



2018-2019
PARENT AND STUDENT HANDBOOK
BLESSED SACRAMENT CATHOLIC SCHOOL

7 SAINT TERESA DRIVE
CHARLESTON, SC 29407

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CATHOLIC SCHOOL**

7 Saint Teresa Drive
Charleston, SC 29407
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(843) 766-2128, Phone
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School Office Ext 1000
Tuition Office Ext 1001
Facilities Ext 1005
Development Ext 1007

**BLESSED SACRAMENT
CATHOLIC CHURCH**

5 Saint Teresa Drive
Charleston, SC 29407
www.blsac.org

Reverend Joseph V. Romanoski, Pastor

Parish Office (843) 556-0801

SCHOOL ADVISORY COUNCIL

Father Joseph Romanoski (Pastor)
Katharine Murphy (Principal)
Kathleen Ferri (Development)

Rotating Appointments

Everette Reynolds, President everette_r@yahoo.com
Zaneta Baczmaga zanetaub@yahoo.com
Russell Campbell russellcampbell45@gmail.com
Michele Crull mcrull@rawlemurdy.com
Theresa Dryden beemer28211@yahoo.com
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Laurie Holscher laurie.holscher@southstatebank.com
Kally Martin drkm1014@icloud.com

Home and School Association (HSA)

Laura Tregner, President laura.tregner@gmail.com
Katie Arthurs, Vice President karthurs@scbss.org
Abbie Von Dollen, Secretary abbie6@gmail.com
Lisa Layne Treasurer lisalayne@gmail.com

Members at Large:

Jackie Wilkinson jackieeping@gmail.com
Shannon Bevill shannon.strobo@gmail.com
SaraRuth Miller sriester@gmail.com

BSCS PERSONNEL

Father Joseph Romanoski, Pastor, Blessed Sacrament

Faculty/Staff

Katie Arthurs (Academic Support) karthurs@scbss.org
Lori Jacques (Music, Choir) ljacques@scbss.org
Erin Bellinder (K3K Assistant) ebellinder@scbss.org
Andi Campbell (K3F Assistant) acampbell@scbss.org
Rebecca Cantley (PE) rcantley@scbss.org
Kathryn Dabney (3D) kdabney@scbss.org
Katherine Davis (1D) kdavis@scbss.org
Cathy Delpit (K5H Assistant) cdelpit@scbss.org
Whitney Engel (K4S Assistant) wengel@scbss.org
Sophie Fulmer (K3F) sfulmer@scbss.org
Katherine Hamell (2H) khamell@scbss.org
Sarah Hemingway (K5H) shemingway@scbss.org
Jessica King (K3K) jking@scbss.org
Kristy King (5K) kking@scbss.org
Alicia Mikell (K4M) amikell@scbss.org
Brittany Miller (K5T Assistant) bmiller@scbss.org
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Daria Tompkins (1D Assistant) dtompkins@scbss.org
Angelynn Tracy (Art) atracy@scbss.org
Jim White (Computer, Social Studies) jwhite@scbss.org
Susan Wilkin (Spanish, Spanish I) swilkin@scbss.org

Administrative Staff

Katharine Murphy (Principal) kmurphy@scbss.org
Sallie Bendt (School Secretary) sbendt@scbss.org
Rebecca Cantley (Extended Day Director) rcantley@scbss.org
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Christy Clarey (Office Manager) cclarey@scbss.org
Kathleen Ferri (Development Assistant) kferri@scbss.org
Linda McHugh (Tuition Manager) lmchugh@scbss.org

Office of Child Protective Services Liaisons

Linda McHugh (School) lmchugh@scbss.org
Sharon Perkins (Church) blesssac@bellsouth.net

PARISH ATHLETIC DIRECTORS

Blessed Sacrament Parish
Mike Rollins (migibay@yahoo.com)
Trey Davis (treydavis@bellsouth.net)

BSCS HOURS

School Office					
		7:30 a.m.	-	3:30 p.m.	
Tuition Office					
		7:30 a.m.	-	12:30 p.m.	
Carline	Morning	7:20 a.m.	-	7:40 a.m.	Students arriving before 7:20 a.m. go to Early Bird (Extended Day). Students are tardy after 7:45 a.m.
	Afternoon	3:00 p.m.	-	3:15 p.m.	Students remaining after 3:15 p.m. go to Extended Day.
School Hours					
		7:45 a.m.	-	2:53 p.m.	K3-8th grades
Lunch and Recess Times					
		9:45 a.m.	-	10:15 a.m.	K3 recess
		12:00 noon	-	12:30 p.m.	K3 lunch
		11:30 a.m.	-	12:00 noon	K4 recess
		12:00 noon	-	12:30 p.m.	K4 lunch
		11:30 a.m.	-	12:00 noon	K5 lunch
		12:00 noon	-	12:30 p.m.	K5 recess
		11:45 am	-	12:05 pm	Grades 1-5 lunch
		12:05 pm	-	12:25 p.m.	Grades 1-5 recess
		11:45 am.	-	12: 05 pm	Grades 6-8 recess
		12:05 pm.	-	12:25 pm	Grades 6-8 lunch
Extended Day					
	Early Bird	6:30 a.m.	-	7:20 a.m.	Kindergarten Building
	Study Hall	3:00 p.m.	-	3:45 p.m.	Grades 1-8 (classrooms)
	Afternoon	3:00 p.m.	-	6:00 p.m.	Kindergarten Building & Extended Day Rooms

INTRODUCTION

Blessed Sacrament Catholic School is primarily supported by Blessed Sacrament Catholic Church. BSCS is accredited by the Diocese of Charleston through the Southern Association of Colleges and Schools (SACS) and the National Catholic Education Association (NCEA).

BSCS serves students K3 through 8th grade areas of academic support, art, computer, library, music, physical education, and Spanish. High school credit for Spanish I and Algebra I is offered to qualifying 8th graders. The curriculum standards used at BSCS are developed by the Diocese of Charleston. A complete listing of approved curriculum is found at <http://sccatholic.org/curriculum> These curriculum guidelines are based upon national educational association standards and satisfy the requirements of the State of South Carolina.

BSCS adheres specifically, but may not be limited to, the following South Carolina Department of Education policies: minimum age for admission to school, number of teaching hours required for each subject, number of in-school days, number of absences allowed, and compliance to the South Carolina DHEC immunization requirements.

Notes

- Throughout this handbook, wherever the term “parent” is used, this term also applies to legal guardian and/or family – the adult responsible for the welfare of the child.
- The terms “child” and “student”– for the purpose of this handbook – may be used interchangeably.
- The abbreviation “BSCS” refers to Blessed Sacrament Catholic School.
- Situations in the policies may refer to the “principal’s discretion.” If the principal is not available, the faculty member designated as the acting principal will make the decision.
- The mention of “2012 Diocesan Policy of Sexual Misconduct” references the “Policy Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel (2012)” implemented by the Most Reverence Robert E. Guglielmo, Bishop of The Catholic Diocese of Charleston in April 2012.
- According to Diocesan policy, “church personnel” includes all employees and volunteers of the Diocese, including those affiliated with Catholic schools within The Diocese of Charleston.

MISSION STATEMENT

BSCS is focused on educating each student by emphasizing our Catholic faith and upholding academic excellence through engaging the mind, challenging the body, and enlightening the soul. *Accepted by the Blessed Sacrament Catholic School Advisory Council (2016).*

OUR HISTORY

In early 1948, construction of BSCS began with the original building of two classrooms (with room for two additional classrooms). Blessed Sacrament Catholic Parish was established in 1944 by Monsignor John McCarthy, who is known for having said, “A church without a school is only half a church.” In early 1948, construction of the school began with the original building of two classrooms (and room for two additional classrooms). St. Patrick’s convent (downtown Charleston) provided two nuns, Sister Carina and Sister Theophane, to assist Mrs. Swistak with opening Blessed Sacrament School with 108 students into kindergarten, first, and second grades -thus began Blessed Sacrament School (now Blessed Sacrament Catholic School)!

In September 1953, the main school building was completed with five new classrooms and an assembly room. The school now had kindergarten and Grades 1 through 6. The addition also included a convent on the second story of the building for the Sisters of Saints Cyril and Methodius. Later in 1953, an annex was added to provide four more classrooms.

In January 1999, "Building for the New Millennium" campaign was launched to provide for major repairs and modernization of the Blessed Sacrament Church and School buildings. Through the generosity of parishioners, this project provided modernization and expansion of the school, construction of the Father Joseph F. Hanley Early Childhood Development Center (kindergarten building), handicapped access for the school buildings, renovation and renewal of the Father McCarthy (Parish) Hall, improvement of the school grounds, and much more.

The renovations included converting the original convent on the second floor of the main school building to classrooms for the middle school (Grades 6-8). The area connecting the "annex" and the main school building is dedicated to the enrichment areas of music, art, PE, and computer. The "annex hallway" was renovated in 2009 from its 1953 "style."

From its beginning and until June 2013, the Sisters of Saints Cyril and Methodius had a continued presence at the BSCS.

On April 2, 2014, under the leadership of Father Joseph Romanoski, Pastor of Blessed Sacrament Parish, the Father McCarthy Catholic Education Society was established with approximately 70 founding members. Their mission has established the foundation "so that, one day, finances will not deny any child a Catholic education."

Among our distinctions is that our former pastor, Monsignor Joseph F. Hanley, was a member of the first graduating class at BSCS!

OBJECTIVE

Provide our students a foundation to thrive, emphasizing the importance of faith, academic and intellectual achievement, physical, psychological and social development.

GOALS

Religious

- Include religious values in all learning
- Instill in students a love of God and the Catholic faith
- Enable Catholic students to prepare for and participate in the Sacraments. Offer religious experiences to students of every faith.
- Encourage all students to develop a religious outlook and internalize faith values

Moral

- Encourage students to make wise choices and accept responsibility for their actions
- Develop an appreciation for the necessity of rules in society
- Develop an awareness of the rights of others and respect the opinions of others

Intellectual

- Utilize teaching methods which impart knowledge, develop intellectual skills, deepen insight, and encourage aesthetic appreciation
- Develop effective and lifelong habits of learning
- Encourage a desire for excellence in achievement with each student's ability
- Provide opportunities for students that stimulate critical and creative thinking

Psychological

- Help students understand themselves as persons and develop a positive self-concept
- Enable students to form relationships based on mutual respect and love
- Recognize the individuality of each student, teacher, and staff member, and the value that each has in our Catholic school community
- Generate understanding and cooperation between the school and community
- Help students broaden their understanding and appreciation of all people in our society and respect everyone's right to lead a meaningful and dignified life

Physical

- Foster a suitable level of physical fitness in students
- Develop safety practices and habits for the students' everyday lives
- Increase the students' awareness of good health habits in daily living

LOGO

Our logo, is reflective of our traditions and "who we are!" Including the Eucharist symbol is representative of our beliefs – that Jesus is present in our lives and in our school – showing similarity with the stained glass window at Blessed Sacrament Church. Blue has been the main color of the school uniforms throughout the history of the school. Green has been the sports color for the school and is indicative of that ministry of the parish and school.

MOTTO

***Engaging the Mind, Challenging the Body, and Enlightening the Soul.
Helping students reach their God-given potential since 1948.***

ACCREDITATION

BSCS is accredited by the Southern Association of Colleges and Schools Council in Accreditation and School Improvement (SACS and CASI) as well as in compliance with the Diocese of Charleston and affiliated with the National Catholic Education Association (NCEA).

PARENT COLLABORATION

At BSCS, we believe that:

- Parents are the primary teachers of their child(ren)
- The school supports the parents' efforts to foster the development of the child
- Students, as members of God's family, have obligations to church, family, country, community, and those less fortunate than themselves
- The school is a Christian community where students, administration, faculty, clergy, parents, staff, and parish organizations work together in an environment of mutual respect, honesty, and support

It is important for parents to:

- Build religion and prayer into the family by regular Mass attendance and participation
- Insist that principles of good behavior are obeyed
- Provide proper and adequate home space for their child(ren) to complete their homework and study
- Fulfill responsibilities on time

ADMINISTRATIVE COMMITTEES

Administrative committees are instrumental in our overall management. Depending on the committee, members may be elected or appointed.

Athletic Associations (Parish)

The athletic functions of BSCS are monitored by the parishes of Blessed Sacrament and St. Joseph. Each parish has its own athletic director to establish the policies of the sport teams involved at BSCS.

Home and School Association (HSA)

The HSA is the parent-teacher organization of BSCS. The objectives of the HSA are to promote the welfare of students by fostering fellowship and a closer relationship between the home and school in training of children in accordance with Catholic philosophy; and to raise funds to support school improvements and needs.

School Advisory Council

The School Advisory Council consists of the Pastor of Blessed Sacrament Parish, the principal, the president of the HSA, and lay members from Blessed Sacrament. Members serve 3-year terms and may serve consecutive terms.

The School Advisory Council is appointed by the pastor of Blessed Sacrament. The objective of the School Advisory Council is to make recommendations to the pastor and principal on matters of policy that will aid in the operations of the school and will assist them in implementing the policies of the Diocese of Charleston at the local level. The School Advisory Council is not constituted to serve either as a grievance committee or as an arbiter in school disputes.

2012 DIOCESAN POLICY ON SEXUAL MISCONDUCT

On December 12, 2011, the Most Reverend Robert E. Guglielmo, Bishop of the Diocese of Charleston, signed an updated policy, "Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel (2012)." This policy is more inclusive than previous policies and embraces circumstances of child and sexual abuse, reporting procedures, and electronic world elements – such as the internet, social networking, texting, gaming, etc., - that were not as problematic in years past. This 2012 policy is concurrent with an updated Code of Conduct.

A copy of the policy may be obtained from the school office, downloaded from the school website, or downloaded from the Diocese of Charleston website (www.catholic-doc.org; Office of Child Protection Services link). The school-specific form that acknowledges your compliance is available on the school website and also at the school office.

ADMISSION POLICIES AND PROCEDURES

The schools of the Diocese of Charleston follow a non-discriminatory policy in regard to race, color, and national origin. Admission is open to all religious denominations.

Acceptance is contingent upon space availability and other factors, including an applicant's academic and disciplinary records. Because Catholic education is the primary mission of all Catholic schools of the Diocese of Charleston, priority may be given to Catholic parishioners. As support for BSCS is provided by Blessed Sacrament additional priority may be given to families of Blessed Sacrament Parish, followed by members in other parishes, then non-Catholic students.

BSCS adheres to the South Carolina Department of Education requirements for admission.

- Students entering K3 must be 3 years old on or before September 1st and completely toilet trained.
- Students entering K4 must be 4 years old on or before September 1st.
- Students entering K5 must be 5 years old on or before September 1st.
- Students entering first-grade must be 6 years old on or before September 1st.

Students are evaluated throughout the year on their ability to handle and meet the academic and disciplinary requirements of BSCS. Enrollment and re-enrollment preference is given to current BSCS families in good standing (academic, disciplinary, and financial).

Documentation for Enrollment

At the time of registration, all new students seeking admission to BSCS must submit the following documents:

- Application Fee

- Copy of Birth Certificate
- **K3 and K4 ONLY Social Service DSS Form 2900**
- SC Immunization Certificate
- **Religious Exemptions for Immunizations are not permitted as per Bishop Robert Guglielmone's letter dated March 13, 2015.**
- Copy of Baptismal Certificate (Catholic applicants only)
- Parishioner Verification Form (Catholic applicants only)
- Current Report Card (grades 1-8)
- Standardized Testing (grades 1-8)
- Documentation related to medical, cognitive, behavioral, special needs, etc.

BUCKLEY AMENDMENT/CHILD CUSTODY

BSCS abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents: In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a situation where two "originals" are needed, please let the school office know.

RE-ENROLLMENT

Currently enrolled students are the first to be registered for the next school year. The information concerning re-enrollment is distributed in January or earlier. Adequate time for re-enrollment and payment of the fee is provided to these families. Siblings of current students are enrolled after the re-enrollment. Enrollment is ongoing. Official enrollment for the next school year begins in January.

TRANSFER/WITHDRAWAL

In the best interest of the students, the school and family should work together in partnership. Just as the parent has the right to withdraw a child, so too, does the school reserve the right to require the withdrawal of a student. Should a student need to withdraw before the school year ends, all books and materials belonging to the school must be returned. All fees paid to the school are nonrefundable. All financial obligations must be met before records are sent to another school.

ACADEMICS

ACCELERATED READER (AR)

Accelerated Reader is a computerized reading program for students to earn "points" for books read. The online program includes tests to assess comprehension. Teachers may include the points earned in when determining the reading grade. Computers for the AR tests are in the 1st-6th grade classrooms. The AR tests are taken with permission of the homeroom teacher. The tests may not be taken during lunch and/or recess periods.

CURRICULUM

The curriculum is approved by the Catholic Schools Office of The Catholic Diocese of Charleston.

The program in the pre-kindergarten and kindergarten classes recognizes the developmental needs of young children. Readiness skills in religion, math, reading (including phonics) language arts (including handwriting), social studies, along with exploration of art, music, physical education, library, Spanish.

Students in 1st through 8th grades study: religion, math, ELA which includes grammar, writing, reading (Grades 1-5), Literature (Grades 5-8), spelling (Grades 1-5), Vocabulary (Grades 6-8) and phonics (Grades 1-3), handwriting (Grades 1-5), science, social studies (Grades 1-6), American history (Grades 7, 8), SC History (Grades 3, 8), Pre-Algebra (Grade 7), Pre-Algebra II (Grade 8), and special areas of art, computer, library, music, physical education, and Spanish. High school Algebra I and Spanish I are options for qualifying 8th graders.

ACADEMIC PROBATION (MIDDLE SCHOOL)

Serious academic deficiencies may result in probation. Failing two or more major subjects may result in academic probation for middle school students, which, in turn could result in the student not being allowed to participate in school-sponsored extracurricular or sport activities. Academic probation, like behavioral probation, may result in dismissal from the school.

ACADEMIC SUPPORT

Academic Support is available to all students. There are three ways a student can be referred for academic support: (1) a parent completes a referral form; (2) the teacher completes a referral form; (3) the parent provides documentation of the need for academic support and/or accommodations. The form can be obtained by emailing Mrs. Katie Arthurs (karthurs@scbss.org).

Referrals are reviewed by the Academic Support teacher, principal, and homeroom teacher. The Academic Support teacher will meet with the parent to determine how the student's needs can be best met. A *Student Improvement Plan* will be created to outline services and/or accommodations the student will receive.

Who qualifies for Academic Support?

- Students in grades 1-8 who score below the 30th percentile on the MAP Reading and/or MAP Math assessment.
- Students with an active IEP or 504 plan (documentation required).
- Student Action Team referrals.

MAP Testing will occur three times a year. Therefore, students may "graduate" from Academic Support or be added for support throughout the school year.

All parents will participate in an initial conference prior to services beginning.

Can a student qualify for accommodations without Academic Support?

- Yes. Classroom accommodations can be implemented without qualifying for Academic Support.
- Yes. Students who have previously received accommodations based on doctor recommendations and/or teacher recommendations guide accommodations
- The Academic Support teacher will monitor and adjust accommodations as needed.

If a student has received services in prior years, does s/he automatically qualify for Academic Support?

- No. Students must meet requirements to receive Academic Support. The Academic Support teacher will continue to monitor students who previously received services to ensure that academic growth continues.

Is there a fee for Academic Support?

- No fee for Reading
- \$25 fee for Math materials

Testing (at another facility)

If a student needs evaluation by an outside agency and academic records and/or behavioral observation forms are required, the request to send the information must be approved by the principal, who may authorize the school office to comply as indicated. All such forms are sent from the school directly to the agency/evaluator.

These completed forms are not considered part of the school record and are maintained in a separate folder.

ALGEBRA I

Math courses for 8th grade students include Pre-Algebra II or Algebra I. To determine the appropriate placement, permanent records for each rising 8th grader are reviewed. The overall and area-specific MAP scores and the class-specific 7th grade averages are utilized in determining the placement.

Algebra I is not an 8th grade requirement but may be taken for high school credit. When the first Progress Reports are issued, placement of Algebra I students is re-evaluated. If a student is not showing adequate proficiency, a parent-teacher conference will be scheduled to discuss whether the student should continue in that placement. Algebra I students whose average is 75 or below at the end of the first quarter may be moved to Pre-Algebra II. After the second quarter, Algebra I students will have the option of transferring to Pre-Algebra II.

Although an average of 70 is considered passing, a final average of 80 in Algebra I is required for a recommendation to geometry in high school.

If a student is not recommended for Algebra I but the family selects the high school credit class, a Course Change Authorization form must be signed by the parent and student. Likewise, if the family chooses for a student not to take Algebra I, a parent must sign a form of refusal. Every student must pass a math requirement to complete 8th grade.

SPANISH I

Qualifying 8th grade students may take Spanish I for high school credit. During the 2018 -2019 school year all 8th grade students will take Literature and all students will take Spanish I. Students in Spanish I are required to complete 8th grade summer reading.

To determine appropriate placement, permanent records for each rising 8th grader will be evaluated. The overall and area specific MAP scores and subject specific 7th grade averages are utilized in determining the placement.

The placement of students assigned to high school classes is re-evaluated mid 1st quarter. If a student is not showing adequate proficiency, a parent-teacher conference will be scheduled to discuss whether the placement is appropriate. If a student is not recommended for Spanish I but the family selects the high school credit class, a Course Change Authorization form must be signed by the parent and student. Likewise, if the family chooses for a student not to take Spanish I, a parent must sign a form of refusal.

AWARDS AND HONORS

Opportunities for recognition are presented through possible participation in spelling bees, history fairs, science fairs, essay contests, math competitions, sporting events, art competitions, and other projects endorsed by BSCS. Additionally, the following are part of the school award program and curriculum:

- Principal's List (quarterly)
- First Honors (quarterly)
- Second Honors (quarterly)
- St. Thomas Aquinas Award (quarterly)
- Knights of Columbus Essay Award (Grades 6-8)
- National Junior Beta Club Membership (Grades 6-8)
- Duke Talent Identification Program (Grade 7)
- Outstanding Eighth Grade Scholars (Grade 8)

BETA CLUB (JUNIOR)

The Junior Beta Club is a nationally recognized service club for qualifying 7th and 8th grade students. Criteria include academic and behavioral expectations. To qualify for Jr. Beta Club membership, the student must have a combination of A's and/or B's in all major and minor subjects and receive "Satisfactory" effort assessments in special area subjects. A student may be removed from the

Beta Club if he/she no longer meets the academic and/or behavioral requirements.

EXAMS

Students in the 6th grade **do not take** midterm and final exams. Students in the 7th and 8th grades take midterm and final exams. Students with a 92 (or above) final average in a subject may exempt the final exam. Regardless of the grade average, students must take Algebra I or Spanish I exams.

Absences for situations other than significant illnesses may result in a zero grade for the exam. Only students who are ill on exam days are allowed to make up the exam.

Although initially tentative, the exam dates are posted on the yearly school calendar and on the homepage monthly school calendars for December and May. Students receive the exact dates and times of their exams several weeks before those tests begin. No more than two exams per day are scheduled (except for make-up exams).

Completed/graded exams are not distributed to parents or students. If a parent would like to see the exam, this can be arranged with the teacher after all students have taken the exam.

GRADING SYSTEM

In grades 1 through 8, letter grades of A, B, C, D, F are issued. In grades 5 through 8, numerical grades are given. Special area subjects receive participation grades of S+, S, S-, or U, Principal's List, First Honors, and Second Honors.

The academic awards are Principal's List: 92-100 (A's in every subject) with all "personal habits" considered satisfactory or outstanding; First Honors, (combinations of A's and B's in every subject) with all "personal habits" considered satisfactory or outstanding; Second Honors, 83-91, (a grade of B in all subjects) with all "personal habits" considered satisfactory or outstanding.

Report card grades reflect daily student work (classwork and homework), test scores, class participation and teacher observation.

GRADING SYSTEM

A+ = 98-100	A = 95-97	A- = 92-94	D = 70-73
B+ = 89-91	B = 86-88	B- = 83-85	F = Below 70 (unsatisfactory)
C+ = 80-82	C = 77-79	C- = 74-76	

K3 - K5 Report Card GRADING SYSTEM

M = Mastered

W = Working on it

N = Needs Improvement

S = Taught in Spring Semester

HOMEWORK

Homework reinforces what is taught in school and gives the student an opportunity for independent practice. Parents are expected to emphasize and support completion of homework. Teachers do their best to structure homework and test schedules in the best interest of the students. We realize students have different capabilities and interests, and the teachers try to stay within the guidelines listed. Below are rules of thumb for what is considered reasonable amount of time for daily homework assignments:

- Kindergarten: 15 minutes
- Grades 1-3 30 minutes
- Grades 4-6 45-60 minutes
- Grades 7-8 60-90 minutes

If a student is having any difficulty with these assignments then parents should contact the teacher to discuss the matter.

MISSED ASSIGNMENTS

The school policy is "if the child is too sick to come to school, the child is too sick to do missed work." However, there are instances when a student may be absent from school and still capable of doing missed work. These would include the student's contagiousness more than ill feeling; a prolonged illness; the grave illness or death of a relative.

Please email the teachers regarding missed assignments. Otherwise, the student must check with the teacher(s) immediately upon returning to school.

Credit for missed work is given only if the student has had less than 10 absences.

It is the responsibility of the parents to email the teachers(s) directly for missed class assignments. Most teachers have the homework assignments posted on their class pages. **Whether and when missed work needs to be completed and the timeframe given to complete the work is at the discretion of the teacher.** If books are needed, they may be picked up in the school office, between 3:15 and 3:30 pm.

VACATIONS

Vacations during the school year are discouraged. However, if parents choose for their child(ren) to be absent for a vacation (family reunion, family activity, etc.), notification (written or emailed) must be given to the principal no less than 7 days of the impending absence so approval to complete missed assignments can be considered. No "missed" work will be advanced for the student to complete before or during the vacation.

HONOR ROLL

The three levels of honor roll include:

- Principal's List: A's (92-100) in major subjects
- First Honors: A/B, combination in major subjects
- Second Honors: a grade of B (83-91) in all major subjects

To qualify for any of the honor roll levels, there cannot be a "U" (unsatisfactory) in any special area (participation) subject. Supplementary Information and Work Study Habits must have "O" for outstanding or satisfactory (unmarked or "S").

PROMOTION/RETENTION/TRANSFER

Promotion

A student is promoted if he/she has successfully completed the requirements of the grade.

Retention

Students may be retained if either or both of the following conditions exist:

- Has not passed all major subjects in that grade
- Is socially, emotionally, or physically unready for the next grade

Failure in one major subject requires summer school or 30 hours of mandatory tutoring. A student may not remain more than 2 years in the same grade and may not be retained more than twice during the elementary grade tenure; i.e., one retention is allowed in the primary grades (1-3); one retention is allowed in the intermediate grades (4-5). Students in middle school (Grades 6-8) who need to be retained will do so at another educational institution. Failure in two major subjects requires repetition of the grade. Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content and only if the child would substantially benefit from the opportunity to repeat the grade. The principal and the teacher in consultation with the parents make the decision of promotion, conditional promotion, and retention. The decision of the principal is final and binding. Retention decisions will be carried over into alternative school placement, if applicable.

Transfer

In the event that a parent wishes his/her child to be in the next grade and the school believes that retention is in the child's best academic interest, the parent must provide justifying documentation which will be maintained in the permanent record. The permanent record, however, will indicate that the student was "transferred" – not promoted - to the next grade and against academic advice.

ACADEMIC SPORTS PROBATION GRADES 3-8

We expect student-athletes to maintain academic and behavioral standards keeping with the Blessed Sacrament Catholic School Parent and Student Handbook. A student will be considered *ELIGIBLE* to participate in interscholastic athletics for Blessed Sacrament Catholic School teams if their most recent academic report reflects:

- A passing grade in all core subjects
- A *Satisfactory* grade or better in all special area subjects
- A *Satisfactory* grade or better in conduct for all subjects

A student-athlete will be considered **ON PROBATION** should his/her most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. One or more failing grades in any subject
2. Below Satisfactory in any special subject areas
3. Disciplinary action resulting in excessive detentions, demerits, or suspension

Probation is a two (2)-week period during which a student-athlete works to improve his/her grades and/or conduct. During this two-week period, a student is still considered a full, participating member of the athletic team, but *time should be spent wisely in improving one's grades and conduct*. Student-athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling.

Evaluating Probationary Improvement

A student-athlete remains a full, participating member of a team if his/her grades at the end of the probationary two-week reflect a passing average or better in every class, and the student-athlete maintained conduct in keeping with the Blessed Sacrament Catholic School Parent Student Handbook.

Ineligibility

A student-athlete will be considered *INELIGIBLE* for sports at Blessed Sacrament Catholic School Sports Program should there no improvement after the two-week probationary period. They will remain ineligible until the next report card is issued. Ineligibility means that a student-athlete cannot participate in practices or games.

ATHLETICS

Participation in the athletic programs is available to all BSCS students. The sports teams are parish-sponsored, and the students must register on the teams of their parish. Each parish has an athletic director who arranges for sign-up periods, tryouts, and practice schedules. With approval from athletic directors of both parishes, exceptions may be made. Non-Catholic students and students from other Catholic parishes must contact an athletic director since league guidelines may apply. Qualifying 7th and 8th grade students may be eligible to participate in certain sports programs offered by Bishop England High School. Please contact www.behs.com for more information.

Academic and behavioral eligibility requirements are issued and managed by the athletic directors. Enforcement of and adherence to their policies are the responsibilities of the athletic directors and coaches. All coaches must meet the criteria for volunteers established by the Office of Child Protection Services. Certification of coaches is managed by the parish liaisons for the Diocesan Office of Child Protection Services.

The sports opportunity depends on the number of interested participants and the availability of coaches.

<u>Fall Sports:</u>	Volleyball (girls)	<u>Winter Sports:</u>	Basketball (boys and girls) Spirit Team (girls)
<u>Spring Sports:</u>	Tennis (boys and girls)		

REPORT CARDS/COMMUNICATIONS/CONFERENCES

Report cards (Grades 1-8) are issued four times during the school year. **RenWeb, is our online grading management system. You, as parents, are able to have access to your child's grades and when the quarter ends, access to your child's report card.** Parent-teacher conferences are not limited to report card time. If the need for a conference does arise, the parent or the teacher may request one. By having this communication between home and school, the goals of education can be achieved. Conferences can be arranged by emailing your child's teacher. Email is the preferred communication. We encourage you to email teachers with concerns, for conferences, etc. Teachers are asked to respond to email correspondence within 24 hours.

You will be able to print off your child(ren)'s report card at your convenience. **BSCS will mail home the final Report Card,** however you do have access to the report card online.

PARENT-TEACHER CONFERENCES

Parents and/or teachers may request a conference. It is important for parents to keep track of their child/children's work and request a conference if they feel the student is not managing school work capably. The conferences are scheduled directly with the teacher by email. Email addresses are in the "Directory" at the beginning of this handbook. You can also find the teacher emails on the school's website under the "Academics" tab listed as Faculty and Staff. Please call the office if the teacher has not responded to you within 24 hours after sending the email. Please email the principal if your child's teacher has not emailed you in a timely fashion.

Teachers do not meet with parents without appointments. The occasions of Open House, Meet the Teacher, HSA meetings, fundraising activities, and/or school functions are not appropriate times to talk about a student's academic progress or behavior at school.

K3/K4/K5 Report Cards

K3, K4 and K5 students receive their report cards two times a year – in January and at the end of the school year. K3, K4 and K5 parents will have access to RenWeb and will be able to receive their child's report card on RenWeb. In January you must login and create a password. This is the only way you will have access to view your child's report card. It is the parent's responsibility to print off the Report Card in January.

Although the early dismissal days may not be consistent with the report card dates for Kindergarten students, the times of dismissal still apply to ALL students.

SAINT THOMAS AQUINAS AWARD

Each quarter, the teacher in each homeroom chooses two students for the St. Thomas Aquinas Awards. This award is for exceptional conduct. Efforts are made for the award to be received by different students each quarter.

SPECIAL AREA SUBJECTS

The special area classes (art, computer, library, music, PE, and Spanish) are considered participation subjects. For Grades 1 through 8, the students in these classes receive S+, S-, S, or U. Students are graded on participation and effort. A participation subject grade of "U" will prohibit a student being awarded the Principal's List, First Honors, Second Honors or Beta Club membership.

Teachers of special area classes can assign projects for their classes. These projects will be graded for content, quality, and effort.

MIDDLE SCHOOL REPORT CARD

Report Cards for 6th, 7th, and 8th grades do have Midterm and Final Exam columns listed. This column is only listed for those students who, as 8th graders, are taking Algebra I and Spanish I (high school level courses). The midterm exam and final exam in all other subject areas are averaged in as 2 test grades.

STANDARDIZED TESTING

Grades K5-8 take the MAP Tests. The students will have this testing three times a year. There is Fall, Winter and Spring Testing.

*Parents are notified of the testing dates for these tests - on the website, and on the monthly and yearly calendars. It is important that the student be present for these tests and that no medical or dental appointments be scheduled on the testing days. **Homework is allowed on the testing days.***

FINANCES

TUITION/FEES

Blessed Sacrament Catholic School operates on tuition and support from Blessed Sacrament Catholic Church. The tuition and fees are set annually and approved by the Finance Committee of Blessed Sacrament Parish. Please contact the principal or Tuition Manager for specific questions regarding payment schedules, fees, tuition, late payments, etc. If you have any questions, please contact the school and speak to Mrs. Linda McHugh (lmchugh@scbss.org).

The tuition rates are based on parishioner status confirmed by the Catholic Parishes, with the largest discount provided to active parishioners of Blessed Sacrament.

Tuition Agreement

For all students, new and returning, Catholic and non-Catholic, the Tuition Agreement is a contract that must be completed by each family at BSCS. Dependent on the parish (if Catholic), it may require the pastor's signature. The Tuition Agreement delineates the amount that the family agrees to pay.

Tuition Assistance

Tuition assistance may be provided to active parishioners of Blessed Sacrament. The application for consideration for tuition assistance must be made through the churches, not the school. This should be done as early as possible during enrollment or re-enrollment.

The Father McCarthy Scholarship Fund generates funds for emergency and tuition assistance for current families at BSCS. Financial assistance may also be available through the Exceptional SC program (www.exceptionalsc.org) if the student qualifies and the Elizabeth Ann Seton program administered by the Diocese of Charleston. Please contact the school principal for information.

Delinquent Payments

The school budget requires that families stay current with their tuition and fees payments; timely payments are essential to the operation of the school. It is also a matter of justice for families to pay the amounts to which they committed on their tuition agreement forms.

- Families who are more than 15 days late with their tuition payment will be charged a \$25 late fee.
- Report cards and progress reports are held for students whose families are delinquent in their payments.
- Records will not be sent to other schools for students whose families are delinquent in their payments.
- Families who are more than 2 months behind in their tuition payments may be asked to make a workable payment plan or asked to withdraw from BSCS.

- If a financial problem may affect payment of any of the school fees, the situation should be brought to the attention of the Tuition Office and/or the principal.

Returned Checks

If a check is returned for insufficient funds, future payments be requested by cashier's check or in cash. A \$12.00 bank fee be added to the amount of the returned check.

Overpayment

Overpayments are donations to BSCS.

Refund Policies

All tuition and fees are non-refundable.

FIELD TRIPS

Field trips are highly educational, and at least one is planned for each grade during the school year. All field trips have approval from the principal, and the expense and educational value is considered. The cost of the field trip is the responsibility of the parent.

If a student has a specific health, behavioral, or learning issue, the teacher may require that the parent attend.

A field trip is a privilege extended to each student. Students on academic and/or behavioral probation, or who the Principal and/or the teacher determine cannot attend the field trip and/or the field day activities, must still attend school.

Transportation for Field Trips

Transportation to and from the field trips and field days has been provided by a chartered bus service. If a bus is used for a field trip, it will be included in the cost of the trip. **We will begin using parent-provided transportation for field trips beginning in 2017-2018 school year. When doing so all policies of the Diocese of Charleston must be followed. In accordance with our Diocesan insurance policy, all parent drivers must have a copy of their insurance card on file in the school office and must fill out the Field Trip Trip Driver Form. A copy of a driver's license must be on file. This process will take approximately 2 weeks to complete.**

All field drivers and chaperones must do the followings:

1. Take the Safe Haven Training course and print off the certificate when finished and turn into the office.
2. Fill out the Diocese of Charleston Background Screening Form completely with the following exceptions:
 - Volunteers who plan to drive students on field trips or any school sponsored activities must fill out Driving History section. Anyone who drives on field trips must go to Catholic Mutual Group website and watch the Defensive Video and the Church Transportation Video.
 - For Volunteers, only HSA officers need to fill out "Credit History" section
3. Read and sign the Volunteer Code of Conduct.
4. Read and sign the the Acknowledgement of Receipt of the policy.

Permission Slips for Field Trips

Permission slips for field days and field trips are required for students. The permission slip forms typically accompany the information about the field trip and include a "return by" date. Faxed copies of the student permission forms are acceptable. Electronic permission and handwritten notes are not acceptable.

Non-Attendance of Field Trips

Since field trips are part of the BSCS curriculum that coordinates with what the students are learning, student participation is required. If a student chooses not to attend the field trip, he/she cannot attend school that day and are marked absent (unexcused). A project will be assigned to the student. The teacher will determine the project and due date of the project.

Parent Attendance on Field Trips/Field Days

All accompanying parents must have completed the requirements mandated by the Diocese program for volunteers. Additionally, accompanying parents must also complete the waiver paperwork for adult field trip participants. Accompanying parents are responsible for their cost, must provide their own transportation, and may follow the bus or meet the class at the field trip destination. *If a field trip has limited space or if additional supervision is not needed, parental participation may be limited or denied. Accompanying parents need to remember that they are there to assist with the entire class and that the field trip is for the students. The conduct of the parents should be professional, not intrusive (allow students to answer the questions), and not distracting (no cell phone usage, limited parent to parent socialization). The focus of the accompanying parents needs to be the students and the benefit of the field trip.*

An accompanying parent may take his/her child home after a field trip. However, the parent must provide a "leaving early" note (as if it were a regular school day), indicating that the student will not be returning to school with the class. Depending on the time, the school absence policy may apply.

Non-BSCS students (including siblings, visitors, etc.) may not attend school-sponsored field trips, even as guests of accompanying parents.

TECHNOLOGY CONCERNS

BLOGS

Engagement in online blogs, such as, but not limited to, Facebook®, Instagram, Snapchat, KiK, MySpace.com.®, Xanga®, Friendster®, Twitter®, etc., may result in disciplinary actions if the content of a student's or parent's blog includes defamatory comments regarding the school, faculty or other students of the school.

No parent should open a Facebook® or any other online account under the name of the school or a particular grade or class. The only official BSCS Facebook® page is the one created and monitored by the school. A parent who chooses to create such an account may subject his/her child to dismissal from the school.

CAMERAS

Personal cameras, including those on cell phones and other electronic devices, are disruptive and not allowed during the school day. Should the camera become visible, be used, etc., it will be brought to the school office and the student will be subject to disciplinary action. Only a parent may retrieve the confiscated item. There may be occasions (i.e., field trips) where students may have cameras, and this is with specific permission from the principal.

CELL PHONES (STUDENTS)

Personal cell phones, like other electronic devices, are disruptive and not allowed in view in the school building. Although cell phones may be a contact method for some households, should the cell phone become visible, be used, ring, etc., it will be brought to the school office and the student will be subject to disciplinary action. The discipline issued will depend on the amount of disruption. Only a parent may retrieve the confiscated item.

Students are not allowed to use their cell phones at any time, for any reason, on school premises (during school or Extended Day). If a student needs to make a call home during the school day, the request is made to the principal.

On occasions (i.e., field trips) students may have electronic devices, and this is with specific permission from the principal. Even in these circumstances, the cell phone is used for its camera function. Texting and/or posting to any social media site are not allowed.

COMPUTER USAGE

Most families have home computers, so use of the school computer for homework and projects is not often needed. Using BSCS computers outside of the assigned Computer class time can be done

with the direction of the teacher and permission from computer teacher. No one is allowed in the computer classroom without permission from the computer teacher and the presence of a BSCS teacher.

Specifics of BSCS computer usage is detailed in the Internet Usage Policy. Although compliance with the policy is implied by enrollment at BSCS, a signed “hard-copy” of the agreement to the policy remains on file at the school.

Users of the school computers are responsible for damages to the equipment caused by negligent actions. Any attempt by the student or family member to enter or alter the school network may result in the student’s expulsion from school.

School computers, like school lockers, belong to the school, and may be inspected without notice. The network administrator or principal may review files to maintain system integrity and insure that the system is being used responsibly. Students should not consider that the files are private.

INTERNET

Access to the internet enables students to explore thousands of libraries, databases, and websites throughout the world. While the intent at BSCS is to make Internet access available to further the educational goals and objectives, the parents/guardians are responsible for setting, conveying, and instilling the standards for their children. In addition to the Internet and Computer Usage Policy, the school utilizes an approved filtering program that limits the sites available for student use. The computer teacher has real-time visibility of the sites accessed by the students.

INTERNET AND COMPUTER USAGE POLICY

The Internet Acceptable Use Policy is on the school website. Parental permission for the student’s internet use, although implied by enrollment at BSCS, includes that a “hard copy” of the consent is on file at the school office. The agreement form must be received by the school within 7 days of the student’s first day at BSCS to allow the student to have internet access.

The school reserves the right to refuse internet access to any student; this may be a result inappropriate internet usage – onsite and off-campus, by BSCS or any other, including personal, computers.

INTERNET PUBLICATION (See Publication of Student’s Work)

iPADs/iPAD Agreement

Classes who have been issued iPads must comply with the iPad Agreement. The agreement must be signed by the student and parent.

CHROMEBOOK Agreement

In the 2018-2019 school year, Chromebooks have been issued to the 7th and 8th grades. The 7th and 8th grades students must comply with the Chromebook Agreement. The agreement must be signed by the student and the parent.

ELECTRONIC DEVICES

Not only are personal electronic devices disruptive to the student and to the class, having expensive items at school is tempting for others to use, borrow, harm, damage, etc. Thus, students cannot have electronic devices at school during the school day.

Electronic devices include, but are not limited to: cell phones, iPhones, iPads, Kindles, CD players, DVD players, radios, cameras, laptop computers, pagers/beepers, laser pointers, headsets, electronic games, MP3 players, iPods, etc.

Should a student bring any electronic device to school and it is visible, used, heard, etc., the item is brought to the office and the student will be subject to disciplinary action. The student’s parent may retrieve the item.

There may be occasions (i.e., field trips) where students may have cameras with specific permission from the principal.

At no time is a student allowed to text, post, etc., to any social media site including, but not limited to, facebook, Twitter, Instagram, Storybook, etc. during the course of the school day.

BSCS is not responsible for items or contents of items confiscated from students.

ELECTRONIC READERS

Electronic readers may be brought to school but used only for the reading of books. Should the reader be used otherwise, it will be considered an electronic device and subject to the above policy.

BSCS reserves the right to inspect and disallow the book or informational material that the student is reading on the electronic reader or another electronic device.

FACEBOOK

BSCS is on facebook (www.facebook.com/blessedsacramentschoolsc) Postings are reviewed, and approval has been given for all students whose pictures are posted on the site.

INSTAGRAM

BSCS is on Instagram and this account is controlled by BSCS. Approval has been given for all students whose pictures are posted on the site.

Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

LAPTOP COMPUTERS

Personal laptop computers, like other electronic devices, are disruptive and not allowed in school. It will be brought to the school office and the student will be subject to disciplinary action. Only a parent may retrieve the confiscated item.

On occasions, a student may be allowed to use a personal computer for a specific presentation, but this permission may only be granted by the principal. BSCS is not responsible for the computer, either confiscated or bought with permission.

BSCS reserves the right to inspect the visible contents of the computer or any electronic device that has been confiscated, since at that point, it is in the possession of the school office and/or principal.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices (iPads, etc.) face suspension and/or expulsion.

SOCIAL NETWORKING SITES

Teachers are professional and their relationships with students and/or families must remain professional and respectful. Teachers have been advised to avoid "friending" students and/or their parents in social networking sites. *"Friending" is addressed in the 2012 Diocesan Policy on Sexual Misconduct implemented by Bishop Guglielmone. The policy prohibits all personnel, which includes Diocesan employees and volunteers, from friending minors through social networking sites.*

Students should use social networking with care. Students are cautioned on what is included on their personal social networking sites. The internet, especially social networking sites, holds no secrets – hence, "www" – the worldwide web.

From time-to-time, teachers and parents may hear of derogatory remarks and distasteful pictures posted about BSCS students, faculty, staff, parents, etc. Although these issues may have been posted “in jest,” from frustration, or merely as conversation, it can be characterized as slander or harassment. Parents will be notified of the postings and students will be required to remove them. Otherwise, disciplinary and/or legal actions may follow. These types of posts may, by law, be considered “cyberbullying.”

Social networking sites are not available within the school. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in defamatory light face detention, suspension, or expulsion.

TEXTING

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension.

OUR PRAYER LIFE

MASS

Beginning with the **2018-2019** school year, the School Mass is celebrated weekly on **Mondays** at 8:00 a.m. School Mass is also celebrated on the Holy Days of Obligation, Ash Wednesday and days when Father Joseph’s schedule necessitates a different day. All parents, grandparents, guests, etc., are invited to attend the school Mass. Grades 1 through 8 attend Mass throughout the year. K5 will attend Mass towards the end of September. K3 and K4 will attend prayer services when Father and their teachers determine they are ready. In April, K4 will begin attending School Mass with the rest of the school.

MEDITATION

Our students, led by their teachers, take time out of their day to focus on Our Lord.

RELIGIOUS ACTIVITIES

As a Catholic school, BSCS is committed to providing a sound religious foundation for students. As part of their daily religion classes, students are taught the customs and traditions of the Catholic community. Included are ways of prayer and liturgical worship that are distinctively Catholic.

All students who attend BSCS must study religion as part of their academic program and attend the religious services scheduled by the school.

SERVICE PROJECTS

The purpose of the stewardship program for the students in BSCS is to provide the students with the opportunity to make a difference in our school, parish and surrounding communities. This is done by each grade having a specific saint-related service project that is researched and developed. The projects are spread throughout the school year.

OUR SCHOOL DAY

As a Christian community of faith, and a community within the United States of America, BSCS begins and ends each school day with a prayer being said by the faculty, staff, and students. Each morning, the prayer is followed by reciting the Pledge of Allegiance. Students then recite the Student Pledge.

Prayers

Father Joseph joins the office in the mornings to start the school day with a brief scripture reading

and a morning prayer. The morning prayer may be the Lord's Prayer or a prayer that is specific to the church season (Advent, Lent, Easter, etc.). We end the day with the Act of Contrition or another prayer. Each class offers a prayer of thanksgiving at lunch. The morning prayer time is at 7:50 am, the dismissal prayer is at 2:55 pm during our afternoon homeroom period.

Student Pledge

As a member of Blessed Sacrament Catholic School community,

- I will show respect for myself and others at all times.
- I will honor my work and the work of others.
- I will show integrity and honor in all of my accomplishments
- I will treat all that I meet with the kindness of Jesus.

ATTENDANCE: ABSENCE and TARDIES

ATTENDANCE

The South Carolina laws on school attendance mandate a joint responsibility between parents, students, and the school. Title 59 of the South Carolina Code of Law holds parents directly responsible for assuring that their children attend school regularly. This responsibility starts with kindergarten enrollment. Penalties for truancy are strict and can include fines to jail sentences for parents.

In conformity with state regulations, school is in session 180 days unless a weather or national emergency forces closing. South Carolina state law requires that students attend school for 170 of the 180 days of attendance. Excessive absences or tardiness may cause the school to take action for failure to attend.

On the first day that a student returns to school after an absence, the student must present to his/her teacher a **written excuse** from the parent/guardian. This note needs to list the child's full name, date(s) and reason for absence, and parent signature. Any incident of a communicable disease must be reported to the school office. If a child is absent three or more consecutive days, a medical excuse from a doctor must accompany the absence note. **Students not present at school may not participate in extracurricular activities on the day of the absence.**

Students are allowed a **total of 10 days (excused and unexcused)** - regardless of the classification or justification of the absence. The 10 days include accumulated partial day absences. Students are required (and allowed) to make missed work up (but not in excess of one week and dependent on the number of days missed). Although the teacher may choose to do so, it is not his/her responsibility to reteach lessons missed during absences.

Absence from school may occur for these reasons:

- A student illness where attendance would endanger the health of others
- An appointment for professional evaluations
- The serious illness or death in immediate family
- Participation in a pre-approved activity representing the school
- A reason deemed appropriate by the principal

After an absence, it is the student's responsibility to request the missed work from the teacher and to work with the teacher to establish a timeline to makeup missed assignments, tests, and quizzes.

Reporting Absences

When your child is absent from school, please notify the school office by phone (843-766-2128) or email (sbendt@scbss.org or the student's teacher) by 9:00 am. It is permissible to leave a message concerning the absence on voice mail. If a call is not received, the office may call the parents to inquire about the absence.

Students will be required to take, upon the day returned, any tests that had been scheduled for

that day. Long-term work or projects due during the absence receive a late penalty of not less than 10%.

Absences in excess of 10 days per year (excused and unexcused) may result in retention of the student. After the 10th absence, the parent will be required to meet with the administration.

Thus, "optional" absences could make the student vulnerable for retention or lower grade should an illness occur. Should a significant illness occur after 10 absences, the parent will meet with the principal to determine whether the missed work will be completed for a grade.

If a student accumulates 10 absences during the school year, all additional absences must be due to illness. After 10 absences, physician (not parent) documentation of the absence may be required.

Anticipated Absence

Absences interrupt a child's learning and can hamper progress during the school year. Family vacations should be scheduled in advance so the teacher and parent can develop a plan for making up missed work. Parents are expected to notify the teacher in advance and obtain as much of the work as possible before an extended absence. All work will be made up upon the student's return to school. Teachers will establish a reasonable time frame for the work to be completed. Work not made up will result in lower grades. Report cards will not be provided in advance for students anticipating an absence.

If parents are going out of town and leaving another responsible adult in charge of the children, they must notify the school office in writing and provide in advance the name, address, phone numbers and other necessary information regarding the care of the children while they are absent.

Appointments (Medical, Dental, Etc.)

Early dismissal (except for school-scheduled early dismissal days), including medical appointments and out-of-town trips, cause class interruption; therefore, any type of early dismissal is discouraged. Likewise, medical appointments should be scheduled after school hours. However, when an appointment cannot be scheduled at any time other than during the school day, a written note must be sent to the student's homeroom on the morning of the planned early dismissal. We cannot assure prompt dismissal when the school office did not receive adequate advance notification.

Students in grades K3 through 5th will be called to the office once the designated adult arrives at the school office to sign for the student. *Students in middle school (Grades 6-8) can only be called to the office at the beginning and/or at the end of a class period. Should the desired sign-out time be during class, the student reports to the office prior the start of the class.*

Sign-Out Procedure

Upon arrival to the school office, the parent completes an entry in the "sign-out" book, giving the time of and the reason for early dismissal. If returning to school after the appointment that day, the student reports to the school office to sign-in before returning to his/her classroom.

Part-Day Absences

Part-day absences are half-day or whole-day, depending on the amount of time missed. All absences, including half-day absences, are included in the total. The breakdown is as follows:

- Arrives after 7:45 am and before 10:00 am: Tardy/Late
- Arrives after 10:00 am: Half-day absence (morning)
- Leaves before 11:30 am and does not return: half day absence (afternoon)
- Leaves after 11:30 am and does not return: half day absence (afternoon)

ARRIVAL, TARDINESS, DISMISSAL

School begins at 7:45 am, and concludes at 2:55 pm. Students are to report to their homeroom no later than 7:45 am. Students are not permitted on church or school property (including the playground) until 7:20 a.m. After 7:20 am, all students are expected to go directly to their assigned supervised area. The safety of all children is our top priority. Any child left unattended before 7:20 am by their parent/guardian will be sent to early bird and billed the established rate. Due to liability issues, there

are no exceptions. **Students must be in their classrooms when the 7:45 am bell rings or they will be marked tardy. If they arrive after that 7:45 am bell they will be marked tardy.**

- Consideration is given for days of documented excessive traffic, accidents, etc.
- Tardies are recorded and maintained as part of the permanent school record that, like absences and grades, transfers with the student.
- Since tardiness interferes with students' progress in school and disrupts classroom teaching, parents should see that their children cultivate and value the habit of punctuality and arrive at school on time.
- **After 10 tardies, the parent must meet with the administration to discuss a plan for improved punctuality. Please leave your home early enough to compensate for on-the-way "situations" as well as those at BSCS (delay in students' exiting).**

The office area is very busy at dismissal time. Unless you are picking up a child for an appointment, we ask that you avoid coming into the office at that time. If you need assistance, please call the office.

- If there is a change in the way in which a student is going home from school, a note must be sent to the teacher or the school office must be notified, 843-766-2128, or email to sbendt@scbss.org before 2:00 pm. Transportation changes are included in the announcements before the afternoon prayer.

School Hours

The daily bell schedule and the hours of operation – specifically the carline, Extended Day, lunch/recess, school office, and tuition office – are included in the front of this handbook (Daily Schedule).

ARRIVAL/DISMISSAL

Carline ends at 7:40 am. School begins at 7:45 pm. and ends at 2:53 pm. BSCS does not have bus service. Students come in the morning and leave in the afternoon by automobile, walking, or bicycles.

- **Arrival: 7:45 am.** The arrival bell rings exactly at 7:45 am. Students must be at their desks in their classrooms at 7:45 am
- **Dismissal: 2:55 p.m.** The dismissal bell rings exactly at 2:55 pm. Students line up in the assigned hallways from 3:00 pm. when carline begins. Carline ends at 3:15 pm.

ANIMALS IN SCHOOL

Animals may provide good educational experience and may only be brought onto the school campus for that purpose. Thus, advance approval must be obtained from the principal before any pets or other animals are brought onto the school campus or into the school buildings. The behavior of the animals and/or the students cannot be predicted or guaranteed. In addition, students and/or teachers may have allergies to specific animals.

BANK-IN-SCHOOL

Bank-in-School is a program for students to open an account with South State Bank and make deposits with the "banker" during recess/lunch periods on designated days.

BIRTHDAYS

Students celebrating birthdays and half-birthdays may wear TAG day clothing on their birthday or half-birthday. The student must let the homeroom teacher know before the birthday/half-birthday the date that he/she will not be in school uniform.

If the birthday/half-birthday is on a weekend day, the student may wear TAG day clothing on the Friday before or the Monday after. If a student's birthday/half-birthday is on a Mass day, Ash

Wednesday, or any Friday during Lent, the student may wear TAG day clothing any other day during that week. If the student's birthday/half-birthday is on a designated TAG day, the student may wear TAG day clothing on the next day.

Students may bring a snack to share on their actual birthday or half-birthday. The treat is delivered to the school office if brought by a parent. It is the teacher's discretion when the treat may be shared.

Students may not celebrate both a half-birthday and their actual birthday in the same school year!

Distribution of private party invitations is discouraged at school. Under no circumstances are invitations to be distributed at school unless every student of the same gender in the class receives one.

The school office does not provide addresses or phone numbers of school families. The school directory provides information for those who wish to be listed. To obtain an electronic copy of the school directory, please contact the school office.

BUDDY DAYS

Buddy Day is scheduled monthly and will be held on a Monday, toward the end of the school day into the enrichment period (2:21-2:53 pm). Each class has a corresponding Buddy class. The teachers of both classes coordinate the activities for Buddy Day. Exchange of gifts for Buddy Day is not allowed.

CHOIR

The children's choirs at BSCS provide music for specific weekend Masses at Blessed Sacrament Church. Typically, the practices are weekly after school. BSCS students (2nd-8th grades), regardless of parish or religious affiliation, may participate in choir.

HEADSETS

Headsets are allowed only in the computer class. When not in use, the headset for computer class should be kept in a ziploc bag labeled with the student's name and kept in the student's classroom.

LIBRARY USAGE

Although the BSCS library does not charge fines for overdue books, the parent is responsible for paying for books that, at the end of the school year, are damaged or not returned. The final report card may be held until the payment is received.

PERFORMANCE DAYS

Mini-performances are scheduled monthly throughout the year. These performances are on designated afternoons – although the time may vary, depending on the class schedules. Primarily, these activities are done by specific classes and may be poetry recitations, musical performances, etc.

CARLINE

Morning Carline (7:20-7:40 am)

The morning carline begins promptly at 7:20 am and ends promptly at 7:40 am. Students arriving before this time must report directly to the Extended Day/Early Bird Program. There is a fee for this service.

Students who are in carline, who are "inside the gate," who are in the school office (and who have not first been to class), etc., are tardy and will be marked accordingly.

Tardies: To be on time, students need to be in their classrooms when the 7:45 am. bell rings. Students arriving inside the building after 7:45 am. are tardy and must go directly to the classroom. If a student arrives as prayers are being said, the student will remain in the office for prayers and then report to the classroom. All non-medical tardies are "unexcused." Students arriving after 8:30 am report to the office before reporting to class.

Although the gates may remain open until the line of traffic ceases, this is a courtesy that

saves time for the parents. ***The arrival bell rings exactly at 7:45 am – the time when students must be in their classrooms. Students who are in carline, “inside the gate,” etc., are tardy.***

Afternoon Carline (3:00 - 3:15 pm)

Students are dismissed in the following order:

- Extended Day students to their assigned areas
- Carline riders
- Walkers and bicycle riders, after the carline ends

BICYCLERS

Students who live nearby may ride their bicycles to/from school after completion of the “Bike Rider/Walker Permission Slip and Indemnity Agreement.” Like walkers, the students who ride their bikes are dismissed after carline ends.

Carline numbers are used for dismissal pick-up. Students line up in the middle school building (odd numbers) or lower school building (even numbers), depending on the carline number issued to the family. **The dismissal carline ends promptly at 3:15 pm.** Students who are not picked up by 3:15 pm are assigned to Extended Day Study Hall, and a fee is charged for the time. Except to meet with a teacher or the principal, parents are not allowed in the school while arrival and dismissal carlines are ongoing. Those parents must remain in the office until the meeting time.

CARLINE

Although “on paper” the carline procedure appears complicated, it is quite organized. It works best when all families “obey the rules” and use common courtesy. Each family must sign the Transportation Agreement as agreement to the carline policy and to the route that must be followed.

The carline numbers issued to families are used in the afternoon (dismissal carline). Only the BSCS-issued numbers (orange) may be used. Parents cannot pick up their children from the carline halls while carline is in process. Emergency evacuation procedures are on the back of the carline number card.

Families who do not have the BSCS issued number card when picking up the student in carline must report to the school office to sign for the student.

Carline Procedures

Morning

The morning carline (arrival) begins at 7:20 am. BSCS families must not arrive in carline earlier than 7:20 am. *Cars in carline before 7:20 am are in violation of the Transportation Agreement.*

The carline travels in single file, across Saint Teresa Drive, through the parking lot between the church and the Parish Hall, around the Parish Hall to the basketball goal, where students exit. Drivers should proceed in line in order and pull up to the next stopped car. Students should be prepared to exit when the car has stopped.

A carline map is distributed to all parents at the beginning of the school year and all drivers are expected to follow the directions given.

K3/K4/K5 Students

Since K3/K4/K5 students are escorted by hand to the kindergarten building, drivers should ***lower a window on the driver’s (left) side of the vehicle as a notification that a kindergarten student is in the car.*** K3/K4/K5 students must exit from the back seat of the vehicles and from the left (driver’s) side. K3/K4/K5 students must wait in the car until someone is available to accompany the student to the kindergarten building. You do not need to escort your child to the classroom.

1st-8th Graders

Students in 1st-8th grades exit the vehicles from the right (passenger’s) side. All students will enter the building through the door on the right in the breezeway (Extended Day hallway). The younger

students may initially be escorted to their building by the teachers on duty. In those situations, drivers should *lower a window on the passenger's (right) side of the vehicle as a notification that a younger student will exit that side of the car.*

When the 7:45 am Bell Rings

Morning carline ceases promptly at 7:40 am., when the “school begins” bell rings. There is no late bell.

Although the gates may remain open until the line of traffic ceases, this is a courtesy that saves time for the parents. *Because the gates are still open does not mean that the student is not tardy!* Students are to be seated in their classrooms by the 7:45 am. bell, or the student is tardy.

Afternoon Carline

Carline numbers are for dismissal (afternoon) pick-up. Students line up in the middle school (odd numbers) or lower school (even numbers) buildings.

The afternoon (dismissal) carline begins at 3:00 pm Drivers should not arrive before 2:30 pm. *Arriving before 2:30 pm is a violation of the Transportation Agreement.*

At a school function during the year, “carline places” may be available for bid. The families winning these auctions are entitled to first and second spot in the carline. They line up at the gate by the Parish Hall.

Cars line up along the right-hand side of Moore Drive. Cars may enter the carline from Saint Andrews Boulevard, turning at Moore Drive. Cars entering from Savannah Highway should turn at John Wesley United Methodist Church (also Moore Drive) and proceed to the carline. Cars line up along the right-hand side of Moore Drive and wait until directed by a teacher or volunteer to enter the school property.

Cars will be directed to cross Saint Teresa Drive and enter the parking lot between the church and Parish Hall, separating into two lines – “odd carline numbers” (outer lane) and “even carline numbers” (inside lane). Both lanes proceed to the area between the Parish Hall and the school with the “odd” line on the right and the “even” line on the left.

Students assigned odd numbers are picked up from the middle school building. Students assigned even numbers are picked up from the lower school building.

Carline Courtesy

While in carline (morning and afternoon), it is important that we, BSCS families and employees, continue to be “good neighbors” – not blocking driveways, and proceeding slowly with caution.

Do not enter the carline from Savannah Highway at Blessed Sacrament Church. That street is designated for the safety of walkers and bike-riders.

Families who are abusive to others in the morning or afternoon carline and/or anyone affiliated with the arrival or dismissal of the students may lose the opportunity to participate in the dismissal procedure. Dismissal of children of those families who do not obey the route and courtesy rules will be picked up from Extended Day after 3:30 p.m., and the Study Hall/Extended Day rates will be charged.

Just a few reminders!

- *The neighbors call the office when **their driveways are blocked!***
- *The neighbors call the office to **report excessive speed** – especially when approaching the Extended Day closing time.*
- *The neighbors (and BSCS drivers) call the office when the route is not followed .*
- *BSCS drivers call the office when someone “cuts” in line – either while waiting or as the line begins.*
- *The person letting you “cut” in line is likely the one who calls the office to let us know that YOU are not following the rules!*

Carline Numbers

For the safe dismissal of students, each family is issued a carline number. That number is displayed on two authorized carline cards with the same number. A parent may contact the school office for additional carline cards. The color of the card changes from year to year. For 2018-2019, the carline

card is **ORANGE**.

Each car must have an authorized card when picking up the student. **Handwritten or “facsimile” numbers are not accepted.**

If the BSCS issued carline number is not available or is not displayed, the driver must park in a designated area (for odd: between middle school and lower school; for even: on St. Teresa Drive), come into the school office, and sign for the students.

Although this policy can be frustrating as many families are well-known to many at the school. However, we must be consistent in enforcing this policy. It is for the safe and careful dismissal of our students – your children!

TRANSPORTATION AGREEMENT

All drivers who participate in the arrival and dismissal of students at BSCS are expected to exhibit proper “auto” etiquette and safety while in the carline and to abide by the transportation policies outlined in the Transportation Agreement.

As indicated in this agreement, concerns and/or complaints from other drivers, teachers, and/or neighbors may cause your withdrawal from participating in the carline. This would require the student to go to Extended Day instead of the carline and be dismissed from Extended Day at 3:30. A fee will be charged.

COMMUNICATIONS

Calls for Students

Students will not be called from class for phone calls. In the case of an emergency, the call should be made to the school office, and the message will be given at an appropriate time to the student. Emergency messages to students do NOT include “don’t forget to bring home....”, “what’s the password for the computer?”, etc.

Calls Made by Students

Students often request to use the phone to call for forgotten homework, books, projects, etc., or for permission and/or confirmation of “who rides home with whom,” for non-school issues (regarding sports uniforms, etc.), etc. This type of calls home should not be the routine. Whether these calls are allowed is at the discretion of the principal.

The school may request that a student call home for a specific purpose: to serve a funeral, transportation change because of a cancellation, etc.

CALENDAR

The online school calendars show the day-to-day activities for students and families. The monthly school calendar is updated daily - as the information becomes available.

The yearly calendar shows the specific dates established prior to the start of the school year, highlights early dismissal days, “no school” days, and specific testing days. This calendar is linked on the school home page. **All calendars are subject to change.**

CANCELLATION OF SCHOOL

For the preliminary notification of school closure, BSCS usually follows the determination of the Charleston County School District (CCSD). BSCS can deter from Charleston County if we feel we need to close or open. After the preliminary notification, information concerning BSCS closures/openings will occur through School Messenger. School closure is also posted on Facebook.

If a local emergency occurs, such as the failure of essential equipment, flooding, or similar safety risks, the announcement of BSCS cancellation or early dismissal is made as soon as possible. We also utilize area radio and television stations to announce an unanticipated closing as well as make every effort to post emergency situations on the BSCS website and on our Facebook page.

CHANGE OF CONTACT INFORMATION AND ADDRESS

It is very important that the school be able to contact parents in the case of emergency and/or administrative reasons. Thus, the contact information needs to be up-to-date. This includes home address, phone numbers (home, work, cell), email addresses, and places of employment. It is the parent's responsibility to notify the school office immediately if there is a change of information. You may email, call, or send a note to the office about information changes.

CLUBS/ACTIVITIES (NON-ATHLETIC)

A variety of school-sponsored clubs and activities meet during the year. A student's participation depends upon meeting both academic and behavioral eligibility requirements - i.e., to participate, students must be in "good standing". Teachers/Sponsors of the activities must request (in writing or by email) and receive permission from the principal before the activity can be considered as school-sponsored. The request must include the list of all students who participate. Absences for school-sponsored activities do not count toward the number of days missed. The availability of certain clubs may depend on faculty and/or parental sponsors.

CODE OF CONDUCT (VOLUNTEERS/EMPLOYEES)

The Code of Conduct for Church Personnel is an essential part of the criteria mandated by the Diocese of Charleston. This agreement was revised concurrent with the implementation of the 2012 Diocesan Policy on Sexual Misconduct. The Diocese requires that all employees and volunteers sign that they agree to and will abide by the updated Code of Conduct.

COMMUNICATION

Good communication between a parent and a teacher is vital to a student's success in a school. There are many ways of communication for parents and teachers to share information about a student's performance and/or school activities.

For Information on School Activities

- School website (www.scbss.org)
- Monthly school calendar (school website)
- *School Messenger*
- Student folders
- Phone call or email to the school office (843-766-2128, sbendt@scbss.org)
- HSA Meetings (September/October, January, March, May)

For Information on Student Performance

- Email teacher (addresses in handbook)
- Parent-Teacher Conferences (appointments arranged by email)

Students and parents must never contact teachers at their home or cell phone numbers.

CONFIDENTIALITY

Every effort is made to maintain confidentiality of the contents of each student's permanent school record, including any current situation that may affect the wellbeing of the student. **All school and church personnel (staff, volunteers, etc.) must sign a Confidentiality Agreement.**

As you would not want the information concerning your child discussed with other parents, information concerning other students will not be discussed with you!

DIRECTORY

The school directory is available electronically and only available to BSCS families upon email request. No paper copies are printed. A notation is made on the homepage when the directory is

available for request.

Although inclusion in the directory can be assumed by enrollment at BSCS, the Student Directory Information has an “opt out” opportunity.

EARLY DISMISSAL DAYS

Although BSCS tries to keep early dismissal days to a minimum, some situations (parent-teacher conferences, faculty meetings, etc.) may require an early dismissal.

For days requiring a 12:00 noon dismissal, there is no school lunch period and Extended Day is available on those days. Check the school calendar for the days when Extended Day is NOT AVAILABLE.

Please check the school year calendar to confirm the early dismissal days.

EDUCATIONAL RECORDS

BSCS abides by the Family Education Rights and Privacy Act (FERPA) for student’s academic records. FERPA regulations include that:

- Parents have the right to inspect and review their child(ren)’s education records
- Schools are not required to provide copies of records to the parents.
- Parents have a 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 has a right to a formal hearing. After the hearing, if the school decides not to amend the record, the parents have the right to place a statement in the record setting forth their view on the contested information.
- Parents may, in writing, request that BSCS release information from their child(ren)’s education record.

The following records may be disclosed, however, without parental consent:

- To schools with legitimate educational interest
- To schools to which a student is transferring
- To specified officials for audit or evaluation purposes
- To appropriate parties in connection with financial aid
- To organizations conducting studies for the school
- To accrediting organizations
- For a lawfully issued subpoena or judicial order
- To officials for cases of health and safety emergencies
- State and local authorities pursuant to state law

Homeroom teachers keep student report cards from grading period to grading period. Parental requests for copies of report cards, may be made in writing (note, email) to the teacher.

Parents are encouraged to make a copy of the report card for their records. If an additional day is needed to make the copy of the report card, the parent should send a note explaining the situation to the teacher.

Except for report cards, specific to BSCS and Diocesan policies, a request for records must be received from that school or agency. The information is sent by the school office to the requestor. Otherwise, the school office maintains the “white card” part of the permanent record and standardized test scores. Copies of these transcript items will not be given to the parents.

If copies are requested for more than two schools or agencies, a fee for copies may be charged. Therefore, parents are strongly encouraged to make copies of these documents to file for safe-keeping if needed.

Non-custodial parents, upon request, may have access to unofficial copies of student records in compliance with the provisions of the Buckley Amendment. Photocopies of report cards and progress reports can be sent to non-custodial parents upon request unless a court order on file at the school indicates otherwise.

No part of the official record (report cards, transcript) is sent (even to non-custodial parents) unless all financial obligations to BSCS and/or Extended Day have been settled.

EMERGENCY PROCEDURES - FIRE DRILLS & OTHER SAFETY MEASURES

Emergency drills (fire, earthquake, tornado, lockdowns, evacuations) are held periodically so that teachers and students are familiar with procedures and able to respond quickly in the event of a real emergency. Fire drills are held monthly to ensure that each student is aware of fire exits. Evacuation exits are posted in every classroom, and students are instructed in the proper procedure. If evacuation of the school is required, all students will be escorted to Brennon Street. This will be practiced at least once a semester. Should our students need to be evacuated further, the reunification location will be the Ashley River Baptist on Savannah Highway. The information is on the back of the carline number cards. *In the case of an emergency early dismissal, the parents are notified by School Messenger, a telephone/email message service. **All families are enrolled in this program.*** We take all reasonable measures to keep our students safe and calm in the event that a crisis situation develops during the school day. Each teacher has a copy of The School Safety Book, an in-house procedural policy guide for medical and non-medical emergencies.

Evacuations: Should we evacuate the school for any reason, the first place the students would go is the church, if we must go further, then we proceed to Brennon Street, if we need to go further, the police will direct us. Parents would be notified of any evacuation by the School Messenger through phone call and email. All that we ask is that you **listen to the complete phone message before calling the school.**

Lockdowns: Should there any type of lockdown at the school, once the lockdown is over, we will notify the parents through School Messenger by phone call and email. Once again, we ask that you **listen completely to the message before calling the school.**

Please know we have your child's safety as our utmost priority. We will always be following the directions of Charleston Police Department.

EXTRA HELP SESSIONS (AFTER SCHOOL)

Teachers are available for extra help study sessions on a scheduled basis. It is the student's responsibility to let the parent know of the study session and the time that it will end. These students may be picked up at the "double gates" on St. Teresa Drive. If the parent is not available when the study session ends, the student will go to Extended Day and the standard "drop-in" fee will apply.

FACULTY MEETINGS/TEACHER INSERVICE DAYS

Throughout the year, faculty meetings and teacher in-service days are scheduled. As the teacher in-service days are typically scheduled by the Diocese of Charleston and require attendance by all teachers within the Diocese, students do not attend school on these days.

Please check the school year calendar to confirm which days have an early dismissal.

SCHOOL MESSENGER

Specific announcements for BSCS are distributed through School Messenger – a telephone and email message service. School Messenger is used for emergencies (cancellation of school) and for weekly updates (School Happenings) from the principal. **All families are automatically enrolled in this program.**

STUDENT INFORMATION SHEET

The Student Information Sheet also serves as Extended Day registration. *The Student Information Sheet also contains statements of compliance with BSCS policies and serves as a contract between the student and parents with the school. Please make sure that the information provided is current. Please update the information should your address, contact information, etc., change.*

MEDICAL/MEDICATION POLICY

PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.

Non prescription medication (Advil, Tylenol) and long term medication may be given by school personnel provided that the prescribing physician completes a Diocese of Charleston Catholic School System Medication Permit Form. Parents must bring the medication and DOC's Medication form to the school office. *School personnel will not give antibiotics.* All medication must be in original prescription bottle, properly labeled by a registered pharmacist. It is the parent's (s') and/or guardian's (s') responsibility to refill and return the prescription when needed. The Diocese of Charleston of Charleston School System Medication Permit Form is available in the Blessed Sacrament Catholic School Office.

EMS

If a student requires extensive medical intervention, the emergency may preclude calling the family before EMS. Efforts will be made, however, to contact the family during the emergency. The EMS charge is billed to the parent or parent's insurance. If EMS determines that transport to a hospital is necessary, every attempt is made to contact a parent for consent to transport. However, if a parent cannot be reached, EMS is required to take the student to the nearest hospital (Charleston County EMS policy).

Children who have an allergy will be required to have on file at school a note from their attending doctor outlining the allergy and describing any accommodations needed while the student is at school.

EMERGENCY INFORMATION

Emergency forms will be signed at the beginning of each school year. It is vital this form be current and accurate. The school is to be informed of any change of address or telephone numbers.

ILLNESSES

When should my child stay home?

A good rule of thumb for deciding whether or not to send a child to school is to ask: "Would I want a child with these symptoms sitting next to my child?"

The student who attends school while sick or returns to school and has not completely recovered from an illness usually prolongs his/her own return to health and places the health of others in jeopardy.

Students who have had a contagious illness and been absent for 3 or more consecutive school days must bring a physician's note stating the diagnosis and that return to school is permissible.

Students who remain in the sick room for more than one-half hour may be considered absent for the time missed from class – including "en route" time when parents have been called for the student.

A student must not come to school if she/he:

- Vomited during the night or morning before school
- Had/has a fever the evening or morning before school
- Had/has symptoms of any contagious disease (including, but not limited to, flu or flu-like symptoms)
- Has pink-eye (can return after 2 doses of antibiotic)
- Has head lice (can return after initial treatment)

BSCS is not equipped to take care of sick students, so please do not send your child to school when he/she is ill. Please use good judgment when deciding if your child should be kept home.

Children who are ill should remain at home. **A student must be fever free for 24 hours.** Although the medication may help the student feel better, it only remedies the situation a few hours.

EMERGENCY PROCEDURES (MEDICAL)

All medical emergency injuries and situations – to employees (includes substitute teachers), students, and non-employees (includes visitors, volunteers, etc.) - require that the school office be notified immediately. The school office will handle the procedure from that point. If asked, be prepared to be involved - but only if asked. If EMS is needed, the principal will make the call.

ACCIDENTS/INJURIES

The school's insurance coverage assists with medical expenses of students, employees, and non-employees who receive an injury while at BSCS. The school office must be notified immediately in these situations. The school office is responsible for completing the paperwork to document the injury/accident and notifying the school insurance carrier.

Student Accidents/Injuries

If a student is injured (major or minor) at BSCS during school hours, the school office must be notified immediately. First-aid will be performed. If the parent(s) and/ guardian(s) cannot be reached, the emergency party will be called. This person's name should be on the Emergency Information sheet, which is filled out at the beginning of the school year and returned to school. Please instruct this person as to what to do in your absence, especially if both parents work. Inform the school of a NEW emergency party if a change occurs.

Property Damage

Should property on the school premises be significantly damaged, the school office should be notified and a report is completed. Police involvement and photographs may be required.

MEDICATIONS

The Diocese of Charleston does **NOT** allow the school (staff or volunteers) to administer medications – prescription (including inhalers) and over-the-counter (including cough syrup, ibuprofen, acetaminophen, antihistamine) on a one-time or recurrent basis without the Diocese-issued authorization (see below) completed by the parent and physician. Without the authorization, the parent must come to the school to give the medicine.

Parents should not send any type of medicine to school. Students, regardless of the grade, are not allowed to have medication in their lockers, backpacks, book bags, purses, pockets, etc., while at school. This applies to eye drops, aspirin, Tylenol, cough syrup, cold medicines, cough drops, and, of course, prescription drugs. Should a teacher notice medicine in a student's possession, the medicine will be brought to the office. This may result in disciplinary action of the student.

At no time should a student share any medications (prescription and over-the-counter) with another student. This is dangerous for any medicine and unlawful for prescription drugs.

The only exceptions are inhalers and EpiPens (see below).

MEDICATION AUTHORIZATION FORMS

The Diocese of Charleston requires that a Medication Authorization form be completed in order for any medication to be dispensed. This form requires physician's and parental signatures. Complying with their regulations, medication must be in its original container, with a pharmacy-generated label that includes specific directions from the physician on the label. This regulation applies to prescription and (see below).

The specific medications indicated on these authorizations must be brought to the office by a

parent and will be kept in the school office. [EpiPens and inhalers, given their urgent nature, are kept either with the student (bookbag) or by homeroom teacher (especially the younger students).]

EpiPen Authorization/Inhaler Authorization

If a student suffers from allergic reactions, asthma, and/or breathing difficulties that require access to an EpiPen and/or inhaler, the student will be allowed to keep it in his/her possession or with the homeroom teacher (younger students primarily).

A completed Diocesan Inhaler Authorization or Diocesan EpiPen Authorization is needed to allow use of the treatment while in school. EpiPens and inhalers are the only medications that a student may have in his/her possession or in the classroom.

SICK ROOM

If a student does not feel well in class, he/she should notify a teacher immediately. If the student needs specific attention, he/she is brought directly to the school office by an adult or another student.

If student's illness is non-emergent, care is provided by the school office or volunteer. Basic first-aid can be provided. This includes applying ice, cleaning abrasions with water, applying bandages, flushing eyes with saline or water to remove irritants, gargling with salt water to relieve sore throats, providing crackers and/or ginger ale for upset stomachs, and utilizing other comfort measures.

NO invasive procedures are performed (including removal of under-skin splinters).

NO medication is given unless previously arranged and authorized by the Diocesan Medication Authorization form. Should a medication that has not been authorized by the Diocesan form be needed, a parent is called to administer the medicine.

Afterwards, the student either returns to class or the parents are contacted to take the student home. Students are encouraged to return to class as soon as possible unless the condition determines otherwise. The school does not have a place for a sick student to remain for more than a short time; so, for the student's well-being, the parent, or someone designated by the parent, should come immediately when called. When a parent is notified to pick up a sick child from school, the student is considered absent from time called, not the time dismissed.

DISCIPLINE

BSCS is committed to providing an environment for the student to achieve his/her potential and develop the values of reverence, respect, and responsibility. The BSCS disciplinary rules have been established to maintain the values of our school community and the safety and continued welfare of our students, faculty, and staff. Students are held accountable for their actions. The consequence of their actions is determined by the infraction and the recurrence of the infraction.

A discipline program works best when supported at home; parents and students are expected to support the discipline policy. Trust is essential for the effectiveness of discipline.

Discipline promotes an environment where learning can occur.

- It trains children in appropriate social conduct.
- It helps develop the moral conscience of the child.

In all grades, disciplinary situations are ordinarily handled by the homeroom or subject teacher. As the primary disciplinarians at school, the teachers are responsible for maintaining good behavior and respect in the classroom. The teachers help students adopt behaviors that promote learning, compassion, and consideration of others.

For repeated infractions or consistent disruptive behavior, the teacher may refer the student to the principal after all ordinary means of discipline have been exhausted. If conduct does not improve, a conference with the parent(s), student, teacher, and principal may be required.

The school may also hold a student accountable for conduct at school-sponsored or school-related events, on or off the premises, and/or outside of regular school hours. The school also reserves the right to deny continued attendance to a student whose behavior in a public setting damages the reputation of the school.

Lunch-Recess Detention

Lunch-Recess Detention is typically for minor offenses during class. The detention requires that a student has his/her lunch and recess in a classroom designated for detention. The detention is served on either the day or the day after the infraction – depending on when the misbehavior occurred.

A Lunch-Recess Detention Notice is sent to the parents for signature. The Lunch-Recess Detention Notice must be signed by a parent and returned to the principal by 8:00 a.m. on the next school morning or a demerit may be issued. *By signing the form, the parent acknowledges that he/she is aware of the misconduct and lunch-recess detention and has seen the notice of detention. The parent's signature does not indicate parental agreement with the specifics of the infraction or with the detention.*

Demerits/Disciplinary Action Required Form

For continued misbehavior and/or very serious infractions, demerits may be issued. The number of demerits depends on the severity and repetitiveness of the infraction. Repeated incidents of the same misbehavior/infraction increases the number of demerits issued for each instance. Accumulation of demerits results in Saturday School detention (see below).

If a student reaches 5 demerits, a conference with the principal may be requested. For repeated disciplinary infractions, and/or the accrual of 10 demerits, the student will be on behavioral probation and participation in field trips and other special programs may be denied. Students on behavioral probation must still attend school and be assigned classwork. Mechanisms are in place for students to “earn” their way back to “good standing.”

The Disciplinary Action Required form notifies the parent of the disciplinary incident and the corrective measures taken. The student must return the signed copy of the form to the principal by 8:00 a.m. on the following school day or additional demerits may be issued.

By signing the Disciplinary Action Required form, the parent acknowledges that he/she is aware of the infraction and has seen the form. The parent signature does not indicate parental agreement with the specifics of the infraction or consequence.

The unacceptable behavior and consequential demerits are included below. Any of these and other very serious infractions may result in the student's suspension and/or expulsion.

The policy governing these activities extends beyond the school day, on and off campus.

Unacceptable Behavior and Consequential Demerits

Behavior/Infraction	Demerits (Minimum)
Being unprepared for school	1
Failing to attend a scheduled lunch/recess detention	1
Failing to return Disciplinary Form as scheduled	1
Passing notes in school and/or texting at any time	1
Disrespecting rights and property of others, including others' right to learn	1-2
Disturbing, disrupting, and/or misbehaving in class or hallways	1-2
Failing to comply with school procedures and regulations (including dress code, hair length, facial hair, tattoos, fingernail polish, etc.)	1-2
Defacing or damaging property of teacher or another student or individual	1-3
Defacing or damaging school property	1-3
Forging another's signature	1-3

Lying	1-3
Using profanity	1-3
Verbally threatening harm to others (seriously or in jest)	1-3
Writing threatening messages (seriously, in jest, or online)	1-3
Writing, showing, or demonstrating obscene notes, writing, or gestures	1-3
Being in an unauthorized area	1-5
Fighting or any inappropriate physical contact	1-5
Misbehaving in church	2
Damaging another's reputation	2-4
Harassing, bullying (seriously, in jest, or online)	2-4
Leaving school property or assigned area	2-4
Having electronic device (including cell phone) visible	2-5
Using the internet in school in an unauthorized manner (personal use; MySpace, facebook, Twitter, gaming, Instagram, etc.)	2-5
Cheating	2-7
Stealing	2-7
Using personal electronic device (including cell phone) during school	2-7
Skipping a class	5
Public display of affection	Infraction dependent
Using electronic means to threaten someone	Infraction dependent
Possessing a dangerous or prohibitive object such as but not limited to weapon, matches, lighter, laser, and/or knife	Infraction dependent
Possessing tobacco, alcohol, or drugs	Infraction dependent
Participating in sexual harassment (seriously, in jest, or online)	Infraction dependent

Saturday School

Accumulation of 3 or more demerits results in the student attending Saturday School. The date of the Saturday School is on the Disciplinary Action Form. In addition, a "reminder" will be sent to the parents about one week before the Saturday School is to be served.

Saturday School is from 9:00 to 10:00 am. Students must attend Saturday School in full school uniform. (No PE uniforms allowed in Saturday School.) A fee of \$10 cash per student is required for Saturday School attendance and is paid to the teacher at that time. A parent must accompany and "sign-in" at the school office prior to 9:00 am. The student will be assigned work that will be done in the teacher's classroom. Dismissal is promptly at 10:00 am. A parent must sign to dismiss the student at that time.

Students who arrive late for Saturday School (after 9:00 am) are "no shows." "No shows" for Saturday School must attend two additional Saturday School dates. Late arrivals for dismissal are

charged \$10 for every 5 minutes after 10:10 am.

At the end of the school year, students who still “owe” Saturday School attendance will not receive their report cards. Eighth-grade students who “owe” Saturday School attendance may not participate in graduation activities.

Probation

For serious misconduct a student will be placed on **probation**; that is the student will be given a specific time in which to demonstrate that he/she will observe the policies of the school.

Serious behavioral issues may result in behavioral probation. Behavioral probation results in the student’s not being allowed to participate in extracurricular, school-sponsored, or sport activities. Behavioral probation may result in dismissal from the school.

Mechanisms are in place for students to “earn” their way back to “good standing.”

Suspension

Suspension is a serious action taken by the school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the school community.

- Denial of Class Privileges (In-School Suspension)
- Denial of School Privileges (Out-of-School Suspension)

When a student’s behavior warrants suspension, the principal will inform the parents and seek a corrective program.

Expulsion

Some behavioral situations may result in expulsion. Examples of these situations include:

- Accumulating 30 demerits
- Using or possessing tobacco, drugs, or alcohol
- Using the computer inappropriately
- Possessing a prohibited object or weapon
- Being involved in sexual harassment
- Threatening and/or endangering the moral or physical well-being of others

Any student accused of serious wrongdoing, on or off school grounds, at any time, during school or after school hours, may be removed from school immediately, asked to withdraw, or placed on home study.

A disciplinary conference is called after the principal has spoken with the student, parents, teachers, and/or other involved parties. The canonical administrator (pastor), principal, parents, and student will discuss the course of action. If expulsion is warranted, it is effective immediately. *The final decision for expulsion is made by the pastor.*

Certain behaviors and infractions are more socially unacceptable than others and may require or notification of authorities.

The administration reserves the right to search any person, book bag, electronic device, or locker when the presence of alcohol, tobacco, drugs, or weapons is suspected.

BULLYING

Blessed Sacrament Catholic School has a “NO BULLYING” policy. Our Christian values teach us to respect others, regardless of our differences. Serious disciplinary action will be taken against any student found to engage in bullying practices of any kind. We honor God by treating others with kindness and respect.

Bullying happens when someone hurts or threatens another person on purpose, and the person being bullied has a hard time defending him/herself. Examples of bullying include:

- Hitting, shoving and other acts that hurt physically
- Spreading rumors about others
- Keeping certain people out of a “group”

- Teasing or making fun of someone
- Encouraging others to “gang up” on someone
- Sending inappropriate text, email or instant messages about another person
- Taking, posting or drawing inappropriate pictures or photographs
- Defacing someone’s photograph

Bullying behavior is considered a major infraction at BSCS. Every effort will be made by the Principal to discuss and resolve problems between bullies and their targets. If a solution cannot be reached in a reasonable amount of time and the bullying behavior persists to the interruption of the good order of any classroom, the bully may be subjected to probation, detention, suspension or expulsion.

The basic rules of the school reinforce self-control and accountability for one's self.

DRESS CODE/UNIFORMS

BSCS day-to-day and PE uniforms are required for K4-8th grades and the authorized vendors for purchasing the school uniforms are:

- Read’s Uniforms, 946 Orleans Road (across from Citadel Mall), 843-852-7878
<https://shopreadsuniforms.net/Education> (Code BSCSSC)
- Land’s End
<http://www.landsend.com/pp/schoolsearch.html?action=landing&selectedschoolnum=900171224>

It is required that all uniforms must have the logo that includes the chalice. This includes the polo shirts, PE shirts, PE shorts, PE sweatpants, middle school hoodies, and fleece jackets. No other BSCS logo is acceptable.

K3: All K3 students are to wear play clothes. School uniforms are not required or recommended.

GIRLS

K4-8th Grade Girls:

August-October and April-May/June: may wear logo polo shirt with belted, navy blue shorts (knee-length) or the navy, uniform skort. The shorts must be worn with a navy, black, or brown belt. Shirts must be neatly tucked at all times.

K4-5th Grade Girls

The standard uniform for K4, K5, and 1st-5th grade girls is the BSCS-issued, blue-green, wide-plaid jumper with a white blouse (no lace) that has a tailored or Peter Pan (preferred) collar. The jumper should be knee length. The blouse may have long or short sleeves. **The jumper is acceptable in “all seasons.”**

6-8th Grade Girls

The standard uniform for middle school girls is the BSCS-issued, blue-green, wide-plaid skirt with white tailored blouse or the “chalice” logo polo shirt. The skirt must be knee length. Blouse/shirt must be neatly tucked in at all times and the skirt waistband visible. **The skirt is acceptable in “all seasons.”**

K4-8th Grade Girls

- **shoes:** solid black, brown, cordovan, navy, either leather, suede, or canvas. Dockside and Wallabee style acceptable. Danskos are not acceptable. No sandals or open toe shoes. No high heels greater than 1 1/2 inches. **Boots and high tops are not permitted except with a doctor’s medical excuse.**
- **socks:** solid white, navy, or black **socks must be above ankle and cover the ankle.** Footed

tights (black, white or navy) are permitted. **Sports socks are not permitted.**

- **jewelry:** only 1 pair of small earrings, holy medals may be worn inside blouse or shirt. Watches are permitted. *Watches are not permitted.*
- **hair:** must be clean and styled in a moderate fashion. It may not be dyed, streaked, or multi-colored. Hair can't hang in eyes. No extreme haircuts.
- **Tights and socks are not to be worn together. No leggings may be worn with uniform.**
- **Makeup** (including eyeliner, mascara, eyeshadow, lipstick), nail polish, fake nails, French nails, etc. are not permitted.
- Students with health conditions may wear the medical alert ID jewelry.

Sweatshirts (K4-5th Grade Girls)

Only navy blue cardigans or BSCS "chalice" logoed, navy blue sweatshirts can be worn in the school buildings, Parish Hall, and church.

The authorized BSCS "chalice" hoodies may be worn by middle school students, grades 6th-8th grades (only).

BOYS

K4 through 8th Grade Boys

- Boys in all grades are required to wear navy blue, regulation slacks. The slacks need to be belted, and the belts must be black, brown, or navy - logo free.
- The shirts must be the white, logo (chalice) polo shirt. The shirt must be clean and tucked in neatly at all times.
- During August through October and April through May/June, boys may wear belted, navy blue shorts with the logoed polo shirt.
- **socks: must be above the ankle and visible** in the following colors: plain white, navy, or black socks. Patterned socks are not allowed except on specific "crazy-sock" Tag days. **Sports socks are not permitted.**
- **shoes:** must be solid black, brown, cordovan, or navy – either leather, suede, or canvas. Dockersiders and wallabees are acceptable. **Boots and high top shoes are not permitted except with a doctor's medical excuse.**
- **hair:** must be clean and styled in a moderate fashion. Hair must be tapered, must not touch the collar, must be cut above the ears (not pushed behind the ears), and must not extend to the eyebrows when combed down. All males must be clean-shaven; no facial hair or sideburns are permitted.
- **jewelry:** restricted to holy medal worn inside the shirt. Watches are permitted. *Watches are not permitted. Boys are not permitted to wear earrings.* Students with health conditions may wear the medical alert ID jewelry.

Sweatshirts (K4-8th Grade Boys)

Only navy blue BSCS logo (chalice) navy blue sweatshirts can be worn in the school buildings, Parish Hall, and church. The authorized BSCS (chalice) logo "hoodies" may be worn by middle school students, grades 6th-8th grades (only).

PE Uniforms - Girls and Boys

All students, K4 through 8th, have PE once a week and must wear PE uniforms on their PE days. The students wear solid navy blue, knee length, logo (chalice) shorts, and grey, logo t-shirt or white, logo t-shirt. In cooler weather, navy blue sweatshirts and sweatpants with the school logo should be worn. All of these garment items must have the BSCS screen printed logo (chalice).

For middle school boys and girls, PE sweatpants do not need to be elasticized.

PE socks may be navy, black, or white - sport, crew, or ankle. Ankle must be visible. PE sneakers must be athletic or tennis shoes (closed heel, closed toe, no wheels) of any standard color – either leather, suede, or canvas. Please remember that PE shoes should be safe while running, exercising, and performing other physical education activities. No Danskos, Wallabees, or Converse

All-star high top (Chuck Taylors) shoes are allowed for PE – they are not safe for physical activities. (Wallabee shoes may be worn with the day-to-day uniforms but not for PE.)

Outerwear - Girls and Boys

Students may wear any type of coat or jacket outside. However, the “outerwear” must be acceptable and not advertise drugs, alcohol, weapons, or anything suggestively profane, obscene, or derogatory. Winter hats may be worn outside during colder weather.

TAG DAYS

On days when alternate attire is permitted (TAG days), students are expected to dress modestly and in a manner appropriate for a Catholic school. **Failure to comply with directives results in the student’s calling a parent for his/her uniform.** If a second TAG day violation occurs, the student’s TAG day privileges may be lost for the remainder of the school year.

There are opportunities for TAG days throughout the year, including a designated date (specified by principal) for parents’ attendance at HSA meetings and designated dates (specified by principal) as contest or fundraising incentives. No refunds or credit for unused or paid TAG days. Students may also wear TAG day clothes on their birthdays and half-birthdays.

TAG Day Guidelines/Limitations These guidelines apply for all TAG days.

- Clothing may not advertise alcohol, cigarettes, drugs, entertainment groups, or the like.
- Shirts/tops must be long enough to be tucked in. NO muscle shirts or tank tops are allowed.
- Girls' shirts and dresses must have straps that are at least 2 inches wide and tops cannot be low cut.
- Girls’ shirts and dresses that expose the midriff may not be worn.
- Girls’ shirts, dresses, blouses, etc., cannot have an open back, keyhole back, or any type of opening that shows bare skin at shoulder level or further down.
- Appropriate undergarments must be worn.
- Undergarments must not be visible.
- See-through garments may not be worn.
- All shorts must be knee-length. Athletic shorts (mid thigh), pants, or athletic suits are allowed, as long as they are the appropriate length and not oversized. **RUNNING SHORTS NOT PERMITTED.**
- Skirts, skorts, and dresses must be at least the same length as uniform skirts.
- Capri pants may be worn.
- Jeans may be worn, as long as they are not ripped, frayed, oversized, or “low riders”.
- Regulations regarding make-up and jewelry still apply unless special consideration has been authorized by the principal.
- No high heels, flip-flops, sandals, open-toed shoes, Crocs, or skateboard shoes.
- All shoes must be securely tied or fastened.
- No midriff skin may be shown.

EXTENDED DAY

The Extended Day program is for the convenience of the BSCS families.

- The Early Bird program begins at 6:30 am and ends at 7:20 am.
- The Afterschool program begins at 3:00 pm and ends at 6:00 pm.

Extended Day attendees (Grades 1-8) attend study hall (managed by various faculty and staff) to assist with homework. Once the study hall has ended, students go to one of the Extended Day rooms and **are not allowed back in the classrooms or hallways.**

Extended Day begins the first full day of school and ends the last full day of school. Students who arrive at school before 7:20 am. or are not picked up by 3:15 pm. are taken to Extended Day for supervision. **Beginning with the 2018-2019 school year you will be charged \$10.00 per day if you are late in picking up your child. They will be sent to Study Hall or in the case of a K3-K5 student, they will go to Kindergarten building. No child can wait for their parent in the office for their parent after school hours.**

EXTRACURRICULAR ACTIVITIES

School-Sponsored Activities

Although students are not permitted back into the school or classroom after the school day ends, there may be specific afterschool activities that have a faculty organizer and/or representative. The teachers involved with these activities are responsible for the conduct and safe dismissal of the students.

LOST AND FOUND

All items found on school premises, regardless of value, are brought to the school office. Students may claim them after proper identification. **Please label all book bags, lunch boxes, sweaters, sweatshirts, and jackets with the student's name and grade.** Unidentified or unclaimed clothing is given to those in need.

LUNCHES

Students eat in their homerooms unless otherwise specified. Students may bring their own lunches or order through the school lunch program (Schoolhouse Fare).

Lunches from home should not require heating or cooling. The school does not provide eating utensils or condiments. Students may not bring or have carbonated beverages brought to the school at any time.

Lunch Periods

The lunch schedule for all grades is included in "BSCS Hours" at the beginning of this handbook.

Fast Food Lunches

Parents should not make it a regular occurrence to bring lunch for their children. It is very disruptive to the class lunch period when parents frequently bring lunches – especially from fast-food restaurants, etc. The lunch program provides a variety of choices that should be appetizing to most students.

Forgetting Lunch

If a student forgets to bring his/her lunch, efforts are made to contact the parent to bring lunch or another student may be asked to share. "Forgetting lunch" should not become a habit. The parent should bring the "forgotten lunch" to the office for delivery to the student.

Lunch Monitors

Parents and grandparents are encouraged to be lunch and recess monitors for their child(ren)'s classes. Their presence in the classroom during lunch allows the teachers to join other faculty for their lunches. The students are expected to treat the lunch monitors with respect and appreciation. The lunch monitors should report any misconduct and/or disrespect to the teacher.

PARENT INFORMATION

ALCOHOL/DRUGS (SUBSTANCE ABUSE)

The definition of "controlled substance", "counterfeit controlled substance", and "imitation controlled substance" is contained in the South Carolina Code of Law for 1976, as amended, at Section 44-53-110, and applies to the BSCS Substance Abuse Policy.

While engaging or having engaged in activities on school property or at school-sanctioned/sponsored activities, the following policy applies:

No student shall possess, use, manufacture, sell, dispense, or distribute a prescription drug, controlled substance, counterfeit controlled substance, imitation controlled substance (as defined by South Carolina Code of Law), or illegal drug or narcotic.

- No student shall possess, use, manufacture, dispense, or sell alcoholic beverages.
- No student shall be under the influence of any illegal drug, narcotic, controlled substance, or alcoholic beverage.

The following actions are taken, as needed, on behalf of the student if the principal determines any part of the BSCS substance abuse policy has been violated:

The school will

- Insure emergency medical care
- Notify legal guardian
- Notify appropriate Diocesan officials
- File an Incident Report in student's permanent file
- Notify school guidance counselor
- Notify appropriate law enforcement officials

The following are consequences for violating any part of the BSCS substance abuse policy.

First Offense

The student and his/her parents or the parents' designee must have the student attend a licensed/accredited drug/alcohol treatment center and have progress reported to the principal as the counselor/physician deems appropriate. Failure to comply results in automatic expulsion. When drug counseling is successfully completed and no other violation has occurred prior to the last day of 8th grade, the student's permanent record is expunged.

Second Offense

Permanent expulsion from BSCS. The principal will provide alternative recommendations for the continuing education of the student.

BACKGROUND CHECK

All BSCS volunteers and employees must obtain a background check through the Diocese of Charleston. South Carolina residence and a Social Security number are required for the background screening. The background screening is an essential factor of the policy mandated by the Diocesan Office of Child Protection Services.

All volunteers must complete the Safe Haven Course. See page 43.

CELL PHONES (PARENTS/VISITORS)

Personal cell phones, like other electronic devices, *even when used by adults*, are disruptive. Use of a cell phone (either talking or texting) is dangerous when driving and especially unsafe during carline.

When visiting the school for volunteer or other activities, parents should not use their cell phones while on BSCS premises – playground, school office, classrooms, hallways, etc.

CHILD ABUSE POLICY

BSCS abides by the Child Abuse Prevention, Adoption, and Family Services Act of 1988, which mandates that all cases of suspected abuse and/or neglect be reported to the Office of Child Protection Services. Diocesan policy for prevention of Child abuse, especially sexual abuse, is detailed in the 2012 Diocesan Policy of Sexual Misconduct, Office of Protection Services.

CHURCH PERSONNEL

The Diocese of Charleston designates all administrators, faculty, staff, and volunteers as “church personnel.”

CLASSROOM PARTIES

Class parties may be held to celebrate specific holidays throughout the school year. The party dates are determined by the principal with assistance from the head room parent. The preferred party time should be discussed with the homeroom teacher. The organization of the parties is the responsibility of the room-mothers. The items for the parties are provided by the parents of the class.

FORGOTTEN/LEFT ITEMS

If a student forgets something that a parent chooses to deliver (eyeglasses, lunch box, snack, homework, books, etc.), the item(s) is placed in the teacher’s mailbox for pick-up during a planning period. Other than for “forgotten” eyeglasses, we cannot interrupt a class to make the delivery. Except for lunches, we cannot guarantee that the student receives the item when needed.

HOME AND SCHOOL ASSOCIATION (HSA)

HSA is the parent-teacher organization of BSCS. The objectives of the association include promoting the welfare of students by fostering fellowship and a closer relationship between the home and the school in the training of children in accordance with Catholic philosophy; and raising funds to support school improvements and needs. All families are expected to participate in fundraising events. HSA dues are payable at the first of the school year and are supplemental to those funds raised for projects and classroom needs.

Fundraising activities vary from year-to-year. Although the activities are planned as “fundraisers,” a focus of the events is to foster fellowship at BSCS. Families are expected to support these functions.

Officers serve for one-year term and can be re-elected. If needed, officers may be elected at the last HSA meeting for the upcoming year; or at the first HSA meeting of the school year. The officers, committees, and events are managed by the HSA. Volunteers (parents, grandparents, alumni) are welcomed and encouraged to participate in the HSA functions.

HSA ordinarily meets in September, January, March, and May at 7:00 p.m. in the Parish Hall. Efforts are made for the meeting to last no more than one hour! Parents are notified of the meeting date, time, and details by school website. If it becomes necessary to reschedule a meeting, parents are notified as soon as possible. HSA agendas, minutes, and activity schedule are on the school website.

Other than for the high school credit courses (Algebra I, Spanish I), no homework is assigned on HSA meeting nights.

NOTICES/FLYERS/ANNOUNCEMENTS

Any notices sent through the school must be approved by the principal and distributed by the school office. The “sender” is responsible for photocopying and counting the notices.

Since not all of the presented notices/announcements are accepted for distribution to the students/families, please get approval before copying the flyer.

The notices should be separated into classes and labeled with the homeroom names. The homeroom names and the total number needed per class can be obtained from the school office.

The office makes every effort to get notices placed on Facebook, instagram and on attached the School Happenings.

LAW OF SUBSIDIARITY

This law states that if a parent has a concern about a teacher that the parent must go to the teacher first - before approaching the principal, pastor, school board, superintendent, Diocese Office, or Bishop.

OFFICE OF CHILD PROTECTION SERVICES

The Office of Child Protection Services oversees the programs and criteria for employees and volunteers within the Diocese of Charleston. The Office of Child Protection Services manages the Safe Haven (Virtus) program, background screenings, Code of Conduct, and Policy Acknowledgement for all schools and parishes within the Diocese. This Diocesan office also manages the Touching Safety Program offered each fall to all of the Charleston Catholic schools.

SAFE HAVEN (formerly VIRTUS)

All employees and volunteers must complete the new online safe environment curriculum mandated by the Diocese of Charleston. No participation as a volunteer at the school or church (coaching) can be done until Safe Haven and the other required elements mandated by the Office of Child Protection Services have been completed. Go to <http://charleston.CMGconnect.org>, follow the instructions, complete the training, download and print your certificate upon completion. The certificate is to be brought to school.

PARENTAL BEHAVIOR

Abusive behavior by families during the day-to-day or specific school-sponsored activities will not be tolerated. Not only is it disruptive and upsetting to those involved, it is especially embarrassing for the child(ren) of the family.

If the unacceptable behavior occurs at school, the adult will not be allowed to return onto the premises.

If the unacceptable behavior involves the carline and/or anyone affiliated with the arrival or dismissal of the students, the adult may lose the opportunity to participate in the carline procedure.

If the unacceptable behavior occurs at a school-sponsored activity, the adult will no longer be able to attend the school functions.

If the unacceptable behavior occurs at an athletic (sporting) event, the parish Athletic Association is responsible for the investigation and consequences involved.

PUBLICATION OF STUDENTS' WORK (INCLUDING PHOTOGRAPHS)

BSCS provides information, including student photographs, accomplishments, and honors, as well as activities at BSCS for publication that may include, but not limited to the BSCS facebook site, BSCS, Blessed Sacrament Parish/St. Joseph Parish, and/or Diocese of Charleston websites, BSCS and/or Blessed Sacrament Parish/St. Joseph Parish mailers and/or brochures, Diocese of Charleston publications, church bulletins, newspapers, TV, yearbook, etc.

Parental approval/disapproval for the student to be "published" is indicated on the Publication Policy Permission Form.

PUBLICATION POLICY PERMISSION FORM

Permission for a student's work and/or photographed to be published in local and/or other publications (electronic and otherwise) is given or denied by the Publication Policy Permission Form.

Although consent may be implied by enrollment at BSCS, a "hard copy" of the form must be on file at the school office within 7 days of the student's first day at BSCS.

The Publication Policy Permission Form allows for the "right to be published," "no right to be published," and "the right to be published" only in the school yearbook.

Whether names, no names, names and initials, etc., are provided is outlined in detail on the Publication Policy Permission Form. The form can be downloaded from the school website.

Please note that BSCS is only responsible for the information that the school, itself, provides.

SCHOOL PICTURES – Individual and Class

Individual student pictures are taken near the beginning of the school year and are available for purchase. Parents are notified of the day, time, and other pertinent facts, including what is acceptable attire for the pictures – typically "church clothes." The pictures are taken by a professional photographer and these photographs are used in the school yearbook. Later in the school year, class pictures will be taken.

For the class pictures, students need to be in their school uniforms.

SEARCH

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

TEXTBOOKS

Workbooks are purchased for the student and for the student's use. Although the hardback books remain the property of the school, the student is responsible for these books. Full replacement cost for lost books or repair cost for damaged books is the responsibility of the student. As with other unpaid financial obligations, report cards of students who have not returned or paid for damaged rented books are held.

TOUCHING SAFETY PROGRAM

As BSCS continues its presentation of sexual abuse prevention, "Protecting God's Children" (Touching Safety Program) is provided to schools within the Diocese of Charleston. This program is designed to help create and maintain a safe environment for children and to protect all children from sexual abuse.

The lessons are offered to all students in K5 through 8th grades. The parents receive advanced notice of the scheduled date, and make-up date, of the program. Details about accessing the program guide and an opportunity to "opt out" of the presentation to your child is provided.

VISITORS

Visitors are welcome at BSCS. All visitors must enter through the black gates located by the church office once school starts (7:45am - 3:00pm). You may not use the gates located on St. Teresa Drive or between the Kindergarten building and parish office. This is for security reasons. All visitors must enter at the school office entrance, sign in at the school office immediately, and receive a visitor badge. The visitor badge must be displayed while at the school. You are to exit through the main entrance as well.

VOICE RECORDINGS OF MEETINGS AND CONFERENCES

Any meeting or conference with a teacher or principal **is not permitted** to be recorded. If the teacher or principal discovers it is being taped, you will be asked to delete the recording and the meeting will be terminated. It is at the discretion of the principal to decide when the meeting will be rescheduled.

VOLUNTEERS

BSCS considers volunteers a very special resource. Parents, grandparents, aunts, uncles, alumni are all encouraged to help with school activities and HSA projects.

All volunteers must enter at the school office entrance, sign in at the school office immediately, and receive a volunteer badge. The volunteer badge must be displayed while at the school.

Insurance regulations may restrict the amount of concurrent hours that a non-employee (volunteer) may be at the school. Unless indicated and approved by the principal, volunteer hours are limited to 11:00 am to 12:30 pm. Accordingly, volunteers must not remain on the school campus when not volunteering.

Specific reminders include:

- Volunteers must not use cell phones while "on the volunteer clock" – including field trips and field days.
- Volunteers must not lend their cell phones to students while on school grounds.
- Volunteers need to dress appropriately when volunteering.
- Volunteers need to be cognizant and respectful of the BSCS confidentiality policies.
- Volunteers must not use the computers within the individual classrooms.

- Volunteers need to comply with all school regulations.

Volunteer Eligibility

The school office must maintain a file on every volunteer at BSCS. The file includes confirmation each volunteer has met the requirements of the Office of Child Protection Services.

You must have completed these essential elements before volunteering.

- Volunteers must complete Safe Haven Training and provide the school office with a copy of the certificate verifying completion.
- Volunteers must complete paperwork to have a background screening done through the Diocese of Charleston. The volunteer must provide his/her Social Security number and have a South Carolina residence to be screened.
- Volunteers must sign to acknowledge reading and to abide by the elements included in the updated policy, “Concerning Allegations of Sexual Misconduct or abuse of a Minor by Church personnel (2012)”. This handbook is available at the school office as well as online at the Diocese of Charleston website (www.catholic-doc.org, Office of Child Protection Services link).
- Volunteers must sign that they agree to abide by the updated Code of Conduct (2012).
- Volunteers must sign that they agree to the Diocesan Confidentiality Agreement.

NOTIFICATION TO PARENTS OF STUDENTS AT BLESSED SACRAMENT CATHOLIC SCHOOL REGARDING THE DIOCESAN POLICY ON SEXUAL ABUSE REPORTING

The Diocese of Charleston specifically provides the Victim Assistance Minister to provide pastoral outreach within a setting of compassion, acceptance, privacy and respect. The focus of the Victim Assistance Coordinator is primarily the emotional and spiritual well-being and healing of those affected by the sexually abusive conduct of a priest, deacon, or lay person working within the Diocese. An individual who wishes to make a report of an allegation to the Diocese is encouraged to make contact with the Director of Child Protection Services at 843-853-2130, x206, or to the Victim Assistance Coordinator at 843-856-0748 or the toll free number, 1-800-921-8122.

NOTIFICATION TO PARENTS AND STAFF OF BLESSED SACRAMENT CATHOLIC SCHOOL REGARDING AHERA ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), in 1988 Blessed Sacrament Catholic School performed inspections of each of its school buildings for asbestos-containing materials. The inspections findings and Asbestos Management Plan are on file in the school’s administrative office. As per the requirements, qualified personnel have also conducted additional re-inspections and periodic surveillance.

All of the above-referenced reports are a matter of public record. As such, any interested party may review the documents by simply contacting or visiting the school office during normal business hours.

FINAL NOTE

The School Handbook is intended to describe the philosophy, services, and structure of the school’s education program to parents and students. The changes to the handbook are the result of a committee that included lower school and middle school faculty, administration, parents, and School Advisory Council members.

As indicated in this handbook, parents share the responsibility for their children’s understanding of the mission of BSCS and the rules and regulations that flow from this mission. The enrollment of your child at BSCS insures that you, the parents, and the students, understand the rules and mission and agree to be governed by the provisions in this handbook.

RIGHT TO AMEND

The Diocese of Charleston and the BSCS administration reserve the right, at any time, to amend, adjust, and adapt the policies and procedures outlined in the BSCS Parent-Student Handbook – based on the needs of the Diocese and the school. Notification of changes will be through the Instant Messenger and posted on the school website.

Please contact the school office, principal, or teacher for clarification or if you have a situation that is not addressed in this handbook.

revised August 22, 2018