



BLESSED SACRAMENT SCHOOL

~OFFERING KNOWLEDGE, FAITH, AND A FUTURE WITHOUT LIMITS SINCE 1931~

3129 James Street
Syracuse, NY 13206

315-463-1261
www.blsacsyr@syrdiocese.org

PARENT & STUDENT HANDBOOK

Dear Parents:

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

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

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

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

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

Faith, hope, and love,



Mrs. Lisa A. Coppola
Principal

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

This handbook may be accessed on the school website by going to blsacsyr@syrdiocese.org. The Principal reserves the right to make changes to this handbook at anytime. Those changes will be communicated through the Newsletter.

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MISSION STATEMENT

Blessed Sacrament School is a Roman Catholic elementary school (PreK 3 – 6th) founded by the Sisters of St. Joseph of Carondelet in 1931. As the primary educational ministry of Blessed Sacrament parish, we provide students with the knowledge, understanding and skills to become moral evaluators, problem solvers, decision makers and socially responsible global citizens. In partnership with family, parish, and community, we provide an exceptional education rooted in Gospel values and invite our students to develop a relationship with Jesus Christ. We seek to promote a safe and positive environment for learning which emphasizes the whole child and challenges each child spiritually, intellectually, socially, emotionally, and physically. We empower our students to live their faith with compassion, integrity, and respect for all life and the diversity of our rapidly changing world.

BLESSED SACRAMENT SCHOOL'S VISION

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

We Strive To:

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

DIOCESE OF SYRACUSE BELIEF STATEMENTS

SPIRITUAL

We believe that...

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

ACADEMIC

We believe that...

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

- Our school cultures should promote the continuous development of individuals and programs.
- Schools within the system should be aligned to educational programs while adhering to national, state, and diocesan standards.

STEWARDSHIP

We believe that...

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

SOCIAL

We believe that...

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

BLESSED SACRAMENT SCHOOL PHILOSOPHY

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

Catholic Schools endeavor, in the words of Vatican II:

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

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

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

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

Therefore, we believe:

...that each child has self-worth.

...that parents are the primary educators of their children.

...that teachers and staff members of Blessed Sacrament School have the vocation of assisting parents to fulfill their responsibilities.

...that the Church has an educational mission calling each to active faith in God and His revealed truth.

...that the lessons of Catholic Education are learned in classrooms, church, homes and in the experience of living as a Catholic person of faith, actively engaged in the service of God, church, and neighbor.

OBJECTIVE AND GOALS

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

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

INTELLECTUAL-Children develop their intellectual capabilities by:

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

PHYSICAL - Children develop physical growth by:

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

PSYCHOLOGICAL- Children develop a positive self-image by:

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

SOCIAL - Children learn social capabilities by:

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

POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS

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

- E** is for Excellence.....Doing your personal best!
- A** is for Acceptance.....Treating others the way you want to be treated.
- G** is for God-centered.....To act as Jesus would. Showing respect for everyone and everything.
- L** is for Leadership.....Doing what is right. Leading the way.
- E** is for Empathy.....Understanding others' feelings.
- S** is for Safety.....Being safe and free of injury.

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



CONTACT INFORMATION

MAIN OFFICE

Phone: (315)463-1261 / Fax: (315)463-0253
3129 James Street, Syracuse, NY 13206
E-mail: mcalangelo@syrdiocese.org
blsacsyr@syrdiocese.org

SCHOOL WEBSITE

<http://blessedsacramentschool.org>

PRINCIPAL

Mrs. Lisa A. Coppola
Phone: (315)463-1261
E-Mail: lcoppola@syrdiocese.org

RECTORY/TUITION OFFICE

Phone: (315)437-3394 / Fax: (315)432-9198

FACULTY AND STAFF

Pastor.....Rev. Severine Yagaza.....syagaza@syrdio.org
Principal.....Mrs. Lisa Coppola.....lcoppola@syrdiocese.org
Administrative Assistant.....Mrs. Melinda Calangelo.....mcalangelo@syrdiocese.org
Tiny Eagles Teacher.....Mrs. Kathleen Finn.....klfinn@syrdiocese.org
Pre-K Teacher.....Mrs. Heather Marx.....hmarx@syrdiocese.org
Kindergarten Teacher.....Miss Elizabeth Baird.....ebaird@syrdiocese.org
1st Grade Teacher.....Mrs. Anne Minor.....aminor@syrdiocese.org
2A Teacher.....Mrs. Cathy Abbott.....cabbot@syrdiocese.org
2B Teacher.....Mrs. Denise Becker.....dbecker@syrdiocese.org
3rd Grade Teacher.....Mrs. Tamara Netto.....tnetto@syrdiocese.org
4th Grade Teacher.....Mr. Patrick Long.....plong@syrdiocese.org
5th Grade Teacher.....Miss Hannah Heppeler.....hheppeler@syrdiocese.org
6th Grade Teacher.....Mrs. Jaqueline Wituszynski.....jwituszynski@syrdiocese.org
ADAPEP Counselor.....Miss Janet Driscoll.....jdriscoll@syrdiocese.org
Art Teacher.....Mrs. Allison Brown.....asmith@syrdiocese.org
Physical Education Teacher.....Mr. Nicholas Cacchione.....ncacchione@syrdiocese.org
Librarian.....Ms. Jennifer Duegaw.....jduegaw@syrdiocese.org
Music Teacher.....Mrs. Mary Lynn Giacobbe.....mlgiacobbe@syrdiocese.org
Nurse.....Mrs. Cheryl Ladouceur.....cladouceur@syrdiocese.org/cladouceur@scsd.us
Facilities Manager.....Mr. Robert Decker.....rdecker@syrdiocese.org
Tuition Manager.....Mr. John Giocondo.....jgiocondo@syrdio.org

AFTER SCHOOL CARE STAFF

Miss Elizabeth Baird
Miss Domenica Canzano
Mrs. Lorraine Chapman
Miss Jennifer Duegaw
Mrs. Kathy Finn
Ms. Nerissa Godbolt
Ms. Carla Liptak
Mrs. Heather Marx
Ms. Carmella Place
Mrs. Dominique Silvernail

CAFETERIA STAFF

Mrs. Dominique Silvernail
Mrs. Lorraine Chapman
Mrs. Sue Lazzaro

Facilities Staff

Mr. Robert Decker-Manager
Mr. Tom Law
Mr. Juma Selele
Mr. Tim VanSkoik

GENERAL SCHOOL POLICIES

SCHOOL HOURS

Classes start at 8:00am and end at 2:15pm for full day enrollment. Student drop off begins at 7:30am.

MORNING DROP-OFF PROCEDURES

If you plan on dropping your child off at school in the morning, enter parking lot from James St. or Tyson Place.

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

LATE ARRIVALS

Any student who is not in their classroom when morning prayers begin at **8:00am** is marked tardy in the state register. Tardy to homeroom means arriving to homeroom after prayers, but before the attendance has been sent to the main office. If your child is late, please send in a note stating the reason. Late students should be dropped off at the front entrance of the school, escorted by an adult, and report directly to the main office to sign in.

AFTERNOON PICK-UP PROCEDURES

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

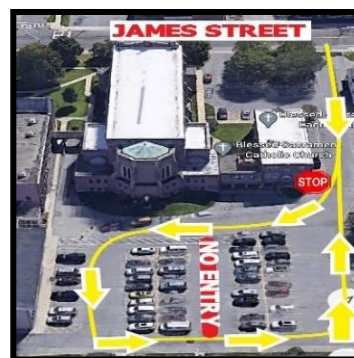
If you plan on picking up your child from school in the afternoon, enter on James Street **ONLY.**

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

PARKING LOT SAFETY RULES

- **DO NOT** leave or park your car in the drop-off/pick-up zone at any time of the day. This includes afterschool care, late drop-off, and early dismissal.
- **DO NOT** allow your child to walk across the parking lot without an adult. **ALWAYS** use the cross walk!
- **DO NOT** park in the handicap spot unless you have a handicap permit.
- **DO NOT** park your car in the "reserved for "spots at **ANY** time if you did not purchase one at the Auction.
- **DO NOT** park in the spaces closest to the building. Faculty & Staff parking **ONLY.**
- **DO NOT** pass school buses with red lights flashing.
NYS VEHICLE AND TRAFFIC LAW (1174) REQUIRES ALL MOTORISTS TO ALWAYS STOP FOR A SCHOOL BUS WITH RED LIGHTS FLASHING ON ALL ROADS, INCLUDING MULTI-LANE OR DIVIDED HIGHWAYS, ON SCHOOL GROUNDS, IN DRIVEWAYS OR PARKING LOTS EVERYWHERE. THE COST TO YOU: 1ST OFFENSE-\$250-\$400 AND/OR 30 DAYS IN JAIL. 2ND OFFENSE- \$600-\$750 AND/OR 180 DAYS IN JAIL. 3RD OFFENSE \$750-\$850 AND/OR 180 DAYS IN JAIL.
- **DO NOT** park in the parking area in front of the church.
(this area may be used by Tiny Eagle parents **ONLY** to walk in their 3-year-olds)

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



AFTER SCHOOL CARE PROGRAM

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

After-School care will begin on September 7, 2022 and end on June 22, 2023. The hours of operation are from dismissal to 5:15 p.m. If the children come to school and school is closed during the day because of inclement weather, we will keep the after-school care children until the time their parents usually pick them up. ***REGISTRATION IS REQUIRED TO UTILIZE THIS PROGRAM***

Fees:

First Child: \$16.00 per day

Second Child: \$8.50 per day

Third Child: \$4.25 per day

ATTENDANCE

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

ABSENCES

According to New York State law, your child is required to attend school every day except for illness. A written excuse is required on the day he/she returns to school after absence. Please indicate the cause and date of the absence. If a student is absent, his/her parents are required to call the school office by **8:30 a.m.** to let us know that their child will not be attending school. Students are tardy when they are not in their seats when morning prayers begin at **8:00am**. Tardy to homeroom means arriving to homeroom after prayers. The student and/or parent is responsible for contacting teachers (upon return to school) to arrange to make-up missed work. The only legal excuses for absence or tardiness allowed under the education law of the State of New York are:

EXCUSED ABSENCES

- Sickness
- Sickness or death in a family
- Impassable roads or weather making travel unsafe
- Religious observance
- Approved school supervised trips
- Required presence in court

UNEXCUSED ABSENCES

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

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

VACATIONS

All vacations that do not follow the school calendar are unexcused absences. Test and work missed for vacations must be made up by the student. Time missed is difficult for children, teachers and parent to make up. Vacations during school time should be avoided. If a family will be out of town, necessitating and extended absences, please notify the school at least 2 weeks prior to the vacation, particularly if you wish assignments to be prepared prior to your departure.

VOLUNTEER POLICY

Volunteers are a vital part of Blessed Sacrament School and we encourage everyone to give of their time and talents.

SAFE ENVIRONMENT

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

Also, students participate in the Think First Stay Safe School Program. This program emphasizes the importance of treating self and others with kindness and respect. It establishes that crimes such as bullying, harassment and sexual abuse are against the law, and can be committed by adults and peers alike. Rules, policies, and laws exist to protect students.

ANNOUNCED CLOSING/EMERGENCY CLOSING DURING SCHOOL HOURS

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

SCHOOL CLOSING

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

Check the TV stations listed below for the latest closing updates.

Syracuse television stations:

- WSTM (Channel 3)
- WTVH (Channel 5)
- WIXT (Channel 9)

EMERGENCY CLOSING DURING THE DAY

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

BUSING INFORMATION

Schedules for pick-ups and drop-offs are prepared by each district. If you do not receive your copy, please call the district office you reside in. No bus child will be allowed to walk or ride home in a family/friends car unless we have a written note signed from the parents. Blessed Sacrament School handles the busing information with-in the Syracuse City School District ONLY. You must contact your area school district to arrange busing if you live outside of the Syracuse City School District.

Students are eligible for busing in the Syracuse City area in grades K-6 if they live **over 1 mile** from their school. Transportation must have the child picked up at the same location five days a week and dropped off at the same location five days a week. The pick-up and drop-off point may be different but must remain consistent throughout the school week. If the change is long term, such as a move to a new home, the change of address should be reported to the school immediately. If your child qualifies for curb-to-curb stops, you must be present at the stop or the child may be returned to the home school. The adult over the age of 16 who is to supervise the student should arrive at the stop at least ten minutes before the student is scheduled to be picked up or dropped off. Students who require

special busing for other reasons (such as students who go to/from their home) must have the “**Childcare Request Form**” completed and returned to your child’s school or the Transportation Department no later than **July 1st** preceding the school year. This procedure must be followed **every year** as there is no automatic renewal of special busing. If you have any questions regarding your child’s transportation, please call the Main Office. Bus requests must be made prior to **April 1st by the parents.**

Important Information for Students Who Ride School Buses:

- Be outside at your assigned stop at least 10 minutes ahead of time. If a child misses the bus, it will be the parent/guardian’s responsibility to get the child to school.
- Buses leave school approximately 10 minutes after dismissal.
- Respect the property and personal rights of others.
- Ride only the bus assigned to you.
- Before you cross the street, wait at your stop for the universal crossing signal from the driver (a hand signal you will be taught at the beginning of the year), or wait for an attendant to come across to get you. If the driver honks the horn while you are crossing, it means it is not safe to cross and you should return to the curb.
- Remain in your seat while the bus is in motion. Keep your arms and head inside and do not throw objects out of the windows or in the bus.
- Drinking of any beverage or eating is not permitted on the bus.
- Any student who disrupts the normal operation of the bus or endangers the safety of others while entering, leaving, or riding the bus may be immediately suspended from transportation and may face disciplinary action, including loss of transportation privileges.
- Immediate suspension of transportation will result if a student possesses a sharp instrument, tool, or displays inappropriate sexual behavior

CHANGE OF ADDRESS/TELEPHONE NUMBER OR EMAIL

All changes can be made through your FACTS Family Portal under the Webforms Tab. It is important to keep all forms of communication up to date. The school can not be held responsible for information that has not been updated.

COMMUNICATION WITH PARENTS

Each month your child will bring home from school: a school calendar, newsletter, and lunch menu. The purpose of these communications is to keep you informed of all upcoming events and activities. In addition classroom teachers will provide their own classroom information. School communications are also posted on the school website at www.blessedsacramentschool.org.

COMMUNICATION WITH FACULTY & STAFF

Your questions, comments and suggestions are always welcome. If you need to communicate with a faculty or staff member, please call the main office to leave a message or email the staff or faculty directly. There is a list of emails on page 6 on this handbook. Contact information can also be found on our school website. Please allow 24 hours for a response.

EMAILS TO ADMINISTRATOR/TEACHERS

You may contact staff members by e-mail, however there is often not time during the school day for staff members to check their e-mails and/or respond to emails. Therefore, please allow for at least a 24 hour return of messages.

TELEPHONE

Teachers and children are not called to the telephone during school hours except in real emergencies. If a student needs to make a phone call while at school, he/she may go to the main office and we will contact the parent/guardian for them.

DIVORCED OR SEPARATED PARENTS

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

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

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

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

FIRE DRILLS AND LOCK DOWN DRILLS

Every school is mandated to conduct 10 fire drills during the course of a school year. These are an important factor in preparing students to act calmly and quickly in case of an emergency. Instructions are posted at every classroom door indicating the route to the nearest exit. Students must remain quiet, walk, and listen carefully to their teacher's instructions during these practice drills.

FIELD TRIPS

For trips requiring transportation the following Diocesan policy applies:

Class visits to places of cultural or educational significance give enrichment to the lesson of the classroom. To insure the desired outcomes of such trips, teachers should prepare pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the aims and purpose of the trip. The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

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

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

HEALTH SERVICES/NURSE'S OFFICE

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

EXCUSES FROM PHYSICAL EDUCATION

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

CONTACT OF PARENT/GUARDIAN

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

EMERGENCY FIRST AID AND ILLNESS

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

First Aid is given when and where the accident occurs to protect the life and comfort of the student until authorized treatment is secured. Further treatment or diagnosis becomes the responsibility of the parent.

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

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

IMMUNIZATION REQUIREMENTS

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

Ideally, all New York State children should receive five (5) DPT immunization (diphtheria, pertusis, tetanus). Four (4) doses of trivalent oral polio vaccine, two (2) MMR (measles, mumps, rubella), one (1) Hib vaccine (haemophilus influenza type B), and one (1) Hepatitis B vaccine. If the American Academy of Pediatrics (AAP) immunization schedule were strictly adhered to, children would complete this series prior to entering school for kindergarten. Children who do not meet minimum requirements or fail to complete the balance of the required immunizations in a timely manner will be excluded from school until further immunizations have been obtained.

MEDICATION

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

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

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

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

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

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

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

SCREENING

New York State Education Law requires the following screening to be done during the school year in these grades:

- Vision- Pre-K, K, 1, 2, 3, & 5
- Hearing- Pre-K, K, 1,3, & 5
- Color Vision- K and new students
- Scoliosis- 5

If any irregularity is found, you will receive a written notice. If screening is within normal limits, you will not hear from us. If you have any questions or concerns, please call the nurse's office to discuss matters.

STUDENT PHYSICALS

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

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

SPORTS PHYSICALS

All students participating in interscholastic sports programs, regardless of grade level, must have a physical before participating in any sport or practice, which includes a health history signed by a

parent. Physicals are good for one year. Physicals must be valid on the first day of the season and current through the sports season. Physicals which expire during the sports season will not be valid.

ONONDAGA COUNTY CLINIC

Immunizations are available to all students in grades Pre-K-12 who reside in Onondaga County and are uninsured. For information contact the Immunization Clinic @ (315)435-3287

MEDIA COVERAGE/PHOTOGRAPHS AND VIDEOS

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

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

LUNCH

Students have the option of bringing a lunch or purchasing a hot lunch. When a student brings a lunch to school, the beverage should be in a plastic container (NO GLASS). Milk may be purchased from the cafeteria for \$.40. Students who forget to bring their lunch will be served from the days menu.

Lunch times are as follow:

- Grades K & 1st from 10:50 a.m.-11:20 a.m.
- Tiny Eagles & Pre-K 11:00 a.m.-12:00 p.m.
- Grades 2nd & 3rd from 11:30 a.m.-12:00 p.m.
- Grades 4th, 5th, & 6th from 12:10 p.m.-12:40 p.m.

Special "fast food" deliveries during students' lunch time is not allowed.

HOT LUNCH PROGRAM

Hot lunches are provided by the Syracuse City School District. Lunches **MUST** be ordered a week in advance. Lunches are not made on the premises so they must be ordered in advance. There is **NO CHARGE** for a complete lunch (including milk). Students may purchase milk only for \$.40 and ice cream for \$.75.

MENU

A monthly menu is sent home every month and is posted on the parent portal and the website for your convenience. Hot lunches **MUST** be ordered at least a week in advance. Please review the menu selection with your child. Menu options are subject to change without notice.

SCHOOL PARTIES/SHARED SNACKS

All parties should be cleared through the homeroom teacher and principal. Teachers will communicate with parents in regard to their needs for holiday parties and information about birthday celebrations.

Due to health issues, and in keeping with suggested guidelines of the Onondaga County Dept. of Health and the policies of the Diocese, we must ask that **no homemade items** be brought to school for students to share. **NO** shared item may contain nut products, for the safety of all.

Children's birthday party invitations are not to be sent to school for distribution unless the entire class is invited. Always keep in mind the feelings of the child that is not included.

PARENT TEACHER ASSOCIATION

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

The goals of the Parent Teacher Association are:

- To increase communication between the home and school for the betterment of the child.
- To support and maintain the parish and school of Blessed Sacrament.

Meetings are scheduled five times a year on various days of the months:

1. September
2. November
3. January
4. March
5. May

Please refer to the monthly school notifications for exact dates and times

SCHOOL DIRECTORY

The Family Educational Rights and Privacy (FERPA) policy classifies name, address, and grade, as "directory information". Under this law, this information may be released to third parties when requested without prior parent written consent. You will receive a copy of the school directory at your Parent Teacher Conferences in November. For your convenience it is also available on-line through the Parent Plus Portal containing names, addresses and phone numbers of each family in the school. **If you do not wish this information released, please make this known to the school administrator in writing.**

PESTICIDE AWARENESS NOTIFICATION

New York State Education Law 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. Blessed Sacrament School is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application
- Anti-microbial products
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children
- Boric acid and disodium octaborate tetrahydrate
- The application of EPA designated biopesticides
- The application of EPA designated exempt materials under 40CFR152.25
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasp, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to all persons in parental relation, faculty, and staff. For more information, contact Mr. Decker Facilities Manager of BSS.

ACADEMIC PROGRAM

CURRICULUM

The curriculum at Blessed Sacrament School meets the requirements of the State of New York. Students are instructed in Christian Doctrine, Reading, Language Arts, Spelling, Handwriting, Social Studies, Mathematics, Science daily. Special classes of Music, Art, Technology, and Library are provided for all classes. Students have Physical Education twice a week. This is a well-rounded program and includes a variety of activities. The New York State Physical Fitness Program is a part of this curriculum.

The faculty at Blessed Sacrament School are all degreed personnel and are all qualified in their teaching positions. Emphasis is placed on a good foundation in the basics. Students are extremely well prepared for Junior High School. Religion is not only taught in each grade but incorporated in daily living, working, and playing together. Experiences are provided to shared community in liturgy and para-liturgical celebrations.

TINY EAGLES PROGRAM

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

In the Tiny Eagles Program, teachers work closely with parents in sharing religious beliefs and values. This collaborative effort is the key factor to faith development in young children. Children are encouraged to experience the joy of learning at his or her own capacity and pace; teachers are flexible in meeting the needs of each child. Tiny Eagle students must be three by December 1st.

Tiny Eagles Program Goals

- To provide a safe, supportive environment that promotes spiritual growth and motivation in learning through trust, inclusion and affirmation.

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

PRE-K PROGRAM

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

The program is taught by a certified teacher with the help of aides. Pre-K students must be four by December 1st.

KINDERGARTEN PROGRAM

Our all-day kindergarten provides an excellent atmosphere for fostering spiritual growth and academic development as well as ample time for creativity, socialization, fun, and wonder. Kindergartners receive the readiness skills necessary to succeed in first grade under the supervision of an experienced and certified teacher. The kindergarten teachers also have the assistance of an aide. Kindergarten students must be five by December 1st. No early entrants will be accepted.

HOMEWORK POLICY

Homework is a complement to learning that takes place in the classroom. Homework assignments help students understand that learning takes place everywhere, not just in school. Home is a time to reinforce skills and knowledge as well as develop the creative skills of the students. Learning should be seen as an exciting life long process. Students must assume responsibility for their homework just as they will assume job responsibility in the future.

Students and their parents/guardians have a responsibility for the students' mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study unit will be discussed fully in the classroom so that parents/guardians are not required to give instruction. The teacher will provide instruction. Homework assignments given to students are meaningful learning experiences. It must be remembered that not all children accomplish the same amount of work at the same time; therefore, some children will find it necessary to spend more time to complete a given assignment. When study assignments are given, they are just as important as a written assignment. This must be stressed with your child. Please help the teachers by reminding your child to write down all assignments each day.

Encourage good study habits by providing a quiet, undistracted place and time for study. If your child never has homework or has too much homework, please consult your child's teacher. Encourage your child to use the daily planner to record assignments and upcoming tests. It is good practice to check your child's planner and work daily. Homework is usually assigned to Grades 1-6 nightly

ASSESSMENT

Blessed Sacrament School follows New York State and Diocesan Policy regarding testing. The following tests are given:

Portfolio Assessment – Each child has a portfolio of writing samples and various activities to show their growth through the school year.

Midterm and Final exams are given in grades 1-6 as per Diocesan Policy.

I-Ready Assessment – Are given to grades K-6 three times a year in Fall, Winter, and Spring in Math/ELA.

New York State Testing Program: Grades 3, 4, 5, & 6 students are given pupil assessments in Language Arts and Mathematics. Each test is graded and given a numerical score between 1-4. Those that score in levels 3 & 4 are considered to have mastered the material. If a child scores in level 2 then a remediation plan must be developed for that child to gain mastery in the areas of weakness. Those students that score in level 1 must receive remedial services and then must be retested.

The New York State Learning Standards are linked to curriculum and these assessments through classroom practice and student performance results.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Friday, November 18, 2022, has been set aside for this purpose. Parents may have an in-person or virtual conference. An opportunity to sign up for conferences will be provided at Back-To-School Night. Parents may initiate a conference at any time by calling the school office and making an appointment with the teacher or principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time.

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

REPORT CARDS

Parents of students in grades 1-6 are informed at least 4 times a year of their child's progress.

Kindergarten students receive report cards 3 times a year and Pre-K students receive evaluations twice a year. For your convenience parents of students in grades K-6 may monitor their child's progress on the Parent Plus Portal. If at the time of the report card distribution your tuition has not been paid and no contact has been made regarding your payment your child's report card will be withheld until the situation has been taken care of.

Each student is required to work to the best of his/her ability. Passing grade for the Diocese of Syracuse for grades 1-6 is 70%. If a student is failing or not completing assignments, the parents will be notified prior to receiving reports cards. Report Card Schedule:

- November 15, 2022 Kindergarten - 6
- February 7, 2023 Tiny Eagles - 6
- April 18, 2023 Kindergarten - 6
- June 21, 2023 Tiny Eagles - 6

PARENTAL CONCERNS PROCEDURE

In order to expeditiously resolve parental concerns, complaints, or misunderstandings parents or guardians are expected to schedule an appointment, through the school, with the student's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching duties. If the matter is not satisfactorily resolved at the time of the teacher conference, parents or guardians may request an appointment with the school administrator at a time that is mutually convenient for both. If the parent or guardian is not satisfied with the resolution at the time of the administrative conference, the parent or guardian may request, in writing, setting forth the complaint and the school's response, that the Diocese School Office can investigate the matter.

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

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

SUPPORT STAFF

The Syracuse City School District provides the services of a social worker, school psychologist, and school nurse. The social worker and psychologist is assigned to Blessed Sacrament School on an as needed basis. The school nurse is here daily for the entire school day.

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

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

FAITH FORMATION

First Communion and Penance Grade Two – these two sacraments are taught to the children in their regular classes. When it comes near the date of receiving these sacraments the students (parochial and non-parochial) must attend special classes together for final preparation. There is a specific set of

guidelines that is mandated by the Diocese. These classes are arranged by the Parish Director of Religious Education.

LITURGY/SCHOOL MASSES

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

SERVICE PROJECTS

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

EXTRA-CURRICULAR ACTIVITIES

Blessed Sacrament School offers a wide variety of extra-curricular activities. Many of these take place during school hours or require extra time after school. Information for these activities will be sent home:

- Big Brother Big Sister
- Basketball Gr. 4-6
- Little Eagles Basketball Gr. K-3
- Stem Club
- Science Explorers
- Chess Club
- Drama Club
- Yearbook
- Talent Show
- Eagle Art
- Martial Arts
- Dance
- Bellucci Basketball

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

A student is ineligible for participating in any extracurricular activity when he or she receives a failing grade in 2 or more subjects. The student may become eligible after 20 school days provided that the student has an eligibility form signed by all applicable teachers indicating signs of significant improvement in all subjects involved, and returns the form to the principal who will file the form and notify affected persons whether or not the student is reinstated. A student who is under disciplinary suspension is ineligible to participate in extracurricular activities. In addition, any absence from the academic school day due to illness or suspension will disqualify them from participating in all extra-curricular activities. Absences for anything other than illness in regards to extra-curricular is left to the discretion of the principal.

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Participation in interscholastic athletics is a privilege for students. They, in turn have a responsibility to themselves, their team, school, family and community to maintain high standards of physical, and mental fitness and citizenship, thereby allowing the education benefits of the activities to accrue. In order to try out, practice or participate in any sport, a student must:

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

STUDENT ATHLETES MUST

- Be enrolled during the first 15 days of such semester and be in regular attendance 80% of the time excepting bona fide absences caused by personal illness.
- Conform to all sports standards implemented by the governing interscholastic athletic conference
- Conduct themselves, in and out of school, as responsible young adults, exercise courtesy, cooperation and honesty:
- Comply with all training rules communicated to students, either orally or in writing, by a head coach:
- Not withdraw from such team without the approval of the head coach and director of athletics:
- Report to every practice session and game unless absent from school, or excused in advance by the head coach:
- Report to all home games and away contests in attire consistent with the student dress code:

- Refrain from the use of tobacco in any form:
- Refrain from the use of any chemical substances (illegal drugs, alcohol, performance enhancing substances etc.)

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

BASKETBALL PROGRAM CODES OF CONDUCT

STUDENT ATHLETE

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

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

COACHES

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

PARENTS

- Be responsible for getting their child on time to practice and games and notify the coaches a head of time when their child will be unable to play in a game.
- Support the program by working their fair share of time in the Snack Shack at home games and during the annual tournament.
- Support their child's coaches in order to provide a positive experience for all.
- Be a model for a good sportsmanship by treating all players, coaches, referee, and fans with respect.
- Let the referees call the game, refraining from questioning or complaining about referees' calls, remembering that the referees are volunteers.

UNIFORM POLICY

All children in grades K – 6 must be in uniform the first day of school

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

Students are expected to be well-groomed, clean, and neat at all times in order to develop a healthy self-concept. Uniforms are to be pressed, free of stains, with no rips or holes, and of an appropriate length.

Parents are responsible for making sure students comply with the uniform policy set forth. We ask your cooperation in STRICTLY enforcing these uniform regulations.

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

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

UNIFORM OPTIONS FOR BOYS



Solid White or Light Blue Dress Shirt with Navy Blue Tie - Short or Long Sleeve
Must be tucked in at all times



Solid Red Polo Shirt Short or Long Sleeve
Must have Blessed Sacrament on chest
Land's End or Flynn & O'Hara ONLY



Navy Blue Dress Pants or Corduroys
No Cargo/Baggy Style Pants



Solid Navy Blue or Hunter Green Sweater
No vests or oversized sweaters.
No stripes or designs



Navy Blue or White Ankle Socks

UNIFORM OPTIONS FOR GIRLS



Navy Blue or White Ankle or Knee Socks



Drop Waist Plaid Jumper (Grades K – 4)
Can be worn with Solid White or Navy Tights
Land's End or Flynn & O'Hara ONLY



Plaid Below the Knee Skirt (Grade's 5 & 6 ONLY)
Can be worn with Solid White or Navy Tights
Land's End or Flynn & O'Hara ONLY



Navy Blue Dress Pants or Corduroys
No Cargo/Baggy Style Pants



Solid White/Yellow or Light Blue Collar Blouse



Solid Red Polo Shirt Short or Long Sleeve
Must have Blessed Sacrament on chest
Land's End or Flynn & O'Hara ONLY



Solid Navy Blue or Hunter Green Cardigan
No vests or oversized sweaters. No stripes or designs

PURCHASES MUST BE MADE THROUGH LAND'S END or FLYNN & O'HARA

UNIFORM GUIDELINES FOR ALL STUDENTS

SHOES

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

NON-UNIFORM DAYS

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

MASS DAY UNIFORM (Grades K to 6)

- Girls: Polo shirt and dress pants; polo or dress shirt, jumper/skirt and dress shoes
- Boys: Dress shirt and tie; or polo shirt and dress pants and dress shoes

GYM DAY UNIFORMS (1-6)

- Girls and Boys: BSS Gym shirt and BSS sweat pants and tie sneakers
- Kindergartens may wear what's comfortable with tie sneakers.

SEASONAL UNIFORM OPTION

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

NOT PERMITTED

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

GYM UNIFORM



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



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



SEASONAL UNIFORM OPTIONS



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



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

UNIFORM EXCHANGE

Parents turn in "gently used" uniforms that then are available for other parents to take. These uniforms are made available various times throughout the year. Please take advantage of this great opportunity.

TAG DAYS

Each month there will be a tag day. This day will be indicated on our monthly school calendar. Students who wish to participate will pay a \$1.00 fee which will be used toward our monthly service projects. The tag day will be either a dress down day, a dress up day, or there might be a special theme day. Watch the monthly calendar for details.

(No flip flops, sport sandals or similar footwear may be worn on tag days for safety reasons.)

CODE OF CONDUCT

I. PURPOSE OF THIS CODE

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

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

II. PHILOSOPHY

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

III. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

A. Student Rights

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

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

B. Student Responsibilities

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

- Take full advantage of the opportunities for spiritual and academic growth provided by the school.
- Treat others with the dignity and respect they deserve as children of God.
- Comply with the provisions of this Code while on school property and at school functions.
- Grow in character and knowledge as they grow in ability.
- Be honest with themselves and others.
- Show respect for fellow students, teachers, and all school staff.
- Set a positive example so that others may enjoy and profit from their company.
- Perform all assignments to the best of their ability.
- Consider their education as preparation for the future.
- Obey all school rules and regulations.
- Respect public, private and school property.
- Attend school regularly and punctually.

- Develop high moral standards and the courage to live by them.
- Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
- Develop opinions and values that will make them an asset to the school community.

IV. DEFINITIONS

C. Definitions of Key Words and Terms

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

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

Controlled Substance: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.

School Function: Any school-sponsored extra-curricular event or activity.

School Property: Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District, providing transportation to the school's students.

Explosive: An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the school.

Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

Illegal Substances: Alcohol and look-alike drugs.

In-School Suspension: The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.

Out-of-School Suspension: The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.

Parent: The biological, adoptive, or foster parent, guardian or person in parental relation to a student.

Suspension: The disciplinary removal of a student from his or her regular educational program and activities.

Expulsion: The permanent removal of a student from the school program.

Violent Student: A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

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

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

THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

I. TEACHERS AND OTHER PROFESSIONAL STAFF

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

- Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
- Keep students and parents informed regarding student progress.
- Express concern and enthusiasm for teaching and learning.
- Treat students as individuals, with concern and respect.
- Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.

- Become knowledgeable of school rules and regulations regarding student conduct and require that there be observance of the same.
- Be consistent, fair, and firm in dealing with students both in and out of the classroom.
- Reinforce positive student behavior.
- Seek appropriate resources to effect positive change in student behavior.
- Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

II. THE ADMINISTRATIVE STAFF

The role of a School Administrator is to:

- Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
- Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendents.
- Develop effective schedules and teaching assignments for students and staff.
- Be consistent, fair, and firm in decisions affecting students, staff, and parents.
- Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
- Participate in the development of rules and regulations and make them known and understood by students, staff, and parents.
- Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
- Become involved with students by attending school activities and visiting classrooms.
- Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

III. PARENTS OF STUDENTS

The role of the parent of a student is to:

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

IV. VIOLATIONS OF THE CODE OF CONDUCT

A. Acts of Misconduct Defined

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

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

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

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

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

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

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

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

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

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

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

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

Dress Code Violation: The appearance of a student at school in clothing other than that specified in the school's dress code without permission.

Drug or Alcohol Violation: The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.

Extortion: Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.

False Alarm: The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation, or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.

Fighting: Combative physical contact or other violent encounters between two or more persons.

Forgery: The involvement in the imitation or fabrication of another's signature or written work.

Harassment: The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.

Insubordination: The refusal or failure to comply with any school rule, regulation, or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.

Littering: The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property

Loitering: Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic or standing next to the building.

Other Misconduct: The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.

Plagiarism: The unauthorized use of another's material that is represented, as one's own work.

Possession of an Explosive: The use, actual or constructive possession, or the sale of an Explosive.

Possession of a Weapon: The use, actual or constructive possession, or the sale of a Weapon.

Reckless Endangerment: The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.

Repeatedly Disruptive Conduct: Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.

Sexual Harassment: Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.

Tardy: Students are tardy when they are not in their seats when morning prayers begin. Tardy to homeroom means arriving to homeroom after prayers, but before the attendance has been sent to the main office.

Theft: The unlawful use, taking possession of, or control over, property belonging to the school or another.

Threatening the Well Being of Another Person: The act of making a threat of any kind that has at its end the harm to another person.

Tobacco Violations: The act of possessing, smoking, or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.

Traffic Violation: The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.

Trespassing: The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.

Truancy: The act of being illegally absent from school without the knowledge and consent of a parent/guardian or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.

Violation of the Technology Policy: The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.

Vandalism: The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

V. THE SCHOOL'S DRESS CODE

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

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

VI. CONDUCT ON SCHOOL BUSES

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

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

VII. VISITORS

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

- The building principal has authority over all persons in the building and on the school grounds.
- All visitors to the school must report to the principal's office upon arrival at the school to sign the visitors register and be issued a visitors identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the principal's office before leaving the building.

Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

- Teachers should not be expected to take class time to discuss individual matters with visitors.
- All visitors are required to abide by the rules for conduct on school property contained in this Code.

Parents and other visitors are held to the same standard of respectful behavior as students on the school grounds, at school related functions and when interacting with school personnel.

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

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

VIII. CAFETERIA & PLAYGROUND RULES

Blessed Sacrament School's hot lunches are provided by the Syracuse City School District. Lunches **MUST** be ordered a weekly, bi-weekly or a month in advance. Lunches are not made on the premises so they must be ordered in advance. Menu will be sent home at the beginning of each month. Menu options are subject to change without notice.

A. Cafeteria Rules:

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

B. Playground Rules:

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

IX. MISCONDUCT COMMITTED OFF SCHOOL PROPERTY

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

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

X. MISCONDUCT NOT SPECIFICALLY DEFINED

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

XI. SCHOOL BUILDING RULES

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

XII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

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

A. Range of Potential Responses

1. Scope

The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code.

2. Corrective Action

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

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

B. Range of Penalties

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

- Verbal Warning
- Parent Notification
- Written Warning Signed by Parents
- Parent/Teacher Conference
- Parent/Teacher/Administrator Conference
- Counseling
- Special Probation
- Special Disciplinary Probation
- Detention
- Suspension from athletic, social, or extracurricular activities.
- **In-school Suspension:** The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension. All conditions for re-entry must be satisfied before the student is readmitted.
- **Out-of-school Suspension:** The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.
- **Expulsion:** The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution. In addition, the principal may invoke the following when in his or her discretion they are warranted:

C. Principal's Disciplinary Conference:

A disciplinary conference may be scheduled before the principal, or his or her designee **at the discretion of the principal**. At this time, the student and his or her parents will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys shall not be present at this conference.

D. Delegation of Responsibility to Conduct the Disciplinary Conference:

The Superintendents, principals or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedure outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.

E. Personal Liability:

The school may pursue, on behalf of itself or an employee, all available rights, and remedies to recover from the student and/or parents of the student for damages to personal property.

F. Police Notification:

In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

G. Academic Sanctions

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

H. Progressive Discipline

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

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

I. Minimum Penalties for Students

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

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

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

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

J. For Misconduct at a School

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code. When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

K. For School Employees

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

L. For Visitors

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

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

XIII. DISCIPLINE PROCEDURES

A. For Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed and must conduct an informal investigation the facts

surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

B. For Detentions

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

C. For Suspensions from Athletics or Extra-curricular Activities

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

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

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

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

E. Long-term Suspensions

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

F. For Expulsions

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

G. Waivers of Disciplinary Conference

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

H. School Employees

Administrators, teachers and support staff members are subject to the provisions of the Code as well as the provisions of their respective **Personnel Policies Handbook** and contracts and **Faculty Handbook**, if any. Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

I. For Visitors

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

- The Principal has the authority to enforce these rules and regulations. The Principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
- The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
- The Principal may request all lawful assistance to secure, remove, eject, or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
- Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

IX. APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS

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

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

B. Appeals to the Superintendent of Schools

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

X. REFERRAL TO AUTHORITIES

A. To Law Enforcement.

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and

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

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

B. To Juvenile Justice Agencies

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

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

C. To Human Services Agencies

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

XI. ALTERNATIVE EDUCATION PROGRAMS

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

A. For Suspended Students

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

XII. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Programs

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

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

XIII. INTERPRETATION

A. Calculating Time Limits

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

B. "Time Out" Techniques

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

C. Authority to Suspend

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

D. Inconsistent Provisions

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

E. Not Exclusive

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

DISCIPLINE POLICY

SCHOOL DISCIPLINE

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

Blessed Sacrament School also believes that discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change in the student's behavior. After the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful the student will be referred to the administration. Thereafter, the administration will decided what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. Any individual or group behavior which would interrupt the normal operations of the school will be considered serious and will be dealt with as such. The rules, regulations, and procedures described herein are essential to promote the mission of the Blessed Sacrament School. Therefore, any student enrolled in Blessed Sacrament School and his/her parents must agree to follow all the rules and regulations of this policy as a condition of the student's enrollment. Unless otherwise specified, this policy shall apply to all students at all times before, during and after school hours in any school building and on any school premises; on any school-owned vehicle or in any other approved school vehicle used to transport students to and from school or school activities; off school property at any school sponsored activity, event or function; or during any period of time he/she is registered as a student at the school. The Discipline Policy does not intend to limit the authority of the Blessed Sacrament School, its principal, or teachers to make any additional rules not inconsistent with this policy as they may deem necessary. It is sometimes necessary for the school to take a firm stand on certain issues, especially when a child's behavior infringes on the rights of others. Please refer to the CODE OF CONDUCT above.

SCHOOL RULES

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

- Be respectful and conduct yourself in accordance with good manners at all times.
- Maintain quiet when changing classes in the halls, during fire drills, lavatories, and in the library.
- School uniforms must be worn. Sneakers are allowed only on gym days. If a student is out of uniform they must have a written excuse from their parents stating the reason. No caps are to be worn during school hours.
- No running is allowed in the hallways or classrooms.
- Individual classroom rules are to be obeyed.
- Homework, daily assignments and projects are to be completed when given by the teacher.
- Respect and care of classroom and school property.
- Cross the street only with a crossing guard.

SEXUAL HARASSMENT

SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

Statement of Policy and Overview

The Catholic School Office of the Diocese of Syracuse ("CSO"), and each of its component schools (individually, "School" or collectively, "Schools"), are committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination, including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement, or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.

The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.

The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents, and volunteers of the Schools.

DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings.

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

- Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student's academic progress or a student's successful completion of any course of study, educational or extra-curricular activity;
- Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, evaluation of a student's academic performance or progress, participation in an educational or extra-curricular activity, or creating a sexually intimidating, hostile, or offensive learning environment;
- Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee's performance or the pay, benefits and/or working conditions of any employee;
- Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile or offensive work environment.
- Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments, and innuendo, or, among other things, sexual advances.
- Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extra-curricular activity, and/or academic performance, or an employee's work performance, pay, benefits, and/or which creates an intimidating, hostile or offensive learning or working environment.

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

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

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

COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

Appointment of Sexual Harassment Officers

The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year. The CSSHPO and the various SSHPO's shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO's employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

Reports of Sexual Harassment

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

The Principal shall notify the CSSHPO and Superintendent. In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the

Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer's duties and take any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy ("VIRTUS").

The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (e.g., the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel or an outside investigator or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

Investigation of Reports of Sexual Harassment

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt, and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.

Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator's findings of fact and recommendations as to any appropriate remedial action. The investigator shall the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its

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

Corrective Action Based on Investigation

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency.

In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.

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

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

TRAINING AND DISTRIBUTION OF POLICY

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks.

DRUG AND ALCOHOL POLICY

PHILOSOPHY

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

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

POLICY

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

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

Smoking is not permitted by anyone on school property.

PERSONAL ELECTRONIC DEVICE POLICY

Personal Electronic Devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. In the spirit of creating a positive Catholic climate, with the aim of improving student achievement, increasing school safety, and protecting individual privacy, Blessed Sacrament School has therefore created this policy to govern the possession and use of personal electronic devices on school premises.

The use of Personal Electronic Devices is prohibited in school: i.e., picture taking or sound recording.

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

TECHNOLOGY POLICY

THE CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE EDUCATIONAL TECHNOLOGY STATEMENT OF POLICY

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

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

DEFINED TERMS

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

- The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any school event.
- The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.
- The term "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.
- The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission, or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (e.g., iPod) and any similar or related device.
- The term "Diocese" shall mean the Roman Catholic Diocese of Syracuse, New York.
- The term "Diocesan Property" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "local schools", including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service, or thing.
- The term "educational purpose" shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a purpose that is plainly related and

readily applicable to a local school's curriculum, sponsored extra-curricular events, and/or administration.

- The term "e-mail" shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the Worldwide Web.
- The term "internet" shall mean the Worldwide internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information, or communication, whether facilitated through an internet service provider or otherwise.
- The term "local school" shall mean any of the Catholic Schools affiliated with the Diocese.
- The term "policy" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.
- The term "school event" shall mean any event occurring during the school day, including any curricular, extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.
- The term "school property" shall mean a real or personal property belonging to the Diocese, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service, or thing.
- The term "sexual harassment" shall mean the preparation and dissemination of any verbal or written materials, photographic, video or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a sexual connotation or which otherwise create a sexually hostile working or learning or environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here.
- The term "student" shall mean any student enrolled in any Diocesan school.

ACCEPTABLE USE POLICY TERMS

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

SPECIFIC TERMS

- The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.
- The student is individually and personally responsible for any use of computer equipment, internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
- The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
- The student shall use computer equipment, internet service or access, e-mail, or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
- The student has no right to the use of computer equipment, internet access or service, e-mail, or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.

- The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service e-mail or any similar thing, except as specifically authorized.
- The student shall not change, alter, or modify any provided password or other form of access control without express permission to do so.
- The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., AOL, Yahoo or Hotmail or any similar thing during the school day, on school property, or in regard to at any school event or function, except as specifically authorized in writing by the local school principal.
- The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:
 - a).** Accessing, viewing, transmitting, or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;
 - b).** The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;
 - c).** Harassing, insulting, or attacking others;
 - d).** Improperly accessing, using, or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party;
 - e).** Intentionally wasting limited and/or valuable resources; and/or
 - f).** For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.
- All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.
- The Diocese, CSO or local school and/or the student, agent, or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, e-mail account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause, or suspicion.
- By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession, or access in regard to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.
- Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.
- Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty; and a local school may apply one or more penalties, as its principal deems appropriate.

- Parental notification and a parental conference with the principal or his/her designee.
- Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.

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

ENROLLMENT AND RE-ENROLLMENT POLICIES

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

All **NEW** applications for Tiny Eagles – 6th Grade MUST have the following information in order to register:

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

INITIAL ACCEPTANCE

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

TERMS OF ENROLLMENT

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

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

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

acknowledge the further important obligations and restrictions contained in the *Student Handbook*, and agree to be bound by its terms.

Students attending the School understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's *Code of Conduct* are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion. Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct or the law. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

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

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

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

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

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

TUITION POLICY

Tuition and rates for the students are established by the Blessed Sacrament Church Finance Committee and are subject to change from year to year. All parents are required to sign a tuition agreement before their children may be enrolled at Blessed Sacrament School. All tuition must be paid to the tuition office in accordance with the schedule contained in the tuition agreement. The school reserves the right to decline to enroll a student for subsequent semesters until such payments are made or an alternate

agreement is reached with respect to such payment. In addition, one or all of the following sanctions will occur for failure to pay tuition according to the tuition schedule:

TUITION PAYMENTS

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

FINANCIAL AID

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

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

PAST DUE TUITION PAYMENTS

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

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

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

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

All accounts must be paid in full by June 30th of the current school year

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

6th GRADE STUDENTS & STUDENTS NOT RETURNING

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

COLLECTION POLICY

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

PRO-RATED TUITION, SCHOLARSHIPS, REFUNDS

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

SCHOOL CONFIDENTIALITY

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

PARENT CONFIDENTIALITY

In return, we apply consistent standards and policies across many families. However, each family's circumstances are unique and award amounts are based on individualized analyses. Therefore, we ask that parents not share with others the particulars of awards received. When families share details of financial aid awards, false assumptions and expectations are often created. Willful breaches of this confidentiality agreement may require a review and potential repeal of financial aid awards.

TRANSFERS

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

Parents must notify the teacher and the school office at least one week in advance if a pupil is to be withdrawn from the school

RELEASE OF STUDENT RECORDS

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

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

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

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

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

PARENTAL INSPECTION OF RECORDS

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

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

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

NON-CUSTODIAL PARENT'S ACCESS TO RECORDS

Blessed Sacrament School will presume that the non-custodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we

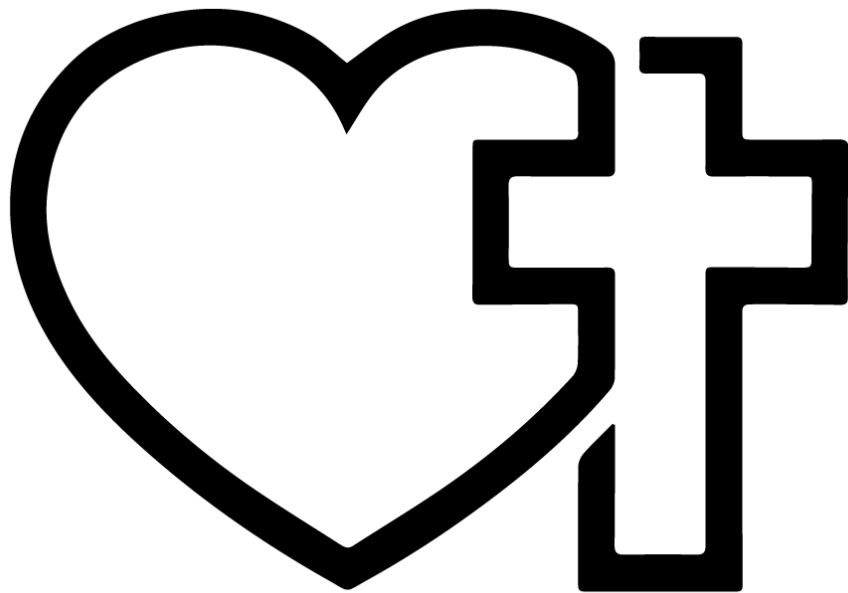
will provide the non-custodial parent with access to his/her child's educational records. If the custodial parent wishes to limit the non-custodial parent's access to records, it is his/her responsibility to obtain and present to the school, a court order or other legally binding instrument that limits or denies access.

DIOCESAN NON-DISCRIMINATION POLICY

Blessed Sacrament School will admit students of any race to all rights, privileges, programs and activities generally accorded or made available to students enrolled in our school. Blessed Sacrament School will not discriminate on the basis of race or sex in the administration of educational policies, employment of personnel, admission policies, scholarships or assistance programs, and athletics and other school administered programs.

RIGHT TO AMEND HANDBOOK

The school reserves the right to amend this handbook for just cause at any time during the school year. Parents will be given prompt notification of any changes made.



AFTER SCHOOL CARE

GENERAL INFORMATION

Hours are 2:15pm – 5:15 pm each full day of school, the After School Child Care Program provides professional care, supervision, recreation, and enrichment activities. Our program is designed to offer a pleasant and caring place where children in Tiny Eagles thru 6th grade feel safe and secure while their families are working. ***REGISTRATION IS REQUIRED TO UTILIZE THIS PROGRAM***

During the time your child is with us, all CDC guidelines and protocols will be followed to keep all children safe.

Snacks will be provided, and time is set aside for homework completion. Your child may bring a game or toy from home to utilize themselves. These items cannot be shared or played with others. Students will be taken outside when weather permits.

After School Child Care will be held every full day of school. If children come to school, and school is closed during the day due to inclement weather, we will keep the After School Care children until the time their parents usually pick them up. We do not close our After School Care program when SCSD cancels afternoon activities due to weather.

ASCC STUDENT PICK UP

Parents should come to the APR room doors and ring the bell. Parents will be admitted into the school to pick up and sign out their children.

The After School Child Care Program is staffed by several devoted staff and committed teachers and teacher aides. These people, employed on a full time or part time basis, work together to help each child grow in maturity and self-respect, as well as maintain an atmosphere wherein respect and understanding for others is realized.

After School Child Care Locations

- TE** Remain in their own classroom
- PK / K** Will be in the two Pre-K classrooms
- 1 - 6** Will be in the cafeteria

IMPORTANT PARENT RESPONSIBILITIES

EMERGENCIES/SAFETY

With the children's safety and wellbeing in mind, it is MOST important that each family complete the After School Child Care Registration Form and an emergency card. Please keep your child's emergency card information current.

One of our most important regulations concerns the child/children's leaving the premises of the After School Child Care Program.

Parent(s) or guardians will sign out their child at the pick-up location.

If someone other than a parent is picking up your child/children, you must send a note stating who that will be by either calling main office at 463-1261 or email mcalangelo@syrdiocese.

FEES AND PICK-UPS

Additional areas of parental responsibility are in the matters of prompt fee payment and pick-up of children.

Fees are the sole support of the Blessed Sacrament After School Child Care Program. It is not subsidized by the school or the parish. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment, and snacks.

Any monthly ASCC incurred will be added to your monthly tuition amount. Please note there will be a charge assessed for any returned checks.

Staff members are employed only until 5:15 p.m. Due to our nightly cleaning and disinfecting of the After School Child Care areas, all children must be picked up by 5:15p.m. It is only common courtesy to respect the time of closure and pick your child/children up no later than 5:15p.m. Failure to comply will result in an additional \$25.00 charge to your account.

SPECIAL PROVISIONS & PROCEDURES

1. ILLNESS OR ACCIDENT

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

...In cases which appear serious, staff members will make an effort to carry out the instructions as given on the emergency card.

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

2. HOMEWORK

Each day a homework period is scheduled. It is the responsibility of the student to acknowledge his/her assignment, as our staff is unaware of any assignments given by the teachers to your child. ASCC cannot provide school supplies for homework, please be sure your child has all necessary supplies in their backpack.

3. ABSENCES

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

4. TOYS FROM HOME

Children may bring a toy or game from home for their own personal entertainment. Toys and games from home may not be shared with others. The ASCC staff is not responsible for keeping track of their personal toy or for any damage or loss. Personal electronic devices such as handheld entertainment systems (Video games, Game Boy, Nintendo DS, PSP, iPod, iPods, CD players, Compact DVD players, MP3 players, Walkman devices, etc.) **must be kept at home.**

Please refer to policy in the Student Handbook.

5. SNACKS

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

6. TERMINATION

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

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

7. EXPECTATIONS FOR CHILDREN'S BEHAVIOR

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

BLESSED SACRAMENT SCHOOL | 2023-2024 SCHOOL YEAR

11 Summer Program Ends
28 TE/PK/K Orientation

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

19-23 Winter Recess

FEBRUARY 2024						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

4 Labor Day
5 Teacher In-Service
6 First Day of School K-6 / 10:30 AM BSSM
7 ASCC Begins
11 First Day of School TE/PK

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Teacher In-Service
28 Holy Thursday
29 Good Friday

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 Columbus Day

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Easter Monday
10-12 NYS ELA Testing
22-26 Spring Break

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7 Teacher In-Service
10 Veterans Day Observed
17 Parent Teacher Conferences
22-24 Thanksgiving Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7-9 NYS Math Testing
24-27 Memorial Day Weekend

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 TE-1* Christmas Concert
25-29 Christmas Recess / 10:30 AM BSSM

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 Kindergarten Graduation
12 6th Grade Graduation
14 Last Day of School TE/PK
19 Juneteenth
20 Last Day ASCC
21 Last Day of School / 10:30 AM BSSM
24-25 Teacher In-Service

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 New Year's Day
15 ML King Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Main Office Closed
8 Summer Program Begins

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- SUMMER PROGRAM BEGINS / ENDS
- FIRST/LAST DAY OF SCHOOL
- TESTING
- MAIN OFFICE CLOSED FOR SUMMER
- NO SCHOOL
- ASCC BEGINS/ENDS
- SPECIAL EVENTS
- HALF DAY - 10:30 AM DISMISSAL