Vision: Blessed Sacrament School's vision is to provide a program of academic excellence within a Catholic environment. A variety of teaching techniques and multi-aged settings enable children to work toward their potential, have opportunities to experience success and see learning as a life-long process. Building strong, positive relationships among home, school and community are essential to this outcome.

Our Mission: As a ministry of the parish, Blessed Sacrament School's mission is to foster discipleship, academic growth, self-confidence and personal responsibility in our students. Through worship, service, study and play, students participate in parish life. Children are taught to respect others by recognizing and appreciating the similarities and differences among themselves and others.

Loving God,

You are the giver of all we possess,
the source of all of our blessings.
We thank and praise you.

Thank you for the gift of our children.

Help us to set boundaries for them,
and yet encourage them to explore.
Give us the strength and courage to treat
each day as a fresh start.

May our children come to know you, the
one true God,
and Jesus Christ, whom you have sent.

May your Holy Spirit help them to grow
in faith, hope, and love,
so they may know peace, truth, and
goodness.

May their ears hear your voice.
May their eyes see your presence in all things.
May their lips proclaim your word.
May their hearts be your dwelling place.
May their hands do works of charity.
May their feet walk in the way of Jesus Christ,
your Son and our Lord.
Amen.

A Parent's Prayer: Loyola Press

Academic and Faith Formation Objectives:

- Students have opportunities to listen to, discuss and live out the Gospel.
- Students learn to interact with others in the spirit of the Gospel.
- Students are given opportunities to assist those in need within their school, parish, and local and global communities.
- Staff work together to formulate a strong, sequential, standards-based curriculum.
- Teachers incorporate Catholic tradition and beliefs within the academic areas.
- Teachers use a variety of teaching methods and positive reinforcement to accommodate learning styles.
- Teachers teach students to use differing learning strategies to succeed.
- Staff keep parents informed about school matters and about their child's academic progress.
- Parents have opportunities to actively participate in their child's religious and academic formation.
- Students are held accountable for their actions in order to develop self-discipline and to respect others.
- Students are given opportunities to explore their faith through parish ministries and school service projects.

Parents who enroll their child in Blessed Sacrament School will support these goals and will establish a continuity of atmosphere and values between home and school.

IV. ACCREDITATION AND ASSOCIATION MEMBERSHIP

Blessed Sacrament School is a part of the Diocese of Madison Catholic Schools System and the school principal is a member of the Diocese of Madison's Principals' Association.

Blessed Sacrament School is accredited by WRISA (Wisconsin Religious and Independent Schools Accreditation).

Blessed Sacrament School is a member of the Wisconsin Council of Religious and Independent Schools.

V. ADMISSION, TUITION AND FEES

Admissions: Registration forms are accepted year round and are available on the school website. The active registration process takes place in January for the following school year. To be enrolled, younger children must have reached a certain age by September 1 and be fully independent in toileting:

- Montessori: 3 years old
- 3K: 3 years old;
- 4K: 4 years old;
- 5K: 5 years old;
- 1st: 6 years old.

Among the factors that are considered when making admission decisions:

- Openings in particular grades;
- Applicant's commitment to the values, vision and mission of Blessed Sacrament School;
- Likelihood that the child/ren will continue at BSS through the 8th grade;
- Date of registration application;
- Membership at Blessed Sacrament Parish.

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

If the school finds itself unable to adequately meet the educational needs of a child, it is not required to add teachers or support staff, nor to modify the physical structure of the school building in order to meet the nondiscrimination stipulations of this policy. Being part of this school community is a free and voluntary association. Consequently, it is assumed that parents enrolling their children here accept and will abide by the philosophy, procedures and policies of Blessed Sacrament School and the Diocese of Madison. It is understood that the school may not meet all needs of every child or parent.

School administration reserves the right to request that a family pursue its educational needs elsewhere if the family is unable or unwilling to follow the philosophy, procedures and/or policies of Blessed Sacrament School.

Tuition and Fees: Tuition rates and fees are set by the Parish Finance Council. Blessed Sacrament Parish subsidizes the tuition for all students and families -- not just parish members. Scholarships are available for families who have financial need. Forms are available on the website or from the school office. Applications are due in April. Applications made after this date are subject to funds remaining.

- **Employer Identification Number (EIN):** We share an EIN with the parish as we are one organization. The Blessed Sacrament Congregation EIN is 39-0813395. It is printed on all tuition account statements and receipts.
- **Payment Schedule:** Families have tuition automatically paid via ACH withdrawal from their bank account, or via credit card, by FACTS Tuition Management. We understand that special circumstances emerge and families may need to amend their payment plan mid-year. Please contact the office to make these changes.

- **Tax Receipts:** Receipts (for use in tax preparation or dependent care reimbursement) may be printed directly from your FACTS family portal. Instructions appear in an announcement on the opening page.
- **After School Program Fees:** AS is scheduled online and billing is done via FACTS. There is a \$25 registration fee per child plus a daily participation fee.
<https://www.school.blsacrament.org/after-school-care>
- **School and Community Association Dues:** Each family is billed \$100 for support via FACTS.
- **Athletics Booster Fee and Sports-Specific Fee:** For students in Gr. 5-8 participating in BSS athletics, the fee is \$100 for each sport played (\$100 per child, per sport).
- **Playground and Lunch Contract Fees:** Families pay a \$100 Playground fee and a \$100 Lunch Coordination contract fee. Fees are used to hire playground supervisors and hot lunch coordinators. We also look for volunteer help serving and cleaning up from lunch. Parents (or grandparents, etc.) may sign up to help serve and clean-up hot lunch. The time commitment is about 2.5 hours. *All helpers are required to have "Virtus" training, review Diocesan documents entitled "A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment" and "Diocese of Madison Code of Pastoral Conduct" and complete a background check authorization. These steps may be completed online at:*
<https://www.virtusonline.org>
- **Miscellaneous Fees:** Hot lunch, milk, field trips, etc. have associated fees. Fees are billed via FACTS tuition management.

VI. EDUCATION ADVISORY COMMITTEE, SCA and VOLUNTEERS

Education Advisory Committee: The Education Commission (EAC) is an advisory board to the Pastor and Principal and its membership includes parents and teachers and a liaison from the Parish Pastoral Council. The EAC meets regularly to review enrollment, the status of educational programs and initiatives and to advise the principal on policy development and other matters.

To bring an issue to the education commission, send a written request to the principal (principal@school.blsacrament.org). EAC meetings are open to guests with the exception of executive sessions. <https://www.school.blsacrament.org/education-advisory-committee>

School and Community Association (SCA): The SCA provides opportunities for parents and school staff to work toward common goals, build community and raise money for the school. Each family is asked to pay \$100 to support the SCA and to volunteer at events during the year. Families must earn at least 4 volunteer points each year or pay a buy-out fee (more information in the section below). Becoming active in the SCA is a great way to meet new people and make an impact on our school. To reach the SCA, send emails to SCA@school.blsacrament.org. The SCA also has a page on the school website:
<https://www.school.blsacrament.org/sca-parent-association>

Volunteers: Blessed Sacrament School's programs, classrooms and curriculum are enhanced by our parent and community volunteers. All volunteers are required to have "Virtus" training,

review Diocesan documents entitled “A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment” and “Diocese of Madison Code of Pastoral Conduct” and complete a background check authorization. All of this may be done online at <https://www.virtusonline.org>

Guidelines to keep in mind when volunteering in the classroom or on field trips:

- Please don't bring younger children with you when you come to volunteer in the classroom or chaperone a field trip.
- Please respect the confidentiality of what goes on within classrooms as well as the larger school setting. No child's behavior or learning style should be a topic of discussion by volunteers inside or outside of school.
- Please respect our dress code, safety and other policies.
- Please don't use your volunteer time to confer with the teacher about your child. If you have concerns, please schedule a conference.

Additional information on other volunteer opportunities as well as the expectation/amount of volunteer commitment we seek from each family:

- Each family is required to earn at least 4 “points,” with different activities worth different point values. This requirement is per family, not per student, enrolled at Blessed Sacrament.
- Some activities will fulfill the 4 point requirement in a single go. These include:
 - Serving as an active and participating member of the SCA, the Athletic Committee, the Education Advisory Committee, the SCRIP Committee, the Parish Council, the Parish Finance Council, or as School Endowment Chair, or;
 - Chairing an SCA event.
- Other school events/activities and select parish events/activities will earn a single or a partial point for each volunteer slot. Events are listed on the SCA page of the website.
- There is a \$100 fee per point not fulfilled by the end of the school year.

VII. SCHOOL LIFE: COMMUNICATIONS, SCHEDULE, ATTENDANCE, AFTER CARE

Communications:

- **FACTS Student Information System:** FACTS is a web-based system that allows teachers to post assignments and grades and to communicate with parents. Parents may also email teachers through the system. Email access to all staff is also provided via the school website: <http://www.school.blsacrament.org/staff>.
- **School News and Weekly Eblast:** A news eblast is emailed weekly, typically on Thursday afternoons. It is each parent's responsibility to read this information and respond accordingly to the information contained. If you are not receiving the email, please let us know as soon as possible.
- **Please Report Changes in Contact Information:** Please report changes in home address, telephone numbers, email addresses, etc. to the school office so you don't miss important information. Please update your family information directly in FACTS as well.

- **Website and Social Media:** Information on admissions, curriculum, school life, hot lunch, the SCA, the school calendar (short form as well as the google calendar) and many other things are available on our school website and social media sites. We do not share communications containing students' full names or specific information about field trips (such as permission slips) on the website for reasons of safety and security. Please visit our website at <http://www.school.blsacramento.org> and our Facebook page at <https://www.facebook.com/BSacramentoSchool>. Our School and Community Association also has a FB page: <https://www.facebook.com/groups/587503735267333/>
- **Weather Information/School Closing:** If school is closed due to inclement weather, check your local tv stations. We will also send an email to parents if school is closed.

Daily Schedule:

- School begins at 8 am. Students should be in their classroom by 8:05 am or they will be marked tardy.
- Supervision for early drop-off begins at 7:30 am on the east playground (or in the classrooms if it's raining or bitterly cold).
- School is dismissed at 3:15 Monday – Friday.
- All students must leave school grounds within 15 minutes after the dismissal bell. If a parent is late picking up a student, the student will be directed to After School. Drop in fees are \$25/child for After School.

Attendance, Absence, Tardy Arrival, Early Departure (attendance email: BSSattendance@school.blsacramento.org)

Regular school attendance is a prerequisite for successful learning. Further, arriving on time every day is important to a child's success and self confidence. While we don't want children who are ill to attend school, we do want parents to carefully evaluate their children's "optional" absences for vacations, swim meets, dance tournaments, etc. Absences/tardy arrivals in excess of 10* will be reviewed and a conference with parents will be required to create an attendance improvement plan. Continued absences after this conference may result in the retention and/or the child being reported to the public authorities as truant.

*Under the Compulsory School Attendance guidelines, the State of Wisconsin mandates that no child shall be absent from school for a non-medical, parent-excused absence, for more than 10 days in a school year. If a child has excessive absences due to mental or physical health issues, the school is required to request proof of illness from a doctor or clinic.

Communicating Absences, Tardy Arrivals, Early Departures

- Parents are required to email us at BSSattendance@school.blsacramento.org (preferred method) or call the office to report absence, tardy arrival or early departure by 8:30 AM on the day a child is absent/tardy/leaving early.
- Email message must include child/ren's name and grade, reason for the absence, tardy arrival or early departure. (Please include a hot lunch order if your child is tardy but will arrive in time for and need a school lunch.)

Check In/Out Procedure

- Students arriving after 8:05 must be signed in/sign in on the attendance clipboard in the office. (Students in Early Childhood and Primary must be signed in by their parent or their parent's designee and the parent/designee should walk them to their homeroom any time their class has already gone inside from drop-off, even if it is before the tardy deadline). Older students may sign in themselves and report to their homeroom.)
- Students leaving during the day for an appointment or leaving for the remainder of the day must be signed out/sign out on the attendance clipboard in the office. (Students in Early Childhood and Primary must be signed out by their parent/designee picking them up. Older students may sign out themselves and wait in the office for their parent/designee to arrive.)
- As a safety precaution, students are not allowed to text or email parents directly to be picked up from school; they must work through their teacher and the office. Further, children must be picked up from the office (Early Childhood and Primary) or school doors (grade 4 and up).
- Students are not allowed to wait outside or to walk to the parking lot for pick-up during the school day. In the interest of safety, all pick-ups must be from the office or from the front Hollister doors.

Attendance Codes

- **Present:** School begins at 8 am and children who are in their seats by 8 am (and no later than 8:05) are marked "present."
- **Tardy:** Children who arrive between 8:05 and 8:15 will be marked tardy. If a child has an excused tardy (defined below), the tardy threshold will extend to 8:45 am. All other arrivals between 8:16 and 12:30 will count as a half-day absence.
 - Excused tardy: Includes tardiness due to events physically out of the student's/parent's control such as a motor vehicle accident, unexpected road closure or traffic backup, severe weather, or are for scheduled medical/dental/other health appointments.
 - Unexcused tardy: All other reasons.
- **Absent:** Absences are reported in half or full days
 - Unexcused tardy arrival counts as a half-day absence.
 - Arrival after 1:30 will count as a full-day absence.
 - Departure from school prior to 1:30 will count as a half-day absence.
- Absences greater than 10 for non-medical reasons will place the student on probation with consideration for retention (repeating same grade the following year). A meeting with the principal will be required to discuss an attendance improvement plan.
- Absences greater than 10 for medical reasons may result in a request for documentation of illness or health condition from your child's primary health provider.

Missed Assignments due to absence:

Students must make up work missed upon their return. Teachers are not obligated to prepare lessons, worksheets, etc. prior to planned absences. Some activities and experiences such as labs, fieldwork, or guest speakers cannot be repeated and the teacher will tell the student his/her expectations for the missed work in these circumstances.

PE Participation: If a child is at school but is unable to participate in gym class, a note must be sent to the physical education teacher (mcieslewicz@school.blsacrament.org) or sent to the attendance email with the request that it be forwarded to the PE teacher.

After Care: After Care is available Monday – Friday (care is not available on half-days or vacation days) for students in all grades dismissal through 5:30 pm. Students must be registered for the program in advance and then signed up for the dates needed via Sign-Up Genius. Space in the program is limited and filled on a first-come, first-served basis using the sign-up. Drop-in care may be accommodated IF space allows. Students who do not meet expectations for proper behavior and respect for the After School teachers will lose the privilege of attending the program. <https://www.school.blsacrament.org/after-school-care>

Field Trips: Permission slips are sent home, in advance, electronically for all trips that involve a cost to the student and/or involve transportation other than walking. Parents are asked to complete permission documentation on time. No refunds will be made for last minute cancellations and/or absences on the day of the trip. Field trips are billed via FACTS.

Gum: Gum chewing **is not allowed** at school.

- Students that are caught chewing gum will get a warning, and be asked to place their gum in the garbage.
- If they are caught a second time, they will receive a demerit.
- If a student brings gum to school and a teacher or staff member sees it, it will be confiscated.
- Accommodations will be made for students that have gum chewing specifically included in their AMP plan.

VIII. CURRICULUM

Blessed Sacrament School provides an educational experience that is comprehensive in meeting the Madison Diocesan standards and expectations for academics and faith formation. Our multi-age classrooms give us a unique advantage in being able to accelerate or remediate curriculum to meet a student's needs. Complete copies of the curriculum are available in the school office. Curriculum is reviewed on a rotating basis. Updated materials are purchased after each review or as needed.

Mass: Students typically attend Mass on Wednesdays and on Holy Days of Obligation. Students sit with their “faith family” buddies. Students may sit with their parents when parents come to Mass.

Homework: Teachers will send home specific guidelines for homework. A student must be in good academic standing to participate in extracurricular activities. Students should read or study if there is no written assignment.

Assessment: Students will receive formal assessment each trimester. Grades are based on classroom performance, homework, projects, quizzes and tests. Students will receive effort and achievement grades. Teachers will provide guidelines for grading. Students in grades 3 – 8 will take the Renaissance STAR360 test in the fall, winter and spring.

Acceleration and/or Remediation: Our multi-age groupings allow for acceleration and/or remediation in core subjects:

Prerequisites for acceleration:

- Teacher recommendation based on maturity, placement tests and/or class performance;
- Renaissance STAR360 score of 90% or above;
- Demonstration of ability to complete all assignments on time (in all core subjects);
- 90% or above average on all tests and quizzes;
- Average grade falling below a B for three or more consecutive school weeks will require evaluation of whether or not a student remains in the accelerated program or is returned to grade level.

Following acceleration within our building, students may be eligible to take accelerated math courses at Edgewood High School if these conditions are met:

- Teacher recommendation based on demonstrated responsibility and maturity in adhering to school rules and policies and exemplary personal conduct as well as placement tests and other assessments;
- Renaissance STAR360 math strand score of 90% or above;
- Successful completion (including timely submission of homework and achievement of an average of 90% or above on tests and quizzes) of Pre-Algebra for Algebra or Algebra course for Geometry;
- Demonstrates ability to complete all assignments on time (in all core subjects);
- Passing score on the math placement assessment at Edgewood High School (offered in the spring).

Factors and steps involved in remedial intervention:

- The teacher(s) and/or parent(s) identify that the student is struggling with a core subject or subjects;
- The teacher(s) and parent(s) identify the child’s learning needs and discuss possible strategies to use in the regular classroom and at home to help the child be

- successful;
- The teacher(s) and parent(s) discuss modifications that might be made to help the student be successful. A tutor, counselor, psychologist, or other support person(s) may be recommended;
- Parents may request outside assessment or evaluation (either public or private sector). Madison Metropolitan School District forms are available in the school office.
- Blessed Sacrament staff believe that each child is a gift from God and will do their best to meet a child's and family's needs. However, if a student is identified with an exceptional education need (EEN, as defined by PL 94-142 and Wisconsin Chapter 115) and the school is unable to foster student progress, it may be in the child's best interests to transfer to a program better equipped to meet his/her needs.

Parent/Teacher/Student Conferences: Parent/Teacher/Student conferences take place in the fall and in mid-winter. Conferences are 10-15 minutes in length and are for the individual student. Teachers are also available by appointment for conferences throughout the year. Teachers may not meet with a parent during class time but parents may visit/observe a class or classes by appointment.

Student Records: Cumulative records are maintained in the principal's office. Cumulative records are the property of the school. The record provides a history of student placement, progress, health, and special needs. A parent may view his/her child's records by making an appointment with the principal. Confidentiality of records is maintained. Attendance records, however, are available to the public school attendance officer upon request. Copies of school records are released to other schools when a student transfers or graduates.

IX. SAFETY AND SECURITY

Morning Drop Off and Afternoon Pick Up Procedure:

Please follow these directions for drop off and pick up for all students. Our students' safety depends on your diligence and attention to the "rules." **DO NOT drop the students off on the street/curb on either Rowley or Hollister.**

- **YOU MUST PULL INTO THE PLAYGROUND OR THE PARKING LOT BEFORE ALLOWING YOUR STUDENTS TO EXIT YOUR VEHICLE.**
- **ALWAYS ENTER PARKING LOTS FROM ROWLEY (North side of school) AND EXIT ONTO HOLLISTER AVENUE (South side of school).**

Morning Drop-Off (7:30 – 8 am):

- **EAST LOT (Playground): Enter from Rowley St.**
 - **Slowly pull into the lot, as far forward as you are able; stop; and let the children**

exit the car.

- When the lane is clear ahead of you, pull forward slowly and exit onto Hollister.
- DO NOT PULL AROUND CARS THAT ARE STOPPED IN FRONT OF YOU.
- DO NOT PARK on the east lot in the morning. It is “stop and drop” only.
- DO NOT DROP STUDENTS OFF ON THE STREET—DROP OFF ON THE PLAYGROUND OR PARKING LOT ONLY
- **WEST LOT (West of Church):** Enter from Rowley St.
 - Park.
 - You may escort your child to the East Playground or just see them off on their way.
 - Exit onto Hollister Ave.
- **INCLEMENT WEATHER:** On mornings with inclement weather (rain or extreme cold), students may be dropped off normally on either the playground or parking lot but they may come inside school right away and proceed to their classroom. Look for the bright orange sign in the principal’s office window and the Hollister school door signaling the students to gather inside.

Mid-Day Drop Off or Pick Up (8:30 am - 3:05 pm):

- Parents of students in Gr. 3K-3rd must come into the office to sign students in and/or out of school for tardy arrivals or mid-day appointments. Older students may sign themselves in and out.
- Parents may park in the cut-out in front of the Hollister St. school doors for mid-day drop offs and/or pick ups. (Cars should not park in the cut-out for more than 5 minutes.)

Afternoon Pick-Up (3:15 pm Monday-Friday):

- **EAST LOT:** Parking is allowed on the East Lot from 3:05 pm to 3:20 pm for parents with early childhood and primary students.
 - Enter the lot from Rowley and park in a row by the south fence/exit to Hollister Avenue. When that row is filled, start another row.
 - Pursuant to Madison Ordinance and to keep our air quality healthy, turn off your engine running while waiting.
 - Students MAY NOT PLAY on the playground equipment, play hopscotch, etc. or play ball at this time of day.
 - Please leave promptly when the Hollister gate is opened.
- **HOLLISTER CURB CUTOUT:** DO NOT use the cut-out in front of the Hollister doors between 3:05 and 3:25 pm.
- **WEST LOT:** Parents with students in Intermediate and Middle School should use the West Lot.
 - Enter from Rowley.
 - Park to the west (right side) of the yellow lines.
 - Leave the lane open for movement of traffic through the lot and easy view of children.
 - Remind your child to wait until you are parked before they come to the car.

- Exit onto Hollister Street.
- Children may not play basketball or other games during dismissal time.
- **After School Care Pick-Up:** Use the Hollister St. doors on the south side of the school. You may use the cut-out anytime after 3:25 pm or park in the West lot. Do not pull into or park in the East lot/playground as that is used by the After School children for recess.
- **Bicycles:** Traffic rules apply to bicycles as well. Bicycles should be walked on school property. The school/parish is not responsible for bicycles that are stolen or damaged.

Playground Safety:

- Children may not bully, intimidate or be physically or verbally aggressive.
- Children may not have hard balls of any kind on the playground.
- Snowballs and wood chips may not be thrown on school grounds.
- Students may not play "King of the Mountain" on snow banks.
- Students may not slide down the incline by the stairs on the north side of the playground.
- Students may not play on the drain grates.
- "Keep away" games are not allowed.
- Students may not leave the playground at recess or during the lunch hour without permission from a teacher or the playground supervisor.
- If balls go on the roof, on or in the grate, or into the street, students should not retrieve them. The playground supervisor will alert the maintenance staff. The balls will be retrieved at the staff's convenience.
- Children may not climb basketball posts or swing from basketball rims.
- The bike racks and the stairs leading to the classrooms (plus the decorative grillwork/wall) are off limits.

Building Security: The school is locked during the school day. Visitors ring the doorbell at the Hollister Ave. entrance. Visitors must sign-in at the office before entering the classroom areas, lunchroom or playground.

Security Cameras: There are a number of security cameras around the campus and inside the school building. (There are no cameras in areas where there is an expectation of privacy—e.g. bathrooms and locker rooms.) The security cameras are intended to:

- Promote a safe environment by deterring acts of bullying, harassment or assault;
- Deter theft and vandalism and assist in the identification of individuals who cause damage to parish or school property;
- Assist law enforcement with regard to the investigation of any crime that may have been taped via the security system;
- Assist in the daily operations of Blessed Sacrament.

Note: Only the pastor, principal, director of building/grounds or their designees have access to the recordings. Personal information contained on the recordings will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

Child Abuse and Neglect: Wisconsin's Child Abuse and Neglect Act mandates that teachers report any suspicion of physical, emotional or sexual abuse and/or neglect to appropriate authorities. It is the policy of the Diocese of Madison that employees of the diocesan schools comply with these reporting procedures. Reports/investigations made in good faith provide immunity from civil and criminal liability.

Pets: No animals (except service animals) are allowed on the parking lot/playground when children are present. Please check with the office and your child's teacher before bringing an animal into the school.

X. BEHAVIOR, BULLYING, TECHNOLOGY AND ACCEPTABLE USE POLICIES

Blessed Sacrament School Respect and Safety Policy: *"Amen, I say to you, whatsoever you do to the least of my people, that you do unto me." Matthew 25:40*

Blessed Sacrament School seeks to create a compassionate, respectful and safe environment that is conducive to learning. As a matter of both school policy and Christian mission, bullying behavior is not tolerated at Blessed Sacrament School. Bullying is defined as targeting another person through a single act or pattern of hurtful behavior; deliberately isolating or excluding another; intimidation; name calling; taunting; spreading rumors; and physical contact aimed at either provoking or asserting power over another. Bullying may occur in person or through social media and texting.

Bullying is a concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective response when it occurs. Bullying conduct is an immediate cause for intervention. If a pattern of bullying is recognized, parents, students, faculty, and school administration will be involved in the intervention process. Patterns of bullying behavior may result in suspension and/or expulsion.

Parents, teachers, staff and students are expected to discourage, prevent, intervene and report bullying behaviors.

Blessed Sacrament School Behavior Standards: Students at Blessed Sacrament are taught that the spirit of Christ should exist in all their actions. In carrying out our school's philosophy, students have an obligation to the school community in many ways.

Students will:

1. Behave in a manner that is appropriate for a Catholic school.
2. Show respect for all members of the school community –teachers, staff and other students.
3. Respect the property of others.
4. Use appropriate language.
5. Follow the school uniform/dress code.

6. Complete homework assignments with care and on time.
7. Follow playground safety and behavioral guidelines.
8. Attend school regularly and arrive on time.
9. Use all school materials including electronic devices, textbooks, library books, lockers, and desks with care.
10. Take pride in our school building by taking care of our school facilities and grounds, including classrooms, locker rooms, bathrooms, and playground.
11. Respect life by avoiding fighting, using weapons of any kind, and having or using tobacco, alcohol or other drugs.

When these standards are not met, appropriate actions and consequences will be taken and implemented to ensure that the learning environment remains a safe, positive one for all. The cooperation of parents and teachers is essential to insure this result. Violation of school policy may result in suspension or expulsion.

Students who wish to participate in extracurricular activities and special activities such as field trips must live up to their responsibilities at school including keeping up with their schoolwork, treating others with kindness and respect, and being cooperative in class.

When a concern arises regarding a child's curriculum, behavior, homework, peer interactions, etc., the first step for the parent/guardian is to see the teacher or person most immediately involved. If satisfaction is not reached, parents should contact the principal/administrative team.

Discipline Non-Compliance Policy: When a behavioral problem becomes evident, the student, teachers, administrative team and parents work together to alleviate it. A student's eligibility for continuing school at Blessed Sacrament will be reviewed if parents are not supportive of attempts to work with the student on behavioral or emotional problems, or if the student makes no attempt to improve the behavior.

Since disruptive and uncooperative behavior seriously interferes with learning and the school environment, and is an injustice to all, the following procedure will be implemented until the problem is resolved (steps may be skipped depending on the seriousness of the issue):

1. Behavior is brought to the student's attention and correction requested.
2. Behavior is brought to the student's attention, correction requested, and a consequence for the behavior is given.
3. Behavior is brought to the student's attention, a consequence for the behavior is given, and a parent/guardian is informed.
4. Teacher, parent/guardian and child meet to discuss the behavior. Principal/administrative team is informed.
5. Teacher, parent/guardian, child and principal/administrative team meet to discuss the behavior.
6. Teacher, parent/guardian, child and principal/administrative team meet to discuss the behavior. Warning of suspension is given and the pastor is informed.
7. Conference with teacher, parent/guardian, child, principal/administrative team and pastor. Suspension is given.
8. Conference with teacher, parent/guardian, child, principal/administrative team and pastor.

Suspension and warning of expulsion are given.

10. Expulsion.

Again, this procedure is meant as a guideline and depending on the frequency, severity, and nature of the problem, and on parental cooperation, certain steps of the procedure may be bypassed or repeated.

Blessed Sacrament School Acceptable Use Policy: Blessed Sacrament School's computer/electronic device network provides access to the Internet. To use an account, a student, and his/her parent/guardian, must first read and sign the contract entitled: "Student/Parent Notification and Consent Form." Students should have no expectation of privacy on school-owned computers or electronic devices, as use will be monitored. Blessed Sacrament staff will instruct students in the safe and ethical use of electronic communications. Using computers and other electronic devices to access the internet has both benefits and risks. Despite our school's firewalls and security features, access to inappropriate materials, sites and/or individuals may occur.

1. Blessed Sacrament staff will instruct students in the ethical use of electronic communications, as part of its regular curriculum.
2. Staff will teach students how to evaluate the safety and propriety of information and sources.
3. An adult supervisor will be present at all times during student usage.
4. The use of the school network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
5. Student files and computer activities should be considered available for teacher review/evaluation without notice.
6. The teacher will deem what is inappropriate use. The administration may request that a teacher denies, revokes, or suspends use privileges.
7. If a student is using the computer/electronic device for illicit or illegal purposes, or for purposes in violation of school policy, they are subject to loss of usage privileges and disciplinary action.
8. Students must handle all equipment and devices with respect and care. Students may not load programs onto school-owned devices without permission from the teacher.

Copyright Laws: All federal copyright laws must be followed while using Blessed Sacrament School electronic device network. Some of the highlights of these laws include:

1. Students may not load or run any software for which neither the school, nor the student, has the license.
2. Students may not copy commercial software.
3. Students may not copy software off of Blessed Sacrament School computers to "borrow" for use on their home computers. All websites are logged.

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

1. Review or download only information and images that are classroom related, have educational value, and are consistent with school educational goals. No software or games may be

downloaded.

2. General school rules and policies for appropriate behavior and communication apply. Students should be polite in all communications. Cyber-bullying will not be tolerated.
3. E-mail is stored on the server. Administrators have access to all mail. Messages relating to, or in support of, illegal or inappropriate activities will be reported and subject to disciplinary action.
4. Transmission of any material in violation of federal, state, or school regulation is prohibited. This material includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of, or viewing obscene or illegal materials, or indulging in activities in support of such activities is prohibited.
5. All communications and information accessible via the network should be assumed to be private property.
6. Students may not read or change another student's files in any way without the user's permission.
7. Students may not use the network in any way that would disrupt the use of the network by other users such as downloading excessively large files.
8. Students may not use the school computers/electronic devices/printers for inappropriate activities.
9. Students may not disclose his/her personal address or phone number, or the addresses/phone numbers of other students or of teachers, in any network or email communication.
10. Students may not provide log-ins and passwords to others.
11. Students may not vandalize hardware or software.
12. Students may not make any purchases or use credit cards using the school network.
13. Students may not use the network for commercial or for-profit purposes.
14. Students may not use the network for product advertisement or political lobbying.

The school staff reserves the right to log Internet use and monitor file server space utilization. They also reserve the right to freeze user accounts on the network to prevent unauthorized activity. Network accounts are to be used only by the authorized owner of the account, for the authorized purpose. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network and will lead to disciplinary action.

Acceptable Use Policy Violation Consequences: The following steps are followed if a violation occurs:

1. The student is given a verbal warning by the teacher or adult supervisor.
2. The student writes a note to parent/guardian and to the principal/administrative team explaining what was done and how his/her actions were in violation of the policy and pledging to follow the policy going forward.
3. Any additional instances of non-compliance will result in the parent/guardian being contacted and an after school detention being served.
4. If non-compliance continues, a formal conference with the parent/guardian, student, teachers involved and the principal/administrative team and others that may be deemed necessary) will be held. During this conference, a behavioral contract will be made between the parents, the student and the principal/administrative team.
5. If the contract is broken, a one-day, out-of-school suspension will be invoked and the student

and parent/guardian will meet with the principal/administrative team and the pastor prior to reinstatement.

6. If all steps above are followed and violations continue to occur, the principal/administrative team will initiate an expulsion procedure.

7. The principal/administrative team, pastor or teacher may recommend that any of the above steps be skipped depending on the nature of the violation.

8. If the health and safety of students or staff is endangered by the actions of the student, the initial and intermediate steps will be skipped and suspension and/or expulsion will be initiated.

9. Questions involving disciplinary actions should be directed first to the teacher or staff involved, then to the principal/administrative team.

Blessed Sacrament School Electronic Device Policy: Students **do not need** cell phones or personal electronic devices during the school day. They may use the classroom or office phone if they need to contact a parent/guardian.

- **If students bring a phone, or other electronic devices, including smart watches to school, they are required to turn them into their homeroom teacher upon arrival.**
- Students found to be in possession/using such devices in school or on school grounds during the school day will have the device taken from them and will be subject to disciplinary action.
- Use of a cell phone or other electronic devices to bully or intimidate will result in suspension and/or expulsion.
- Smart watches have been abused over the last few years, so are no longer allowed to be worn or carried during the school day. Like phones or other electronic devices, smart watches must be turned into the homeroom teacher upon arrival at school.

XI. SCHOOL UNIFORM POLICY

Blessed Sacrament School Uniform/Dress Code: Parents/guardians must ensure their child/ren's compliance with the uniform dress code. If a student does not comply with the uniform/dress code, parents/guardians will be called to bring appropriate clothing.

Lands' End is our official uniform vendor. Our Lands' End Preferred School Number is 900167180. A link to the Lands' End website is on our website under "Parents/Uniforms."

<https://www.school.blsacrament.org/school-uniform>

Overview: The school uniform is required Monday through Friday for all students, including Early Childhood, and includes a collared shirt, twill pants or shorts, skirts and jumpers in school colors. Wearing a spirit-wear sweatshirt or a plain sweatshirt or sweater in uniform colors is allowed for warmth, but the uniform shirt must be worn below it.

Detail: Our Lands' End school uniform (*specifics are shown when you enter the BSS code: 900167180 on the LE website*) is the standard for color and style. Visit the **Lands' End uniform store** with school code **900167180**. Parents may purchase look-alike clothing from other vendors but items must meet all color, fabric, style and length specifications. NOTE: The black and gold plaid skirts and plaid, khaki and gray jumpers and polo dresses must be purchased from Lands' End.

- **Uniform is required Monday through Friday.**
- **Colors:**
 - shirts: black, white, gray
 - shorts: black, khaki
 - pants: black, khaki
 - skirts: Lands' End black/gold plaid only
 - jumper: Lands' End black/gold plaid, khaki, gray
 - polo dress: Lands' End black
 - tights/leggings: black, white (may be worn under pants, shorts, skirts, jumper or dress)
 - sweaters, cardigans, crew-neck sweatshirts, fleece jackets, vests (all must be worn over a collared shirt): black, white, gray
 - BSS spirit wear sweatshirts (must be worn over a collared shirt and hoods must be down inside school)
- **Style:**
 - shirts: long-sleeved polo, short-sleeved polo, or turtleneck
 - shorts: twill (full elastic waist for early childhood and primary only), must fall close to knee
 - pants: twill (full elastic waist for early childhood and primary only)
 - skirts: knee length or below, Lands' End black/gold plaid only
 - Little Girls sizes 4-6X
 - Big Girls sizes 7-16 Item #435598BP9
 - **Adult sizes 0-16 (recommended for older students for whom the girls' sizes are not long enough) #435600BP2**
 - jumper: knee length or below, Lands' End black/gold plaid only
 - Little Girls sizes 4-6X Item #414942BP0
 - Big Girls Size 7-16 Item #414943BP5
 - dress; Lands' End polo dress, knee length
 - shoes: must have a closed back or backstrap
- **Gym Class:**

- Students in pre-k - Gr. 3 do not change clothes for gym class but should have a separate pair of gym shoes.
- Students in Gr. 4-8 must change into gym clothes and gym shoes.
- Required gym clothes for Gr. 4-8 include a crew neck t-shirt, BSS PE black athletic shorts, which are provided by the school, socks and gym shoes. Leggings or spandex may be worn UNDER gym shorts but not solo.
- Students in Gr. 4-8 must change into gym clothes or their participation grade will be lowered for the day.
 - Wearing school-issued shorts is mandatory for students in grades 6-8.
 - Wearing school-issued shorts is optional for students in grades 4 and 5.
 - School-issued shorts must be laundered and returned at the end of the year (deadline will be announced) or parents will be billed a \$50 replacement fee via FACTS.

● **Notations:**

- Logos are available on many uniform items but adding the logo is NOT required.
- Leggings may not be worn except under a skirt, jumper, dress or other garment.
- Skirts, jumpers and dresses must fall at the knee or below.
- Shorts must fall close to the knee.
- Uniform Infractions: Students will get three reminders about the rule and the date of each instance will be recorded. If the student wears shorts, or a skirt/dress/jumper that is too short, they will have to wear pants for the rest of the year. Other infractions will also follow the three reminders convention.
- **8th Grade Only:** As a special privilege, 8th graders may wear BSS spirit wear shirts at any time other than during Mass (typically on Wednesday). Note: Uniform pants/shorts/skirts must be worn with the spirit wear shirt.

On special days, designated by the principal, students may wear jeans, pants, skirts, dresses, shirts, tops and spirit-wear shirts that are modest (skirts, dresses must be knee length), in good condition and in the spirit of the dress code. **If a student wishes to wear shorts, only school uniform shorts are allowed.**

● **Prohibited:**

- Clothes that expose undergarments, midriff, or parts of the body considered private during normal range of motion.
- Clothing with words or images that may be construed as racist or otherwise demeaning to individuals or groups or promoting violence, drugs, alcohol and/or sex.
- **Pants that are baggy, low cut, skinny/very tight, frayed, torn or cut-off.**
- **Shorts, dresses/jumpers, or skirts shorter than knee length.**

- **Shirts without collars except for gym and spirit wear.**
- Athletic shorts/pants (except for gym), sweat pants or wind suits, gripper pants.
- Shirts hanging lower than the uniform shorts.
- Excessively high heeled shoes or boots.

XII. HEALTH AND WELLNESS POLICIES

Blessed Sacrament is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The wellness policy, in general, strives to:

- Support an environment for developing and practicing lifelong wellness behaviors.
- Support and promote healthy dietary habits contributing to student's health and academic performance.
- Provide students opportunities for age-appropriate physical activity during the school day.
- Provide students with the knowledge and skills necessary to promote and protect their health.

Foods available during the day and during after school activities should meet age-appropriate nutrition standards.

Lunch: The school's hot lunch will follow USDA nutritional guidelines and include a protein, a fruit or vegetable serving, and a minimum of high fat and high sugar foods. When parents/guardians send their child with a lunch from home, they are encouraged to send foods and serving sizes that meet the USDA guidelines. Soda is not allowed at lunch.

Snacks: Teachers will decide whether their students will be allowed to bring a morning or afternoon snack from home. The school will encourage healthy snacks and reasonable portion sizes. Snack breaks should be completed 1.5 hours before lunchtime.

Parties: Healthy treats are encouraged. Party food should include at least one non-sweet treat. Party treats will be determined by the teachers, keeping the nutrition guidelines in mind. When possible, parties will be scheduled after school lunch.

Birthday treats: Parents may send birthday treats to school but should check with their child's teacher regarding scheduling and potential food allergies.

Student Rewards: Blessed Sacrament typically uses non-food/beverage rewards for academic performance and good behavior.

After Care: After Care will provide a healthy snack for children participating in the program.

Milk Program: Blessed Sacrament School participates in the USDA Milk Program which offers milk at a reduced price for students. Milk may be purchased by the year for morning snack, lunch or both. If your child cannot tolerate milk, a healthy beverage may be brought to school. Soda is not permitted. As a part of our participation in the Special Milk Program, we are required to inform the public that “in accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (800) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lunch Program: Blessed Sacrament School purchases its lunches through a licensed caterer and/or local restaurant. Food is prepared in the caterer’s/restaurant’s kitchen and transported to Blessed Sacrament School. Lunch is served Monday through Friday.

- Lunch menus will be sent home via eblast and are posted on the website. <https://www.school.blsacrament.org/hot-lunch>
- **Students MUST tell their homeroom teacher at the beginning of the school day, and no later than 8:30 am, whether they have a cold lunch from home or whether they need a school lunch.**
- Billing for lunches will be done through the FACTS system.

Wellness Curriculum Guidelines: Blessed Sacrament School wellness curriculum is offered through the science and health curriculum in the primary, intermediate, and middle school units as part of a sequential and standards-based program. The curriculum follows diocesan standards.

- **Physical Activity Guidelines:** Blessed Sacrament School physical activity guidelines promote an environment that fosters lifelong habits of physical activity. Recess is an important factor in children’s health and fitness. Students will go outside for recess every day and should come dressed accordingly. Scarves, hats, mittens, snow pants and boots are required for students in grades 3K-3 during the winter months. Boots are required for intermediate and middle school students. Snow pants are required if the student wishes to play in the snow. Very rarely will it be too cold to go outside. Blessed Sacrament provides the following during the school day:
 - 3K and 4K: Daily recess and teacher-directed activities inside and outside of the classroom along with PE class several times each week.
 - Primary, Intermediate and Middle School: 2 recesses daily and PE class several times each week.
 - Physical activity will also be supported through incorporating physical activities into existing curriculum and providing a variety of after school physical activity opportunities.

Athletics: Blessed Sacrament School is a member of the Madison Area Independent Sports League. Please see www.maislathletics.org for all league information. The goals of teamwork, good sportsmanship, skill development, fun, and positive self-esteem are of primary importance in athletics and will enhance the competitive experience. At Blessed Sacrament, we believe that athletics should:

- Be a complement to the educational program;
- Provide experiences to help boys and girls develop a Christian attitude toward competition and cooperation;
- Help boys and girls develop physically, mentally, and emotionally;
- Develop a sense of teamwork and cooperation.

For more information on our athletics program, please see the Athletics Addendum at the end of the handbook.

Medical Care Guidelines:

- **Well-Child Care:** The State of Wisconsin recommends that students entering school for the first time and students beginning 3rd and 6th grades have a physical (including hearing and vision evaluation), and a dental examination.
- **Immunizations:** The State of Wisconsin requires a series of immunizations for children. Parents who wish to seek a waiver from this requirement must complete a waiver form in the school office. Records of required immunizations should be received by the school before the child begins attending and must be received within the first 30 days of school.
- **Health Screenings:** The school may provide hearing and vision screenings if an opportunity to do so is available.
- **Illness: Parents are asked to be considerate of all students/families as well as teachers and staff and to keep sick children at home.**
 - **Influenza, COVID-19, RSV and other infectious illnesses:**
 - Gr 2-8: Stay home while symptomatic with fever, cough, and other upper respiratory symptoms. Once fever has resolved for a minimum of 24 hours (without use of fever-reducing medicine) and cough, runny nose, etc. are significantly improved, student may return to normal activities/school but must wear a mask for five days following their return to normal activities.
 - Gr. Pre-K - 1: Children in first grade and younger have trouble wearing a mask consistently and keeping their fingers off their noses/out of their mouths. We require these younger students to stay home for five days after onset of symptoms or confirmed positive test result. They may return after five days if they are fever free (without the use of fever-reducing medicine) and feel well enough to participate in school routines. They must wear a mask (to the best of their ability) for five days after returning.
 - Siblings of students or family members who are ill may attend school as long as they are symptom free and have not tested positive, but are required to wear a mask while attending school for as long as the sibling/family member is ill.
 - We will monitor how this works and may revise these guidelines as needed.

- **Other Illnesses/Conditions:**
 - Fever: A child with a temperature of 100.4 degrees or higher must stay home for 24 hours AFTER the temperature is back to normal (without the use of fever-reducing medications).
 - Children who have vomited or who have had diarrhea must remain home for 24 hours AFTER the last occurrence.
 - Children with strep throat must stay home for 24 hours after medication is initiated.
 - Children with bacterial conjunctivitis, head lice or scabies may return to school the day after treatment is initiated.
 - Parents are asked to keep children home if they are too sick to participate in school activities, including recess.
 - The parent must send a note if a child is to be excused from gym classes.
- **Any student absent during the school day may not participate in after school activities or athletics. Special circumstances may be approved on a case-by-case basis by the principal (e.g. student was absent for part of the day for a medical appointment or to attend a funeral).**
- **Medication:** If prescription, over-the-counter, or homeopathic drugs or formulations must be given during the school day, the following is required:
 - Directions from the doctor (may be printed on the bottle/label) and a note from the parent/guardian authorizing school personnel to administer must accompany prescription medicine. A note from the parent only is sufficient for an OTC or homeopathic medication or formulation.
 - All prescription drugs, OTC medications, and homeopathic formulations sent in by parents must be in the **original** container with the student name, proper dose, frequency of dose and instructions for taking the medication noted and **MUST** be kept in the office. Controlled substances will be locked. Exceptions to keeping the medication in the office include:
 - Inhalers may be kept in the office and/or carried by the student.
 - Epi-pens will be kept in the office and a second one, should the parent/guardian wish to provide it, may be kept in the student's locker (or with their teacher depending on the student's age).
 - SOME homeopathic formulations may be kept in the student's possession if authorized by the office. We still need the information outlined above and the decision will be made on a case by case basis.
 - The office has a basic supply of OTC pain relievers, allergy meds, etc, and these may be given to a student by office personnel if parent/guardian permission has been given via the General Permissions form.
<https://www.school.blsacramento.org/general-permissions>
 - Prescription and non-prescription medication dispensed is logged on FACTS and parents/guardians may view this information via their family portal.

- **Allergies:** Parents/guardians are asked to inform teachers and the school office in writing before school begins if their child has a serious allergy to foods, products, latex, etc. This information should also be entered into the FACTS system by the parent/guardian before the school year begins.

XIII. EMERGENCY PLANS

Closing School: If the principal decides to close school for the day, the information will be communicated with the media, posted on our website, and sent out to parents via email.

Typically, this decision is made by 6:30 am. If the weather becomes inclement during the day when children are at school, we, generally, do NOT dismiss early but parents may choose to pick up their children before the end of the day. We may, however, cancel after school and evening activities. If we cancel after school and evening activities, a closing notice will be posted on our website and sent out via email.

Blessed Sacrament School has adopted the **Standard Response Protocol** for emergency situations. This includes:

- **Hold** (children/staff stay in classroom, lunchroom, playground or wherever they are when the **Hold** is called and “business” continues as normal).
- **Secure** (children/staff come into or stay inside the building and “business” goes on as usual).
- **Lockdown** (classroom doors are locked, lights are turned off and children/staff stay out of sight).
- **Evacuate** (students/staff evacuate to a specific location depending on the nature of the emergency).
- **Shelter** (students/staff shelter within the building depending on the nature of the emergency).

Tornado: In the event of a tornado **warning** for the local vicinity, children will **SHELTER/go** to the designated tornado shelter areas in the school. Students will be kept at school until weather permits them to leave. Children will be released to their custodial parents/legal guardians who come in person to get them, but children will not be released to walk home alone during an active tornado warning.

Emergency Evacuation: If there is an evacuation of the entire facility, the student body will be directed to Edgewood Campus School, 829 Edgewood College Drive. Calls may be directed there (608-663- 4100).

Emergency Communications: Parents will be notified of emergency situations and situation management by email. Notification of school evacuations will be sent to local media, if

appropriate. Students will not be allowed to leave school during emergencies unless the custodial parent/legal guardian is present to take the child. During a lockdown, no one will be allowed to come into the school building except emergency personnel. In the event of other emergencies that may involve students being evacuated to another building or classrooms being locked down, parents will be advised as to the situation as it occurs.

XIV. ASBESTOS INFORMATION

Both public school districts and private schools are required to inspect their schools for asbestos-containing building material(s), to prepare management plans, and to take action to prevent or reduce asbestos hazards. Schools are required to communicate this information to the parents of children enrolled. Parents, teachers, and school employees, or their representatives, have the right to inspect the school's asbestos management plan.

In accordance with this requirement, we maintain records about where asbestos-containing materials are or may be present on our campus, dates of inspection, abatement plans, and copies of lab tests that have been done. The Blessed Sacrament Parish Director of Buildings and Grounds is responsible for this record keeping and for making records available to parents and employees who wish to review them.

Wherever possible, we have taken action to remove asbestos from our campus. In areas where removal was not possible, we have it sealed for safety.

XV. ATHLETICS ADDENDUM

Blessed Sacrament School is a member of the Madison Area Independent Sports League. www.maislathletics.org.

Coaches: Blessed Sacrament School coaches are recruited by the athletic director and principal. All are expected to be familiar with Blessed Sacrament and Diocesan guidelines. All coaches and assistants are required have "Virtus" training, review Diocesan documents entitled "A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment" and "Diocese of Madison Code of Pastoral Conduct" and complete a background check authorization. All of this may be done online at <https://www.virtusonline.org>.

Coaches attend the Blessed Sacrament and the Diocesan coaches' meetings.

Sports offered at Blessed Sacrament School:

Grade	Gender	Sport	Months	Equipment provided	Equipment to purchase
5-8	M	Flag Football	Fall	Jersey	Mouth guard, shoes, shorts
5-8	F	Volleyball	Fall	Jersey/Shorts	Knee pads, shoes
5-8	M/F	Basketball	Winter	Jersey/Shorts	Shoes
5-8	F	Softball	Spring	Jersey, Visor, Socks	Gloves, shoes, shorts
5-8	M	Volleyball	Spring	Jersey/Shorts	Knee pads, shoes
5-8*	M/F	Track	Spring		T-shirt, shoes, shorts

*All Sports are MAISL with the exception of Track, which is a club sport. Our school colors are black, white and gold. We want to show pride in our school and that is reflected in what is worn to the games.

- **Blessed Sacrament Uniforms** must be worn to the games or your child will not be allowed to play in the game.
- Uniform shorts provided by the school must be worn for all games (boys and girls).
- Girls may wear spandex shorts for practice only—not in games or tournaments.

To compete in BSS Athletics, each student must do the following:

- 1) **Get a physical examination from a doctor at the beginning of the 5th and 7th grade year** and have a Physical Examination Form completed **OR complete an “Alternate Year Athletic Form” for 6th and 8th grade years.** Turn cards into Mrs. Cieslewicz by August 29. Both forms may be downloaded from the athletics page on our website:
<https://www.school.blsacrament.org/sports>
- 2) **Complete the concussion awareness questions when registering for athletics.**
- 3) **Sign-up for individual sports (please sign-up by published deadline).**
<https://www.school.blsacrament.org/maisl-sports-sign-up>

Commit to the Team

If your student plans to play in MAISL sports, it is important that they are **committed to “being there” for their team.** In recent years, students have been missing games because of other commitments. This leaves the BSS team short players and is not fair to the other athletes.

Deadlines

The Athletic Director has deadlines by which rosters must be submitted to MAISL so they know how many teams we will be fielding for each sport and grade. If we don’t have enough players, we have to combine grades or contact other schools to see if they can accommodate our players joining their team. The time and effort involved is significant—please respect the Athletic Director’s (AD) time by meeting the stated deadlines. **Any registrations coming in after the deadline will be subject to a \$25 late fee and risk not having space for your child to**

participate. Deadlines will be listed in the e-blast for at least two weeks before it occurs. All fees will be billed via FACTS.

Coaches and Parent Reps

If you are interested in coaching or being a team rep (helping coaches with uniform pick up and communicating information to parents), please communicate this to the AD prior to the athletes' sign-up deadline. All coaches, practice helpers and volunteers are required to have "Virtus" training, review Diocesan documents entitled "A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment" and "Diocese of Madison Code of Pastoral Conduct" and complete a background check authorization. All of this may be done online at <https://www.virtusonline.org>

Schedules: Teams generally practice after school or during the early evening hours, twice weekly. **Students must be in attendance at school to participate in practice or play in a game after school or in the evening.** Exceptions may be made on a case by case basis by the principal. **If school has been closed for weather, the building will be closed and there will be no games or practice.**

Game schedules are arranged by the MAISL scheduling committee and distributed to parents/guardians via the coaches. Children play an average of two games per week.

Playing Time: All children who participate in scheduled practices, and who are not sanctioned (disciplinary, academic), will play in each game. Diocesan regulations state that "a goal to work toward is that each child should play a minimum of one-fourth the total game." Coaches should not let "winning" unduly influence the determination of playing time.

Expectations of Parents/Spectators:

- Conduct yourself in a positive manner to always represent Blessed Sacrament School and Parish and its values.
- Display and exemplify Christian values, emphasizing teamwork, good sportsmanship, fun and self-esteem;
- Emphasize that sports are only one part of life, and winning as well as losing are opportunities for learning;
- Have children to practices/games on time and pick up children on time;
- Inform coaching staff of any special concerns you have about your child relating to athletics (asthma, injury, etc.);
- Watch your child play and cheer for the team!
- Let the coaches do the coaching and running of the team;
- Work with the coaches to resolve disciplinary problems;
- Realize that this is an all-volunteer organization. There are many ways that parents can involve themselves and make use of their talents and abilities.
- **Any infraction from the parent of the above items will result in removal from the game, and impact the child's eligibility.**

Expectations of Coaches/Assistants:

- Complete required Virtus training and background checks; <https://www.virtusonline.org>

- Display and exemplify Christian values;
- Promote healthy competition, encourage enjoyment of team sports, emphasizing teamwork, good sportsmanship, and the development of skills and self-esteem;
- Treat each player as an individual, remembering the wide range of emotional and physical development for the same age group;
- Provide players and parents/guardians with an orientation meeting at the beginning of the season to explain rules and regulations of the game;
- Explain to players/parents/guardians at the beginning of the season (preferably in writing) their expectations regarding conduct, practice, facility use, and responsibility;
- Inform parents in a timely manner, if there are problems regarding their child, and enlist their support for resolution;
- Help find a parent rep for their team/sport;
- Work with the parent representative to solve problems and communicate with parents;
- Explain to parents that “winning” is not the sole factor in determining playing time;
- Use discretion and respect confidentiality when dealing with the individual athletes and parents/guardians.
- **Collect ALL uniforms at the end of the season, wash and return to Mrs. Cieslewicz.**

Expectations of Students: Participation in school athletics is a privilege, not a right. To earn that privilege, students must:

- Live up to their responsibilities at school, complete assigned homework, be cooperative in class and maintain a C- or higher in all classes;
- Act in a Christian manner with coaches, team members, opponents;
- Learn the rules of the game and be aware of their responsibilities as a member of a team;
- Make a commitment to the team and to regular attendance/participation in practices and games;
- Have fun, be a good sport and play to the best of their abilities at practices and games;
- Arrive at games/practices on time;
- Remember to play as a team and encourage teammates to do the same;
- Respect property at both home and away games;
- Communicate with and treat coaches, players, officials, etc. with respect;
- Talk to their parents/guardians about problems they are experiencing regarding coaches and/or teammates;
- Properly maintain their uniform and equipment;
- Come to games ready to play and in uniform (playing time could be compromised if an athlete is missing a component of the uniform or required equipment.)
- **Any infraction from the player or their parent(s) of the above items will result in removal from the game, and impact the player’s eligibility.**

Athlete Conduct and Disciplinary Code: It is generally understood that a coach is to develop a rapport with their players. He or she must also maintain order in practices and games. Serious infractions of school rules will be referred directly to the school principal for disciplinary action.

In the event of minor infractions, the coach will:

- Provide a verbal warning;
- Send a note home to parent/guardian, to be signed and returned to coach;
- Determine, in consultation with parent/guardian, if additional discipline is required;
- If it is, send written notification of the offense and action to the Principal and AD;
- Should expulsion from the team be warranted, a written note of offense and action must be sent to the Principal and AD for approval PRIOR to its delivery to the student.

Academic Infractions:

- As noted above, students who wish to participate in extracurricular activities such as athletics must live up to their responsibilities at school before they are allowed to play.
- Students must do their homework, be cooperative in class, and maintain a C- average or higher.
- If a problem arises, students will be given a warning.
- The next step is that the student will not be allowed to participate in school athletics for one week.

Grievance Procedure: If a player has a grievance, it should be handled by the parent/guardian. Parents/guardians should follow these steps:

- Discuss their concern with the coach
 - In a way that conveys Christian values
 - Does not interfere with game/practice
 - At least 24 hours after incident
 - If unresolved;
 - Discuss with the AD. If unresolved;
 - Document issue and actions taken to date and give to the AD and principal;
 - Principal will meet with parties involved.

If a coach has a problem with a parent, they should:

- Talk to the parent directly. If unresolved;
- Consult with the principal and athletic director regarding action.

Athletic Fees, Uniforms and Equipment: There is a participation fee of \$100 per-sport per athlete. There is a late-sign up fee of \$25 if sign-up is completed after the published deadline. Fees are applied to MAISL league fees, uniforms, equipment, and gym maintenance. Uniforms and equipment will be distributed prior to the first game of the season. Any uniform not returned in a timely manner (1 week after the final game), or returned in poor condition will be subject to replacement cost of uniform via Facts.

Athletic Family Commitment: All families are required to support athletics in the following ways:

- Spaghetti Dinner Participation is **mandatory**.
- Concession Fundraising is **mandatory** (one shift for each athletic season per family).