



**2023-2024**

**PARENT AND STUDENT HANDBOOK**

**BLESSED SACRAMENT CATHOLIC SCHOOL**

7 SAINT TERESA DRIVE

CHARLESTON, SC 29407

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## **I. Diocese of Charleston Elementary Schools Statement of Common Belief**

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the value of human life from life’s very beginning to its natural end. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person – among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275

Based on this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome the families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See <https://sites.google.com/stanneschool.net/doc-teachertoolbox/catholic-identity/diversity-equity-and-inclusion>). Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all – both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

### **INTRODUCTION/OVERVIEW**

Blessed Sacrament Catholic School is accredited by the Diocese of Charleston through the North Central Association Commission on Accreditation & School Improvement (Cognia) and the National Catholic Education Association (NCEA).

BSCS serves students K3 through 8th grade in the areas of academic support, art, technology, music, physical education, and Spanish. High school credit for Spanish I, Algebra I, and Geometry are offered to qualifying students. 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**

Blessed Sacrament Catholic School's commitment to our faith has established a tradition of Catholic values, service, and academic excellence. Students are supported to reach their God-given potential, being offered vast opportunities to grow the mind, body, and spirit. *Accepted by the Blessed Sacrament Catholic School Advisory Council (2023)*

## **VISION**

Since 1948, BSCS has been an educational community dedicated to a strong "Tradition of Excellence" as students have been guided to be involved members of the church and society. With God's grace, BSCS students will continue to enlighten their faith through prayer, service, and love.

## **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 North Central Association Commission on Accreditation & School Improvement (Cognia) as well as in compliance with the Diocese of Charleston and affiliated with the National Catholic Education Association (NCEA).

## **II. Our Catholic Identity**

### **PRINCIPLES OF CATHOLIC IDENTITY IN EDUCATION**

Principles articulate the elements the Church expects to find in all Catholic schools and which distinguish them from other schools. The principles are derived from Church documents related to education, including the documents of Vatican II, documents from the Vatican Congregation for Catholic Education, and the writings of various Popes. The five principles are:

- I. Inspired by Divine Mission
- II. Models Christian Communion and Identity
- III. Encounters Christ in Prayer, Scripture, and Sacrament
- IV. Integrally Forms the Human Person
- V. Imparts a Christian Understanding of the World

### **OUR PRAYER LIFE**

#### **Mass**

The School Mass is celebrated weekly on **Wednesdays** at 8:00 a.m. School Mass is also celebrated on the Holy Days of Obligation, Ash Wednesday. 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.

#### **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.

## **III. Admissions**

### **ADMISSIONS AND ENROLLMENT POLICIES AND PROCEDURES**

The schools of the Diocese of Charleston follow a non-discriminatory policy regarding 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 in grades K5-8. 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 are given to current BSCS families in good standing (academic, disciplinary, and financial).

## **PROMOTION/RETENTION/TRANSFER**

### **Promotion**

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

### **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 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**

Should a student need to be withdrawn 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.

## **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

Parental requests for copies of report cards, may be made in writing (note, email) to the Principal. *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 notify the principal.* 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.

### **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.

***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.***

### **TUITION/FEES**

#### **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. All school tuition, fees, and Extended Day costs will be paid through FACTS. This is mandatory for all families. The tuition rates are based on parishioner status confirmed by the Catholic Parishes, with the largest discount provided to active parishioners of Blessed Sacrament Church.

#### **BSCS Tuition Assistance**

Tuition assistance may be provided to active parishioners of Blessed Sacrament Catholic Church. The application for consideration for tuition assistance must be made through the church, not the school. Please refer to the [scbss.org](http://scbss.org) website for the criteria, application, and instructions. Families must be considered “active parishioners at BSCC” to be considered for an award.

#### **Elizabeth Ann Seton Grant and Bishop’s Fund**

These two awards are allocated by the Diocese of Charleston. Please refer to the [scbss.org](http://scbss.org) website for criteria, application, and instructions. Families must be considered “active parishioners” at a Catholic Church to be considered for an award.

#### **The Father McCarthy Scholarship Fund**

This fund was established to help any family who desires for their child to have a Catholic education. Please refer to the [scbss.org](http://scbss.org) website for information and instructions.

#### **The Exceptional SC Program**

Financial assistance may also be available for students who have an IEP through the Exceptional SC Program ([www.exceptionalsc.org](http://www.exceptionalsc.org)).



### **State or City Ordered School Closures**

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

## **IV. Educational Program**

### **CURRICULUM**

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

### **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. Erin Bellinder ([ebellinder@scbss.org](mailto:ebellinder@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 she/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.

#### **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.

## **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 7-8)
- National Junior Beta Club Membership (Grades 7-8)

### **Honor Roll**

- Principal's List: all grades 92% and above with an S or S+ in Special Area classes
- First Honors: all grades 83% -100% with an S or S+ in Special Area classes
- Second Honors: all grades 82% - 91% with an S or S+ in Special Area classes

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

### **Saint Thomas Aquinas Award**

Each quarter, the teacher in each homeroom chooses 1-2 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.

### **Junior Beta Club**

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.

## **GRADING SYSTEM**

### **Grades 1-8**

In grades 1-8, numerical grades are given. Special Area subjects receive participation grades of S+, S, S-, or U.

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**

M = Mastered

W = Working on it

N = Needs Improvement

### **Grading in Art Courses and Physical Education**

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

## **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. If a student is having any difficulty with these assignments, then the parents should contact the teacher to discuss the matter. **Middle School students may be assigned homework over a weekend.** 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

## **Middle School Testing**

Assessments at BSCS are used to ascertain completion of assignments given and mastery of content/skill. Notification of tests, quizzes, and projects are made in class, listed on the testing calendar, and posted to Google Classroom. Students will not be given more than three assessments on any given day; no more than two of these assessments may be a test (or an assessment weighted as a test). Tests will be announced at least three days in advance.

## **Geometry I**

8th grade students who have completed Algebra I and qualify may be enrolled in Geometry I.

## **7th and 8th Grade Math Courses**

Math courses for 7th and 8th grade students include Pre-Algebra I, Pre-Algebra II, Algebra I, and Geometry I. To determine the appropriate placement, past performance for each rising 7th and 8th grader are reviewed. The overall and area-specific MAP scores and the class-specific 6th and 7th grade averages are utilized in determining the placement.

Algebra I and Geometry I are not 8th grade requirements but may be taken for high school credit. At the end of the 1<sup>st</sup> Quarter, placement of 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. After the second quarter, Algebra I students will have the option of transferring to Pre-Algebra II.

## **Spanish I**

Qualifying 8th grade students may take Spanish I for high school credit.

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 at the end of the 1st quarter. If a student is not showing adequate proficiency, a parent-teacher conference will be scheduled to discuss whether the placement is appropriate.

## **Exams**

Students in 7th and 8th grades take midterm and final exams; 6th grade students take final exams in the Spring. 7th and 8th grade students with a 92 (or above) final average in a subject will be exempt from the final exam. Regardless of the grade average, students enrolled in Geometry, Algebra I and Spanish I must take final exams.

Absences for situations other than significant illnesses may result in a zero grade for the exam. 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.

## **REPORT CARDS/CONFERENCES**

### **Report Cards**

Report cards (Grades 1-8) are issued four times during the school year. FACTS-SIS Portal is our online grading management system. You, as parents, can have access to your child's grades and when the quarter ends, access to your child's report card, provided tuition payments are current. 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 student's report card at your convenience. BSCS will mail home the final Report Card, however you do have access to the report card online for one week.

### **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 FACTS-SIS Portal and will be able to receive their child's report card on FACTS-SIS Portal, provided tuition payments are current. 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. BSCS will mail home the final Report Card, however you do have access to the report card online for one week.

### **Middle School Report Cards**

Report Cards for 5th, 6th, 7th, and 8th grades do have Midterm and Final Exam columns listed. These columns are completed only for students in 7<sup>th</sup> and 8<sup>th</sup> grade. The midterm exam and final exam in all subject areas with the exception of Algebra I and Spanish I are averaged in as 2 test grades. Algebra I and Spanish I exams are averaged according to Bishop England High School guidelines.

### **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 their schoolwork capably. The conferences are scheduled directly with the teacher by email. You can find the teacher emails on the school's website under the "Academic" 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.

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.

## **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, dental appointment or vacations be scheduled on the testing days. **Homework is allowed on the testing days.***

## **PROBATION**

### **Academic Probation**

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

If teachers have academic (failing a course) or behavioral (having been referred to the Principal/suspended) concerns about a student athlete, the Principal will discuss with the student's parents a probationary period during which time the student will be ineligible to participate in practices or games.

## V. Student Expectations

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. All students are expected to participate.

### Prayers

In the mornings to start the school day there is a brief scripture reading and a morning prayer. 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 always show respect for myself and others.
- 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/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 ensuring 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 force 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 or an email** 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 absent at school will not participate in extracurricular activities on the day of the absence, including athletics.**

Students are allowed a **total of 10** absences. 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. 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.

### **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

### **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 at 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)

**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).
- Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

### **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.

It is the responsibility of the parent(s) or middle school student to email the teachers(s) directly for missed class assignments. **Students emailing teachers must copy the parent on all communication.** 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.

### **DISCIPLINE**

When a child does not meet the behavioral expectations of the classroom, it is a learning opportunity for the student so that the behavior will not be repeated. There is often a correlation between misbehavior and a child struggling – academically, socially or otherwise. Educators strive to balance supporting the needs of the individual student with the needs of the class as a whole.

The following behaviors will be managed by the classroom teacher:

- Minor classroom disruptions
- Refusing to follow instructions
- Use of offensive language or name calling
- Misuse of technology
- Being out of seat
- Unpreparedness
- Cheating
- Tardiness to class
- Wearing of a hat or hood
- Uniform infractions

***Parent concerns related to classroom incidents of this nature should first be brought to the attention of the classroom teacher.***

If the behaviors persist after the teacher interventions, the teacher will refer the student to the Principal for a conference. Parents will receive notification of the referral by the teacher. If the student is referred three times to the Principal, Disciplinary Interventions may include: disciplinary conference with parents; behavioral probation contract, in-school suspension, out-of-school suspension, or expulsion.

Any safety concerns – physical aggression/harm (to oneself or others), unethical use of technology, or bullying/harassment – will be brought directly to the Principal.

#### **Bullying/Harassment Policy**

Harassment of any kind will not be tolerated. Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment interrupts the educational process and creates an intimidating or hostile educational environment.

Bullying and harassment include, but are not limited to, the following behaviors:

- Cyber-bullying/harassment
- Physical bullying/harassment
- Retaliation
- Sexual harassment/bullying
- Social/relational bullying/harassment

Please be advised that **cyber-bullying/harassment** includes, but is not limited to, offending, harassing, or threatening others through technological means, including email, instant message, web pages, blogs, videos, digital photo images, and/or text messages; inappropriate content includes:

- Obscene, profane, lewd, vulgar, inflammatory, threatening, and/or disrespectful messages
- Posting information that could cause damage, danger, or disruption of the educational process
- Making a personal attack, including prejudicial or discriminatory attacks
- Knowingly or recklessly posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass, or embarrass others

Bullying may result in expulsion from BSCS.

**Off Campus Conduct:** The administration of BSCS reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the school day. This off-campus behavior includes but is not limited to cyberbullying.

**Ineligibility to Return:** It is possible that if a student is unable to adhere to the rules of BSCS, even after repeated efforts on behalf of the child by parents, faculty/staff of BSCS, a student may become ineligible to return to BSCS.

### **DRESS CODE/UNIFORMS**

At Blessed Sacrament Catholic School, the students follow a dress code to keep distractions from clothing to a minimum. Additionally, a dress code also unifies in spirit and presents a visual symbol of our united student body. “Year-round” uniforms may be worn all year. “Summer” uniforms may only be worn during the designated time frames.

The seasonal change of uniforms will be consistent with the daylight saving and standard time change dates.

**Please use good judgment and check the weather forecast when assisting your child in making clothing choices.**

**Summer Uniforms:** From the first day of school to the date of the standard time change (when clocks are set – “fall back”)

**Winter Uniforms:** From the standard time change to daylight savings time.

**Year-round Uniforms:** May be worn all year.

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

**Non-Logo Items:** These may be purchased at any store.

**Polo Shirts:** Embroidery may be done privately.

**Sweatshirts** \* Hoodies allowed for middle school only.

**Plaid jumpers and skirts:** These should be purchased through Flynn and O’Hara.



**Khaki pants and shorts:** These must be a true khaki color; 1st-8th grade may not have an elastic waistband, but must have a button or hook closure and belt hoops; no joggers. \* see Flynn and O'Hara for example

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

## GIRLS

### K4 -8<sup>th</sup> General Uniform Rules

- **Shoes:** no heels greater than 1.5 inches are acceptable. Docksidors and Wallabees are acceptable. Dansko shoes are not allowed. Boots and high-top shoes are not permitted except with a doctor's medical excuse. **Sneakers**, black or white, may have a small logo. No cartoon characters, wheels, lights, or distracting features permitted.
- Shirts must be tucked in skorts and skirts at all times.
- **Jewelry:** One small pair of earrings without hoops is acceptable; holy medals and crosses on a narrow chain may be worn; one ring may be worn; one bracelet may be worn; watches are permitted; Watches are not permitted.
- Hair must be clean and styled in a moderate fashion (no extreme hairstyles). It may not be dyed, streaked, or multicolored. Scrunchies are not to be worn on the wrist.
- Headbands must be uniform plaid, solid navy, green, or black; no adornment is allowed on headbands.
- No nail polish is permitted; fake fingernails are not permitted.
- No makeup is permitted.
- Medical alert ID jewelry is permitted.

### K4-4<sup>th</sup> Grade Girls

#### **Day-to-Day Uniform:**

- Khaki Skort – Year-round uniform
- White/Green/Navy polo shirt with BSCS logo – Year-round uniform
- BSCS plaid jumper – Year-round uniform (no more than 2 inches above the knee)
- White blouse with Peter Pan (worn with jumper, short/long sleeves), no logo – Year-round uniform
- White/Green/Navy cardigan, no logo
- Shoes – Brown shoes, black or white sneakers
- Socks – solid black, navy, or white
- Leggings – Navy (may be worn with jumper)
- Navy sweatshirt with logo

#### **PE/Gym Uniform:**

- Navy mesh shorts, no logo – Year-round uniform \* make good choice based on forecast
- Navy sweatpants, no logo – Winter uniform
- Gray cotton PE shirt, BSCS logo – Year-round uniform

### 5-8<sup>th</sup> Grade Girls

#### **Day-to-Day Uniform:**

- Khaki skort – Summer uniform
- Khaki pants (black or brown belt required) – Winter uniform
- White/Green/Navy polo shirt – Year-round uniform
- BSCS plaid skirt – Year-round uniform (no more than 2 inches above the knee)
- White blouse with Peter Pan or button down collar (worn with skirt, short/long sleeves), no logo – Year-round uniform
- Belt – Black or brown, no design
- Shoes – Brown shoes, black or white sneakers
- Socks – Solid black, navy, or white
- Navy sweatshirt or hoodie with logo

#### **PE/Gym Uniform:**

- Navy mesh shorts, no logo – Year-round uniform \* make good choice based on weather forecast
- Navy sweatpants, no logo – Winter uniform
- Gray cotton PE shirt, BSCS logo – Year-round uniform

## **BOYS**

### **K4-8 General Uniform Rules**

- **Shoes:** Docksidiers and Wallabees are acceptable. Boots and high-top shoes are not permitted except with a doctor's medical excuse. **Sneakers**, black or white, may have a small white or black logo. No cartoon characters, wheels, lights, or distracting features permitted.
- The shirt must always be clean and tucked in neatly.
- **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. Socks should include no logo or writing,**
- **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** is restricted to a holy medal worn inside the shirt and one bracelet. 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.

### **Boys K4-8**

#### **Day-to-Day Uniform:**

- Khaki shorts; no more than 2 inches above knee (black or brown belt required) – Year-round uniform
- Khaki pants (black or brown belt required) – Year-round uniform
- White/Green/Navy polo shirt, BSCS logo – Year-round uniforms
- Belt (black or brown, no design (Required in Grades 1-8, Optional K4 and K5)
- Shoes – Brown shoes, black or white sneakers
- Socks – Solid black, navy, or white

#### **PE/Gym Uniform**

- Navy, mesh shorts, no logo - Year-round uniform \* make good choice based on weather forecast
- Navy sweatpants, no logo - Winter uniform
- Grey Cotton PE shirt, BSCS logo, - Year-round uniform

### **Outerwear - Girls and Boys**

A student must first wear an approved BSCS sweater or sweatshirt and then may add an additional jacket if needed outside.

## **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 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.
- Athletic shorts and regular shorts for boys are to be no more than 2 inch above the knee and loose fitting.
- Athletic shorts and/or other tag day shorts for girls must be no shorter than 2 inches above the knee and loose fitting.
- 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
- Girl's shorts **must be at least fingertip length.**
- **Yoga pants and leggings must be worn with a top that covers the bottom all around.**
- Skirts, skorts, and dresses must be at least the same length as uniform skirts.
- Capri pants may be worn.
- Jeans may be worn, cannot be ripped, frayed, oversized, knees out, 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 coloring of hair unless allowed by administration.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

## VI. Health Information and Student Care

### MEDICAL/MEDICATION POLICY

**Please do not send medication to school with your child.**

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.

Nonprescription 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 RN. *School personnel will not give antibiotics.* All medication must be in the original prescription bottle, properly labeled by a registered pharmacist. It is the parent's and/or guardian's responsibility to refill and return the prescription when needed. The Diocese of Charleston School System Medication Permit Form is available in the Blessed Sacrament Catholic School Office or our website. **At no time should a student share any medications (prescription and over the counter) with another student.**

The Diocese of Charleston does **NOT** allow the school (staff) 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.

#### **Medication Authorization Forms**

The Diocese of Charleston requires that a Medication Authorization form be completed 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 RN by a parent and will be kept in the school sick room. EpiPen and inhalers, given their urgent nature, are kept either with the student (bookbag) or by homeroom teacher (especially the younger students).

### **Immunizations**

South Carolina State Law states that all students in Grades Nursery through 12 must be immunized as directed by the SCDHEC. New students may enter school provisionally with documentation of an initial series of immunizations. Once admitted provisionally, a student has a certain amount of time to continue and complete the medical requirements. Students who fail to complete the necessary requirements within the appropriate time frame must be excluded from school. Parents must provide records of immunization to be kept on file. Religious exemptions are no longer permissible.

### **Epi-Pen 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. EpiPen and inhalers are the only medications that a student may have in his/her possession or in the classroom.*

While BSCS is not a nut-free environment, we do have a growing number of students with severe allergies. Individual classes may need to be designated “nutfree”.

### **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).

### **Emergency Information**

Emergency forms will be completed 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. *This must include at least one emergency contact number.*

### **Illnesses**

#### ***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 **(100.4 degrees or higher)**
- Had/has symptoms of any contagious disease (including, but not limited to, flu or flu-like symptoms)
- Has pinkeye (can return after 2 doses of antibiotic)
- Has head lice (can return after initial treatment)

Children who are ill should remain at home. **A student must be fever free for 24 hours without the aid of medication.**

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

### **Emergency Procedures (Medical)**

All medical emergency injuries and situations to employees (including substitute teachers), students, and non-employees (including visitors, volunteers, etc.) require that the school office be notified immediately.

### **Accidents and 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.

First-aid will be performed. If the parent(s) and/or guardian(s) cannot be reached, the emergency party will be called. 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.

### **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 nurse's office by an adult or another student.

If student's illness is non-emergent, care is provided by the school nurse. Basic first aid can be provided. 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.

## **VII. General Information**

### **ADMINISTRATIVE COMMITTEES**

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

#### **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. The School Finance Committee is an Advisory Council committee charged with making recommendations on matters of finance that will aid in the budgetary matters of the school. The Finance Committee establishes the tuition rates with the approval of the pastor and principal.

### **ARRIVAL/DISMISSAL / CARLINE PROCEDURES**

Carline ends at 7:40 am. School begins at 7:45 pm. and ends at 3:00 pm. BSCS does not have bus service. Students come in the morning and leave in the afternoon by automobile, walking, or bicycles.

#### **Carline Procedures**

- **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  
**Morning**
  - 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 Students**

- Since K3/K4 students are escorted by hand to the kindergarten building, drivers should ***lower the driver's window (left) side of the vehicle as a notification that a kindergarten student is in the car.*** K3/K4 students must exit from the back seat of the vehicles and from the left (driver's) side. K3/K4 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.

- **K5-8th 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 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. Students are to be seated in their classrooms by 7:45 am. bell, or the student is tardy.

- **Dismissal: 2:55 p.m.** The dismissal bell rings exactly at 2:55 pm Students line up in the assigned hallways at 3:00 pm. when the carline begins. Carline ends at 3:15 pm.

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, an email must be sent to the teacher or the school office must be notified, 843-766-2128 / [attendance@scbss.org](mailto:attendance@scbss.org) before 2:00 pm. Transportation changes are included in the announcements before the afternoon prayer.

The safety of all children is our top priority. Any child left unattended before 7:15 am by their parent/guardian will be sent to early bird and billed the established rate. Due to liability issues, there are no exceptions. Early bird begins at 6:30 a.m. and runs until 7:15 a.m.

**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

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

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

***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.***

**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 Courtesy**

While in the 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. Please 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.

### **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. 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.

### **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.

## **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, the student may select another day with their teacher.

- 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.
- Flowers and balloons are not permitted.
- Students may not celebrate both a half-birthday and their actual birthday in the same school year!
- 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.

## **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](http://www.scbss.org))
- Monthly school calendar (school website)
- *Parent Alert*
- Student folders
- Phone call or email to the school office: 843-766-2128 or [attendance@scbss.org](mailto:attendance@scbss.org)

- HSA Meetings (September/October, January, March, May)  
For Information on Student Performance
- Email teacher
- Parent-Teacher Conferences (appointments arranged by email)

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

### **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.

### **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.). 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.**

## **SCHOOL CLOSING - (CANCELLATION OF SCHOOL)**

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

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 Facebook page and Instagram.

## **PARENT ALERT** (through FACTS)

Specific announcements for BSCS are distributed through Parent Alert – a telephone call, text, and email message service. Parent Alert 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** (This is to be completed online.)

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. **This form must include an emergency contact.**



### **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 some days requiring a 12:00 noon dismissal, there is no school lunch period and Extended Day is available on those days. *The calendar will indicate early dismissal days when extended day is **not** available.*

### **ALTERNATIVE OPTION FOR SCHOOL CLOSURES**

(This policy went into effect 2018 -2019.) This is a procedure that is approved for Blessed Sacrament Catholic School and all schools in the Diocese of Charleston to provide the appropriate instructional procedure during a school closure day or days, that will be considered an instructional day and hence will not need to be made up. The teachers are to prepare lesson plans for All subjects taught during the missed day or days missed for the emergency closure. There must be some type of assessment within the assignment. The lesson plan must be submitted to the principal for approval. The teacher is to provide a time in the afternoon and evening when he/she can be contacted if there are questions, using the school email only. On the day going home, the students are to pack all necessary supplies including textbooks. Middle school students must remember to take home their Chromebook. These assignments are to be completed upon return to school or they will be marked absent. Time will be allotted for as many days as we are out of school due the emergency closure(s).

**In a distance learning (virtual learning) environment, the daily support of a parent/guardian is critical to providing students with continued quality education through distance learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the distance learning schedule, such as hurricanes or other mandated closing closings set by the state or diocese.**

### **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. This can be easily updated on **FACTS-SIS Portal**. *It is the parent's responsibility to notify the school office immediately if there is a change of information.* You may email or call the office about information changes.

### **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.

### **EMERGENCY PROCEDURES - FIRE DRILLS & OTHER SAFETY MEASURES**

Emergency drills (fire, earthquake, tornado, lockdowns, and 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 Parent Alert, a telephone/email message service. **All families are enrolled in this program.*** We take all reasonable measures to keep our students safe and calm if 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 Parent Alert through phone call and email. All that we ask is that you **listen to the complete phone message before calling the school.**

**Lockdown:** Should there be any type of lockdown at the school, once the lockdown is over, we will notify the parents through Parent Alert by phone call and email. We ask that you listen completely to the message before calling the school. Classrooms have access to the school office. Each teacher has access to a Walkie Talkie as part of our School Safety Procedure.

## **LUNCH**

Students eat in the parish hall unless otherwise specified. Students may bring their own lunches or order through the school lunch program (Schoolhouse Fare). Lunches from home may 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.

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. 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.

### **Lunch Monitors**

Parents and grandparents are encouraged to be lunch monitors for their child(ren)'s classes. They must complete a background screening and the Safe Haven program. 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 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

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **We ask parents to partner with BSCS by:**

- Supporting the BSCS mission of academic excellence through engaging the mind, challenging the body, and enlightening the soul
- Developing positive interactions to build a strong community with employees and families.
- Addressing issues of disagreement respectfully and privately, first with the person of concern, then with the chain of command if not resolved, all with a sincere effort to resolve problems in a Christian manner.
- Expecting our children to follow the policies of our school, accept responsibility and respect authority.
- Taking an active role in modeling Christ-centered values at school and at home.

## **PARENTAL BEHAVIOR**

Abusive behavior by families during the day-to-day or specific school-sponsored activities will not be tolerated. 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.

## **PUBLICATIONS**

### **Publication of Student's 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 Instagram Account, 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.

### **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. The pictures are taken by a professional photographer and these photographs are used in the school yearbook.

## **SAFETY**

### **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 2022 Diocesan Policy Concerning Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personel, Office of Protection Services.

### **Safe Environment**

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 (Safe Haven) 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 the Charleston Catholic schools.

In our ongoing effort to provide a safe environment for our children, please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of schools and is listed on the sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders known to the school whose child is enrolled, may be reviewed during normal school hours upon written request to the administration.

### **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 or emailed to [mtesta@scbss.org](mailto:mtesta@scbss.org)

### **“Protecting God’s Children”**

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.

### **Surveillance Cameras**

BSCS recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

### **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 contact 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 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.

### **2022 Diocesan Policy on Sexual Misconduct**

On February 21, 2022, the Most Reverend Robert E. Guglielmone, Bishop of the Diocese of Charleston, signed an updated policy, “Concerning Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel (2022).” This policy is more inclusive than previous policies and embraces circumstances of child and vulnerable adult abuse, 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 2022 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](http://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 at the school office.

## **TECHNOLOGY/ CONCERNS**

### **BLOGS & Social Media**

Engagement in online blogs, such as, but not limited to, Facebook®, Instagram, Snapchat, KiK, MySpace.com.®, Xanga®, Friendster®, Twitter®, Tik Tok 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 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)**

Students may only use cell phones in case of an emergency. During the school day, all cell phones should be turned into the teacher. If a student has a phone out or on and uses it to call or text during the school day, it will be confiscated and the phone will be held in the principal's office until a parent or guardian picks it up. A second offense the student will receive detention and the phone will be confiscated for two weeks. A third offense the student will receive detention and the cell phone will be confiscated until the end of the school year.

- Camera phones may not be used to take pictures on school grounds for the safety and privacy of our students and staff.
- Students may not use their cell phones to call to request that their families deliver a "forgotten" item (i.e. homework, permission slip, etc.)

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**

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 – school issued iPad and Chromebook, like school lockers, belong to the school, and may be inspected without notice. The network administrator, principal or assistant principal may review files to maintain system integrity and ensure 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 enforcing 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 teacher has real-time visibility of the sites accessed by the students.

### **Internet and Computer Usage Policy**

The Internet Acceptable Usage 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 of inappropriate internet usage – onsite and off-campus, by BSCS or any other, including personal computers.

### **iPad Agreement**

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

### **Chromebook Agreement**

Grades 6, 7, and 8 students must comply with the Chromebook Agreement. The agreement must be signed by the student and the parent. *In the 2020-2021 school year, there will be an additional \$50.00 yearly charge per student for insurance for grades 6, 7 and 8 that will cover insurance and damage on the Chromebooks.*

### **Sexting**

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

### **Social Networking Sites**

Teachers are professionals 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 2022 Diocesan Policy on Sexual Misconduct implemented by Bishop Guglielmo. 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.

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.

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. Also, disciplinary, and/or legal actions may follow. These types of posts may, by law, be considered “cyberbullying.”

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.

## **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.

### **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 Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel (2022)”. This handbook is available at the school office as well as online at the Diocese of Charleston website ([www.catholic-doc.org](http://www.catholic-doc.org), Office of Child Protection Services link).
- Volunteers must sign that they agree to abide by the updated Code of Conduct (2022).
- Volunteers must sign that they agree to the Diocesan Confidentiality Agreement.
- All volunteer forms may be found on the website.

## VIII. After School Programs and Activities

### 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 7:15 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 school has ended, students **are not allowed back in the classrooms or hallways.**

Chromebooks (grades 6, 7, & 8) are NOT to be used in the extended day rooms unless given permission by the Director of Extended Day in consultation with the Principal and/or Assistant Principal. Students should use the devices for academic schoolwork ONLY. Any student caught violating this policy will lose the opportunity to take the Chromebook home for school use until such time as the Principal revisits the situation with the student and his/her parents.

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. **No child can wait for their parent in the office for their parent after school hours. They will be sent to Extended Day and charged \$20.**

### ATHLETICS

Participation in the athletic programs is available to all BSCS students. The athletic director arranges for sign-up periods, tryouts, and practice schedules. 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](http://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.

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

### **Academic Sports Probation Grades 3-8**

A Student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan.

If teachers have academic (failing a course) or behavioral (having been referred to the Principal/suspended) concerns about a student athlete, the Principal will discuss with the student's parents a probationary period during which time the student will be ineligible to participate in practices or games.

### **FINAL NOTE**

The School Handbook is intended to describe the philosophy, services, and structure of the school's education program to parents and students. 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 that mission. The enrollment of your child at BSCS ensures that you, the parents and the students, understand the rules and mission and agree to be governed by the provisions of 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 Parent Alert 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 7/22/22*