

VISION

Integrating Faith and high academic standards.

MISSION STATEMENT

Blessed Sacrament School is a Catholic school. Our purpose is to support the Catholic Church in spreading the Gospel values of Jesus Christ. We view parents as the child's primary educators, in a partnership with teachers as the facilitators of learning. Together, we strive to nurture the whole child spiritually, academically, emotionally and socially, in a loving yet disciplined environment

PHILOSOPHY

Blessed Sacrament Catholic School, an integral part of Blessed Sacrament Parish, is committed to the mission of the Catholic Church and development of each student. Our school provides a loving atmosphere encouraging each child's continuing growth spiritually, intellectually, socially, emotionally and physically. We partner with parents in accepting responsibility for educating and nurturing each child. Using Jesus Christ as our role model, we prepare our students to integrate Catholic-Christian values through out their lives.

SCHOOLWIDE LEARNING EXPECTATIONS

Faith-Filled Christian

- Life-Long Learner

- Socially Responsible Citizen
- Maturing, Confident Individual
- Respectful of God's Gift of Body and Mind

The information below will follow the standard form of:

- Desired Result
- Indicators will be placed under each category in italics
- Types of assessment will follow the indicators

A graduate of Blessed Sacrament School is a Faith-Filled Christian Who:

- Looks to Jesus Christ and Mary as role models
- Knows, lives, and acts on his/her faith
- Knows how to draw upon his/her faith as a firm foundation when facing real life experiences

Students study the life of Jesus and Mary and decide what affect their lives have on students today.

Students use real life experiences to evaluate how the student's would respond.

Assessment:

ACRE test, Cooperative Groupings, Religion tests, Sacrament classes

A Graduate of Blessed Sacrament is a Life-Long Learner Who:

- Has fulfilled the curricula requirements of the State of Utah and the Diocese of Salt Lake City
- Thinks critically and independently
- Is a problem solve
- Has a global vision using technology

Through the use of technology in the classroom and field trips, students will attain a global perspective.

Students will demonstrate effective study and test taking skills, including organization, time, and stress management.

Students evaluate data, employing multiple-strategies to complete the problem-solving process.

Assessment:

SAT's, Dibels, class projects, technology, teacher-made tests, and text tests

A Graduate of Blessed Sacrament is a Socially Responsible Citizen Who:

- Treats others with dignity and respect
- Accepts and respects diversity
- Is an active, motivated citizen
- Is an effective communicator
- Participates in the global community

Students give and receive feedback whether oral or written.

Students act as ethical, responsible citizens, respecting the rights of individuals in our society.

Assessment:

Written and oral assessment, ACRE test, Community class meetings

A Graduate of Blessed Sacrament is a Maturing, Confident Individual Who:

- Accepts his/her strengths and weaknesses
- Works cooperatively and independently
- Accepts responsibility for his/her own actions
- Incorporates Christian values in matters of love, family, and life situations
- Uses knowledge and life experiences for his/her own emotional growth

Students will demonstrate the ability to work cooperatively with peers to solve problems, using a variety of strategies as well as Christian values.

Students will accept responsibility for themselves, set realistic personal and academic goals, and demonstrate an enthusiastic commitment to lifelong learning.

Assessment:

Independent and group projects, attainment of a position on Student Council, participation in school service projects, Virtues program, and Principal's 200 Club.

A Graduate of Blessed Sacrament demonstrates Respect for God's Gift of Body and Mind By:

- Developing a healthy lifestyle
- Understanding the dangers of substance abuse and addictive behaviors

Students will learn respect and love for the human body through promotion of healthy food choices, physical activity, and an emphasis on striving toward a positive mindset.

Assessment:

DARE program, monitor lunch food and students' snack choices, Science and Health class, Physical Education class, Life Skills program, and Red Ribbon Week.

HISTORY OF BLESSED SACRAMENT SCHOOL

B.S.S. began in the fall of 1986 with two Dominican sisters, Barbara Stanek and Sharon Carroll, teaching Kindergarten and First Grade classes in the parish hall. The following year, PreK and Second Grade classes were added.

Groundbreaking for the school was in June, 1987. The new educational center of 4 classrooms and a main office were dedicated in September, 1988. In 1990, Phase II

was completed, and provided PreK and Kindergarten classrooms in the main building. Phase III began in 1991, and completed the main school with 10 classrooms. A grade was added each year until it reached capacity, with the first class graduating in 1994. The final Phase IV was started in 1995, and included a gym, kitchen, Extended Day Care Center, and Library/Media Center. This addition was dedicated in April 1996. In the fall of 1997, 4 classrooms were leased to begin St. John the Baptist School until their building was completed in Draper.

The Learning Resource Center was completed as an addition to the Library in January of 1999, which aided in remedial, accelerated, and technology-oriented curriculum. The L.R.C. was funded by Larry and Diane Cochran.

In 2009, our Center for Science and the Arts was completed. This monumental accomplishment was made possible by the generosity of the Alsam Foundation. We are grateful to Aileen and Sam Skaggs for sharing our vision and making this dream a reality for our students. The E.L Wiegand Foundation of Reno awarded B.S. the additional funds needed to completely outfit the interior of this addition.

Sr. Catherine Kamphaus, a Sister of the Holy Cross, became principal in 1995. She left B.S.S. in 1998 to become the Supt. of Catholic Schools in the Diocese of Salt Lake. Mr. Jim Markosian became principal

in July 1998. Mrs. Judy Julian became principal in June 2003. In July of 2010, Mr. Matt DeVoll was appointed Principal. B.S.S. has an active School Board and Home and School Association.

B.S.S. is fully accredited with the State of Utah and the Northwest Association of Schools and Western Catholic Education Association.

NON-DISCRIMINATION AND COMPLIANCE

B.S.S. of the Diocese of Salt Lake City, under the jurisdiction of the Roman Catholic Bishop, the Superintendent, and the Diocesan School's Commission attests that it does not discriminate in admitting students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at B.S.S.

Programs and Activities

Blessed Sacrament School does not discriminate on the basis of race, color, sex, nationality, religion and ethnic origin in the administration of their educational policies, scholarship and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

CATHOLIC SCHOOL SYSTEM

The Catholic Schools in the Diocese of Salt Lake City are part

of the educational ministry of the Bishop of the diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the bishop of the diocese and the Catholic school superintendent on all matters concerning Catholic Schools.

CATHOLIC SCHOOL LEADERSHIP

The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At the elementary/middle school level, the parish pastor and the school principal share the important ministry of pastoral leadership in the Catholic school. The pastor in collaboration with the principal of elementary/middle schools provides for the pastoral care of the faculty, staff and students.

ADMISSION

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program offered.

Appropriate inclusion recognizes and affirms the unique and varied learning styles of students. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

Neither race, sex, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are to be accepted on a space-available basis.

The administration of the school has responsibility for admission of new students.

Applications for admission to B.S.S. will be accepted in January of the year the child will enter school. Children will be admitted in the following priority, as space is available:

1. Siblings of current students
 2. Active parishioners of Blessed Sacrament Parish
 3. Other Catholic parishes
 4. Non-Catholic families
- Acceptance of preschool/Pre-kindergarten students into the K-8 school program is at the discretion of the Principal.

Parishioner

To qualify as a parishioner, parents and their child must be:

- registered in the parish
- baptized in the Catholic faith
- attend Mass regularly

- support the parish in the best way they can, whether monetarily or in service

Proof of legal name, age and custody

Before any child is admitted to a school, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's application for admission to the school. In case of divorce, records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

Name of student

Upon admission to a school, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc.

Children entering PreK and K must be 4 and 5 years old respectively on or before September 1 of the year they are entering school.

A student entering first grade should be six years of age on or before September 1st of that year.

An exception may be made if a student transfers from another state with a different age requirement.

Exclusion

The principal is authorized to exclude from admission to kindergarten or first grade those pupils who, on the basis of objective testing conducted by the school, are unprepared for regular classroom work on that level.

All students must provide:

1. Birth certificate
2. Catholic baptismal certificate
3. Three years of grade history (report cards) if applicable
4. Proof of all necessary immunizations
5. Social Security Card

Blessed Sacrament shall comply with the current requirements for immunization and health assessment as established by state and local health authorities.

A physical exam is also required for entrance into Kindergarten. An exam is recommended for 3rd and 7th grade students. Physical exam is required for any new student to Blessed Sacrament School.

B.S. ADMISSION POLICY

Our program is not able to accommodate students with severe learning/emotional/physical or behavioral disabilities.

Achievement of not more than 1 grade below the norm in reading,

math, and language arts is necessary in order to enter B.S.S. Records must also show evidence of satisfactory conduct and effort. Every new child entering grades 2 to 8 must take an Assessment/Placement Test. This test is given in the late spring. All students new to B.S.S. will have their progress monitored closely through the first quarter after they are enrolled. During this 45 day probationary period, each new student will be evaluated academically, socially, and behaviorally to ensure that B.S.S. can reasonably meet their needs.

Class Size

PreK/Kindergarten: 16 students per session
1st - 8th: 32 students

General

The Principal and Pastor share authority and responsibility for admission of students.

Admittance to 8th Grade is seldom allowed unless the student is part of a family transferring from another Catholic school, and admission is agreed to by the teacher, Principal, and Pastor.

New Students

New students will be admitted to B.S.S. only with a parental interview, an Assessment/Placement test and a 45-day/quarter probationary period.

INCLUSION

The Catholic Schools of the

Diocese of Salt Lake City support the concept that recognizes and affirms the unique learning styles of students with varying abilities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in general education classes.

RESPECT FOR PERSONS WITH DISABILITIES

Catholic schools in the Diocese of Salt Lake City are to comply with the regulations on the disabled (Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1989) to the extent that they may apply to private educational programs.

ATTENDANCE / ABSENCE / TARDY POLICY

Regular attendance teaches responsibility to the children. Regular school attendance is mandated by Utah state law. Blessed Sacrament School recognizes that daily school attendance is a vital aspect of each student's educational process. Regular school attendance contributes to the development of responsibility, discipline, good work habits, and fosters high academic achievement as included in our

school's Mission Statement. Parents play an important role in insuring their children attend school regularly and arrive timely.

A parent/guardian is required to do two things if a student is absent or is tardy:

1. Call the school's attendance line, 572-0251, by 8:30AM explaining your child's absence/tardy.
2. Submit a note, upon your child's return to school, stating the reason for the absence/tardy.

You must notify the attendance line of any absence even if you have already advised your child's teacher in advance.

If a student is absent without a valid excused note, or the parent fails to notify the school of the student's absence, the absence(s) shall be considered unexcused and makeup work may be given but receive no credit unless there are extenuating circumstances. Credit will be decided on a case by case basis.

EXCUSED ABSENCES

Absences due to the following events are excused:

- Personal illness (a doctor's verification may be required),
- Severe illness / death in the family,

- Medical/Dental Appointments (see below for certain restrictions)

An absence on the day before or the day after a vacation period/school holiday may require a doctor's note in order to be considered excused.

Make-up work / homework for absent students, with an excused absence, will be given to students upon their return to school. Teachers are not to be disturbed during the school day to prepare homework or class assignments for a child who is absent. Exceptions may be made for extenuating circumstances. Completion of homework and class assignments missed is the responsibility of the student.

Should a student be too sick to come to school on a given day, they may not participate in sports or other extracurricular activities that day or evening.

Keep your child home from school when:

- A fever of 100 degrees or more is present and for 24 hours after the fever is subsided.
- Whenever vomiting and/or diarrhea are present and for 24 hours after vomiting and diarrhea have ceased.
- If your child has been diagnosed with a contagious disease, a doctor's note is

required before being readmitted to the school.

*If your child is sick and needs to go home, please make every effort to pick your child up within 20 minutes.

Medical/Dental Appointments

Appointments with doctors should be arranged after school hours or during school holidays whenever possible. Appointments made during school hours are considered excused absences provided a physician's verification is given to the school office upon return from the appointment. If no physician's note is submitted, the absence will be treated as an unexcused absence and no makeup work will be provided.

If the appointment is scheduled during school hours, please send your child to school with a note in advance, notifying the teacher about this appointment. This will enable the teacher to plan for your child's absence, so that their departure is not disruptive to the class.

Parents are to come to the office to release and sign out the student. The student must come to the office upon their return to be readmitted to class.

UNEXCUSED ABSENCES

Vacation or personal days taken during the school year are considered unexcused absences. Blessed Sacrament strongly

discourages vacations during school time and will not allow class work or homework to be made up for credit. However tests may be made up.

After five (5) excused or unexcused absences, the teacher may contact you regarding your child's attendance to discuss ways in which to improve their attendance. If your child has fifteen (15) absences, you will receive a letter from the principal. At twenty (20) absences a contract of attendance requirements may be drawn up. If you fail to meet the requirements per your contract, other discipline actions may be instituted.

Ordinarily, a report card will not be issued if a student is absent (excused or unexcused) for ten (10) or more days in any one quarter. Elementary school promotion is difficult if a student does not receive a report card for two or more quarters in any one school year.

Early Dismissal:

If your child will be leaving school early, parents must notify the teacher, by letter, prior to the student's early dismissal. The parent must pick up the student at the office and sign them out.

Tardies

It is the parent's responsibility to have their child at school on time each and every day. By promoting

timeliness in the home, your child will learn the importance of being on time for future academic and extracurricular activities.

Students can be dropped off at school, starting at 7:45AM. Our school doors open promptly at 7:50AM. Your child may enter their classroom at this time and start on their daily work. This ensures a good start of the day. If your child is not in his/her classroom by 8:00AM, when the second bell rings, he/she will be marked tardy.

If your child is tardy, parents are asked to come with their child to the office to record the tardy in our records. The child will then be issued an Admittance Slip to enter his/her class.

Each student is allowed two (2) unexcused tardies per quarter without penalty. On the third (3) tardy of the quarter and any time thereafter, your child will receive a conduct mark or a demerit, as appropriate. In addition, your child may be subject to detention, or other appropriate action deemed necessary by the principal or vice principal.

On the (5) fifth tardy, your teacher may contact you, expressing concern and asking how we can help to improve punctuality. If your child has fifteen (15) tardies, you will receive a letter from the principal.

At 20 tardies, a contract of attendance requirements may be drawn up. If you fail to meet the requirements, your child will attend tardy school.

Tardy school is held once a week during Wednesday lunch recess. The child will be required to work on school assignments or related content subjects.

SUMMARY

We want your child at Blessed Sacrament learning the skills needed to make them successful. Elementary school is the place for a child to build foundational skills that allow all other academic learning to blossom in the future. Missing school may undermine that foundation. The reason we stress the importance of attendance and punctuality is because we care about your child and his/her success.

*Some ideas taken from Willow Canyon Guidelines

COMMUNICATION

Parents are urged to follow procedures when questions or concerns prompt them to investigate a school-oriented incident.

LISTEN to what the student has to say, but remember that you are hearing only one side of the story.

DISCUSS the situation honestly with the teacher and child together.

CONTACT the Administration when the situation requires more extensive decision-making.

It is important that parents contact the right person in the line of authority and go to a higher authority only when all else fails.

The line of authority is:

TEACHER ... VICE-PRINCIPAL ...
PRINCIPAL ... PASTOR ...
SUPERINTENDENT

One of the most common causes of disunity is to have parents criticize teachers in the presence of children. When this occurs, it undermines the credibility and authority of the teacher.

Visiting the School

Parents visiting the school are welcome. We request that you contact the school office at least one day before your visit to determine if it will be convenient for the teacher to have visitors. When visiting, parents may not disturb students or the class schedule by wanting to talk with the teacher or students.

Appointments for parent meetings with teachers can be made by contacting the office.

All visitors to the school must sign in at the office and receive a volunteer/visitors badge

RELEASE OF DATA

Release of information to Media

Before the use of name, likeness whether in still, motion pictures, audio, or video tape, photograph and/or other

reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school. This form is included in the Registration Packet and is titled: School Directory/ Picture Release Form.

Release of Student Directory Information

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. (Student Directory/ Picture Release Form.) Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Subpoena of Records

When a subpoena requesting records or testimony is served, the principal should notify the Catholic Schools Office immediately and proceed according to instructions. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be

allowed to obtain information from teachers

Interruptions

Once school has begun, CLASSROOMS MAY NOT BE DISTURBED. Any forgotten items must be taken to the office.

Public School Services

Public school services are available to all parents and students from the Canyon School District.

Bulletins and Letters

An online newsletter will be on the website,

www.blessedsacschool.org 1 to 2 times per month. The online newsletter provides important information such as extracurricular activity sign up forms. Please print the necessary forms and return to your teacher. Hard copies of the newsletter are available in the school office.

Communication of Parents to Teachers

Parents should contact teachers by using voice mail, e-mail, personal note, or conferences, when necessary.

Parent/Teacher Conferences

MANDATORY

Parent/Teacher Conferences are held for parents at the end of the first quarter. At this conference, parents receive a progress report for their child, and the results of the SAT Test, if available. A second

Parent/Teacher Conference is held at the end of the third quarter. Both Parent/Teacher Conferences are mandatory meetings for at least one parent or guardian to attend.

Back-To-School Night

MANDATORY

All parents will attend Back-To-School Night. The Administration and teachers will explain policies and expectations.

Sacramental Meetings

MANDATORY

Sacramental meetings are mandatory if your child is involved.

INSTRUCTIONAL PROGRAM

School Schedule

Children should be picked up promptly at their dismissal time. Students who are still on campus 10 minutes after school is dismissed will be sent to E.D.P. PreK and Kindergarten students will be sent to E.D.P. after 5 minutes. This is for the safety and welfare of our students. Parents will be charged accordingly.

Only students enrolled at E.D.P should arrive before 7:50 a.m. and they should report to E.D.P. immediately.

B.S.S. assumes no responsibility for students on the grounds before 7:50 a.m. or after 3:15 p.m. unless there is an after-school activity.

Students who walk or carpool should leave immediately after dismissal.

Tutoring

Teacher recommendations for tutoring must be approved by the principal.

No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be approved by the principal.

Religion

All students participate in a daily religion program. Religious values and teachings are integrated into the total curriculum.

Grades 1-8 attend weekly Mass. All-School Mass is celebrated once a month. Holy Days of Obligation and other Liturgical services are also celebrated.

Students are prepared for the reception of the Sacraments of Reconciliation and Eucharist in their classrooms, and Confirmation on the parish level.

Homework

The following is a general guide for homework that may be assigned each day:

PK-K	0-20 min/day
1 st -3 rd	20-40 min/day
4 th -5 th	45-60 min/day
6 th -8 th	60-90 min/day

Make-Up Work

Make-up work for absent students will be given to students upon their return to school. Teachers should not be asked to prepare work ahead

of time for vacations or trips. Teachers are not to be disturbed during the school hours to prepare homework for a sick child.

Field Trips

1. Signed and dated release forms from parents are required, and no substitute forms will be accepted.
2. Permission given over the phone will not be accepted.
3. Bus transportation will be taken, if possible, with adequate adult supervision and controlled expenditures.
4. All children will ride the bus to the field trip and back to B.S.S.
5. Field Trips are part of the curriculum and are mandatory. They are not optional unless a unique or special circumstance exists. In this case, prior permission will need to be given by teacher and/or principal and discussed with parents. In this case the student must attend school and school work will be given to the student.

Students can be denied participation if they fail to meet academic or behavioral requirements.

Drivers of private vehicles, if used, must be over 21 years old and show proof of a valid Utah driver's license and appropriate automobile insurance. Vehicles must have functioning seat belts available and must be used by each passenger in the vehicle.

Non-Core Subjects

- Enrichment classes include:
- Benziger Family Life Program and HIV/AIDS education for K-8th.
- HIV/AIDS curriculum is published by the N.C.E.A. and is mandated by the Diocese.
- Spanish class is offered for 1st-8th.
- Computer Science class is offered for K-8.
- D.A.R.E. Program
- Music
- Art
- Library Science

Internet Access Policy (4300)

The internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to and can learn to use the resource in an appropriate manner.

Library

Each classroom visits the library at least once a week.

All students may check out books from the Library:

PreK-2	2 books/week
3 rd -5 th	3 books/week
6 th -8 th	4 books/week

All books are checked out weekly or until the next Library period.

Books may be rechecked up to 5 times, unless they are on hold.

Overdue books are 5 cents per school day. Overdue and fine notices are sent home periodically.

Unless all fines are paid by the end of each quarter, the student will not receive a report card.

LRC

The LRC was designed to be a "safe haven" for students. Not all students learn in the same manner. The LRC provides alternative methods. Students utilize learning games, computer technology and "hands-on" activities to master the concepts they may have missed in the classroom.

The LRC also enables students to work in a quiet, distraction - free environment. Test taking, report writing, and project completion can all be accomplished in the LRC.

All Blessed Sacrament students are welcome to use the LRC facility, its computers, and supplies. Students from grades K-8 are selected by their teachers to utilize the LRC. Some students use it everyday, others several times a week, and others simply as needed. Many students come and go throughout the year.

The LRC has recently added a new dimension - The Horizon Program for high achieving students. This program attempts to meet the needs of those students whose capabilities exceed the regular classroom curriculum. Students for

this program are selected by teacher recommendation, outstanding SAT scores, exemplary class work and behavior.

The Horizon Program reaches students in all grade levels. Each grade level meets once each week. This program is exciting, educational and fun. With the addition of these students, the possibilities for the LRC seem endless.

Report Cards

Report cards are issued 4 times a year for grades PK-8. Students with special needs will receive reports suited to their specific program of instruction.

Graduation

Students who successfully complete the prescribed course of study as required by the Diocese and the State of Utah, and meet the other general requirements of B.S.S. will participate in the ceremony unless excused by the Principal.

Only for the most serious reasons may a student be excluded from graduation ceremonies. The Principal may make the decision after consultation with the Pastor. The diploma may be held until all tuition and fees are paid, or all academic requirements are met.

Diocesan Catholic Schools Report Card/Grading System

PreK and Kindergarten:

V = Very Good (Kindergarten only)

- S = Satisfactory, skill is mastered
- I = Improvement shown
- N = Needs additional work
- X = Not introduced

1st - 3rd grades:

- C = Commendable (Core classes and "specials")
- S = Satisfactory
- N = Needs improvement

A "+" or a "-" may be added to the grade to further clarify the progress of a student.

4th - 8th grade: 6th - 8th

Grade	Honor Roll
A 95-100	4.00
A- 92-94	3.67
B+ 89-91	3.33
B 86-88	3.00
B- 83-85	2.67
C+ 79-82	2.33
C 75-78	2.00
C- 71-74	1.67
D+ 69-70	
D 67-68	
D- 65-66	
F Below 65 = Fail	

4th and 5th grade non-core subjects:

- O = Outstanding
- S = Satisfactory
- N = Needs improvement

Students with special needs:

- S = Satisfactory
3 points
- I = Shows Improvement
2 points
- N = Needs additional work

- 1 points
- U = Unsatisfactory progress
0 point

Honor Roll

The Honor Roll is based on a 3.7 GPA of all subjects and conduct, using the previously stated scale, for students in Middle School. No student with a "D+" or below, in any subject, including P.E., Art, Spanish, Music, Computer Science, and/or Library Science, or conduct, will qualify for the Honor Roll, regardless of overall GPA.

Honorable Mention Student

Recognition

Honorable Mention recognizes students in Middle School, who have a GPA of 3.2 - 3.69. Conduct and grade requirements are the same as for Honor Roll.

Certificate of Merit

A Certificate of Merit is awarded at the teachers' discretion on a quarterly basis. Students receive this award by showing exemplary effort, academic improvement, and/or Christian behavior.

Continuance Policy

For a student to continue in attendance at B.S.S., he must:

1. Follow behavior standards.
2. Maintain regular attendance.
3. Reflect effort and motivation suitable to the student's capability.
4. Reflect maturity in social behavior appropriate to age level.

If a student is absent 20 or more days in a year, he/she may be retained.

Promotion and Retention

Primary Grades 1-3

Since primary grade children do not achieve educational skills at the same chronological age, standards for continuance are based on level or readiness and maturity

To pass to the next grade, a primary student should:

1. Be able to focus attention on lessons and work;
2. Be able to function cooperatively in class;
3. Show responsibility in completing work and caring for materials;
4. Demonstrate skills in content subjects, which are appropriate for the grade level and ability of students.

If a student is not succeeding as well as thought necessary, a conference will be held with parents, the teacher, and the student to discuss possible retention.

Intermediate Grades 4-5 and Middle School Grades 6-8

All students in grades 4-5 must earn 40 points each year in the 7 basic subject areas to be eligible for promotion. The 7 subject areas include Religion, Math, Reading, Language Arts, Spelling, Social Studies, and Science.

In Middle School, students must earn 40 points each year in 6 basic subjects. The 6 subject areas include Religion, Math, English,

Literature, Social Studies, and Science. Spelling is included in their English grade.

Points are assigned as follows:

A=4, B=3, C=2, D=1

Students should attain at least 10 points per quarter, but must attain 40 points per year to pass to the next grade. Failure to achieve 40 points may result in retention. A mid-year conference will be held with parents, the teacher, and student if the grades show signs of potential retention.

Students are expected to achieve satisfactory progress in Fine Arts, P.E., Library, Spanish, Computers and Citizenship as well.

Retention

The Administration will make the final decision when and if retention is in the best interest of a student. The Principal will consult with teachers, the L.R.C. staff, and Vice-Principal in making a decision to retain. Parents will be kept informed as to the progress of their child and the possibility of retention as soon as it appears that the child is not succeeding at their grade level.

Placement

This status indicates the student has not satisfactorily completed the requirements of the grade level, and the teacher and Administration have decided that retention is not in the student's best interest.

Along with the actual grades that the student earned, "Placement" is intended to inform the parents and the next teacher that the student has experienced difficulty performing on grade level.

TERMINATION OF ENROLLMENT

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- after all other efforts of motivation and counseling have failed or
- where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
- as set forth in Policy 3520 regarding student withdrawal on grounds of parental/guardian behavior.

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s).

This list shall not be considered exhaustive:

- Disobedience, insubordination, or disrespect for authority.
- Language or behavior which is immoral, profane, vulgar, or obscene.

- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Unauthorized absence or continued tardiness.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Outrageous, scandalous, or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of internet code of ethics.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance

where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.

STUDENT CUMULATIVE RECORDS

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records.

Access to Records

Parent(s) and/or guardian(s) wishing to see their children's cumulative records should request an appointment. Such arrangement insures that a qualified person will be available to answer questions and interpret the recorded data. Each school shall adopt procedures for the granting of requests by parent(s) and/or guardian(s) to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of request.

Non-Custodial Parents

Each school abides by the

provisions of the Buckley Amendment and Utah law to the extent they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This is kept in the cumulative record.

Privacy of Student Records

Apart from the above provision, the school shall not give any personal information to any person unless the person is one of the following:

- Parent and/or guardian
- Parent and/or guardian of an 18 year old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
- Persons permitted access to pupil records by parent(s) and/or guardian(s)' written consent
- Diocesan school officials and school administration
- Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically

requires that such information be reported to them.)

A record must be kept showing who has accessed the individual student file other than teacher and administration. Each school shall determine the procedure for this information.

Transfer of Records

When a pupil transfers from one school to another a student withdrawal slip is issued and the school from which the student transfers keeps the permanent record and sends the following to the new school and gives a copy to parent(s) and/or guardian(s) if requested:

- Original health records
- Copy of transcript of grades
- A copy of test results
- Attendance records

The student's permanent record must contain the date and reason for the transfer. The date of transfer should also be recorded in the school's attendance register.

A reasonable charge may be made for a transcript, not to exceed the actual cost of furnishing copies of pupil records.

Confidential reports from an agency or professional individual, such as a resource teacher or psychologist, should be filed separately from the

cumulative records. These reports may not be transferred with other student records without the written permission of the parent(s) or guardian(s) and, in the case of an outside agency, of the responsible agency. (Example: IEP, psychological test data)

No school may withhold records for lack of tuition payments.

SCHOOL RULES

All school rules also apply to EDP Uniform and Dress Code

Parents are responsible to see that their children are dressed appropriately. All clothing will be clean and in good repair. Exceptions to the uniform must have the Administration's approval. If a child is out of uniform, a written excuse from the parent is required. If this is too frequent, students will call parents and ask them to bring in proper clothing. The Administration and teachers will enforce the dress code.

The Administration will determine if a student's appearance is appropriate for B.S.S. This includes, but is not limited to, the following:

PK through 3rd may wear Oxford shirts on formal days. 4th through 8th must wear the Oxford Shirts on Formal Days. Polo shirts can be worn on any day of the week, except on Formal Days. Oxford shirts must be worn on formal days and are optional on non formal days. The Oxford will

be available in short or long sleeve and will come in white or light blue. PK to 3rd girls who choose to wear the jumper on Formal Days must wear the Peter Pan collar shirts.

Girls, PreK-3

May wear either:

*Red plaid jumper with white Peter Pan collar only. Oxfords may not be worn with the jumper.

*Navy skort with red, white or blue polo or the oxford shirt. Navy pants (1st through 4th qtrs.) Navy shorts (1st or 4th qtrs. only)

Peter Pan collar may not be worn with skort, shorts, or pants.

Polo shirt and oxfords may not be worn with jumper. Solid red, white or blue turtleneck may be worn under jumper, skort, or pants during winter months only.

Girls, 4-8

May wear:

*Red plaid skirt, with red, white or blue polo or oxfords.

*Navy skort, with red, white or blue polo or oxfords.

Peter Pan collar shirts may not be worn in grades 4 through 8.

Boys and Girls, PreK-8

Navy blue cotton twill pants or walking shorts (1st and 4th quarters only), flat front or pleated front, cuffed or uncuffed.

PLAIN polo-style knit shirt, long or short sleeved, red, white, or blue only. Grades 4th through 8th may wear the oxfords with the pants or

shorts. Red, white, or blue turtleneck (2nd and 3rd quarters only).

Peter Pan collar may not be worn with shorts or pants.

All navy knit products must be embroidered with the oval Blessed Sacrament School logo. This includes the navy sweater, vest or cardigan. Red or blue zippered hoodie may also be worn on formal days, over the vest/sweater and on non formal dress days without the vest/sweater. B.S. red or blue zippered hoodie may also be worn with the gym uniform. Belts are always required and may be the following colors: plain black, dark brown or navy.

Shoes PreK-8

Shoe/sock policy

Boys and Girls PreK - 8.

Socks:

Girls may wear solid colored knee, crew, ankle socks that cover the ankle or tights in: red, white, navy blue and black. No nylons or tights that appear as nylons may be worn.

Boys may wear solid colored crew or ankle socks that cover the ankle in: red, white, navy blue or black.

Shoes PreK - 8

Sturdy, low-cut plain covered shoes (leather dress or athletic) with a non-marking sole must be worn. Acceptable shoe colors include: red, white, navy, black, dark brown and

dark gray. Athletic shoes must be one predominate color but may have small contrasting colors of the acceptable shoe colors. Extreme fads are not acceptable. No neon, glitter, lights, cartoon characters, skate shoes, thick tongued or shoes with wheels. Mules, clogs, sandals and open toe shoes are not allowed. Shoes must be snugly tied over the tongue. Height of the heel for grades PreK - 5 may not exceed one inch. Height of heel for Middle school may not exceed two inches.

Athletic shoes with a non-marking sole are required for PE days. The administration reserves the right to determine if a shoe is a distraction. As a parent, if you have any doubt, please have the shoe approved by an administrator before your child wears the shoe so that it may be returned to the store if necessary.

All uniform clothing items must be purchased through Private Clothing Co, located in the Juan Diego H.S. Store. (St. Paul's Place.) Uniform order forms are also available in the B.S. front office. For store hours please see website www.JDCHS.org, under parent info. click on St.Paul's Place hours of operation.

Mass and Designated Field Trip Dress - (Formal Day Dress)

*PK to 3 girls must wear jumper with Peter Pan collar shirt. This age may also wear a skort.

The Polo shirt is to be worn with the skort. On formal days, the Oxford may be worn with the skort also. The Oxford is never worn with the jumper. The Peter Pan collar shirt is never worn with pants or the skort. *4th to 8th grade girls must wear either plaid skirt or skort. No pants or shorts on formal days. Oxford shirt and sweater vest must also be worn on formal days. * 4th -8th boys must wear long pants with Oxford shirt and sweater vest. PK -3 may wear the Oxford shirt on formal days. Polo's on formal day is ok for this age. No shorts for either girls or boys. The navy sweater vest is the minimum requirement, long sleeved sweater or cardigan may also be worn on Formal Days. Girls in grades PK-3 who choose not to wear their skort with the vest on "formal day," and opt to wear their jumpers will need a cardigan sweater if they get cold. Peter Pan Collars are not to be worn with skorts. Polo shirts are not to be worn under the jumpers.

Additional Requirements

Girls may wear navy or black bike shorts (for modesty,) under skirts and jumpers as long as they are not visible. Shirts must be tucked in at all times. Shirts must be worn under sweatshirts, and the collar must be worn on the outside.

All students must wear a belt with pants and shorts, except PreK and

Kindergarten students. Belts must be one solid color. Belt colors may be black, navy or dark brown only. No extreme fads on the belts: studs, glitter, or anything printed is not allowed.

No outside clothing (coats, hats, etc.) may be worn in the classroom.

Undergarments must be plain white.

Sizes of clothing must fit the child. No oversized clothing may be worn.

Length of skirts, skorts, and shorts must not be more than 2" above the knee, worn at the waistline, and not rolled at the waist.

No low-rise or hip-hugger styles are allowed.

Jewelry

Girls may wear small post earrings. Boys may not wear earrings.

No other jewelry (rings, necklaces, etc.) except watches and religious symbols may be worn.

Medical jewelry is acceptable for those who must wear it.

Middle School students only, may wear simple jewelry of a non religious nature.

Make-Up

No make-up is allowed in PreK through 6th grade. Light make-up is allowed for 7th and 8th grade girls. PK through 5th girls may wear clear nail polish only. Middle School girls (6th through 8th) grade may wear light colored fingernail polish - white or light pink only. Dark colored

polish is not allowed, the child will be reminded one time. Subsequent times will result in telephoning the parents and bringing in a bottle of polish remover.

Anything with glitter is not allowed. The Administration reserves the right to determine if any make-up/polish is appropriate.

Hair

Hair must be clean and neat, with no "extreme" styles."

Hair must be the students' natural hair color only. No highlighted or altering treatment is allowed. Students will not be permitted back in to school until the hair is dyed back to the natural color. When the student does return to school, the student will be required to complete all work assigned and take all tests given. They will receive credit for tests taken. We expect all students and parents to follow the rules set forth in this handbook.

Hair must be kept above the eyebrows, ear and collar.

Middle School Boys only, hair length may be to mid-ear.

"Scrunchies" or other hair bows worn by girls may only be red, white or blue.

Free Dress- Non Uniform Day Dress Code

About once a month, students may earn a "Free Dress Day", usually the last Friday of the month. Free Dress is earned each month by following

the dress code. A student may receive one out of uniform notice in the month. A second notice will disqualify the student for free dress that month.

All clothing must be clean and in good condition.

Tops must have sleeves and go below the waist. No low "scoop-neck" shirts, tight shirts, or belly shirts may be worn.

Shorts must follow the length policy of the official uniform.

No offensive language on clothing is allowed, including alcohol and tobacco graphics.

Regular hair, make-up and jewelry policies apply for free dress days.

No colors, styles, or suggestions of gang-related clothing may be worn.

No oversized clothing may be worn. Pants must be worn at the waistline.

No flip flops or sandals for safety reasons.

P.E. Clothing

PreK - 8th

All students must wear non-marking athletic shoes, tied tightly in bows above the tongue.

PreK-4th

Grades PreK-4 wear uniforms to P.E. Girls are encouraged to wear shorts or pants on that day.

Grades 5th-8th

Grades 5th-8th change clothes for their P.E. class.

Students will lose academic points for failure to wear P.E. clothing during their assigned P.E. classes.

The B.S. official gym uniform must be worn. No B.S. "team shirts" are allowed. B.S.S. P.E. gray tee shirts, with purple logo is mandatory.

B.S.S. P.E. gray shorts with purple logo are mandatory. B.S.S. P.E. gray sweatpants with purple logo and embroidered, gray sweatshirts are optional. Red or blue zippered B.S. hoodie may also be worn with the gym uniform.

P.E. clothing is available through the St. Paul's Place Store at JDCHS. Order forms are also available in the B.S. office.

Winter

Children are to be prepared for winter outdoor play. Boots, hats, coats, and gloves are a must. Ski pants are required to play in the snow. Students play outside, weather permitting. Students are not permitted to stay inside for recess due to illness or lack of proper winter clothing. Please keep your student at home if they are too sick to go outside.

Grades 6-8 are not allowed on the snow without proper footwear, and must have a winter coat suitable for outdoor play.

Sweatshirts are not appropriate outerwear, and are not suitable for outdoor play.

Discipline

Discipline teaches that there are consequences for ones actions. Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Total School Discipline Cycle

Each teacher has their own style for the first three steps

Step 1, Warning:

The teacher warns the student to correct inappropriate behavior.

Step 2, Conflict Resolution:

The teacher and student have a meeting to discuss behavior. This may involve a student-to-student interaction.

Teachers have specific consequences if this meeting does not solve the problem.

Step 3, Parent Involvement,

Contract:

The teacher contacts the parent about the behavior. A contract with the student may be made.

Step 4, Principal/Vice-Principal

Involvement:

The student will conference with the Administration and teacher.

Step 5, Principal and Parent Involvement:

Conference and contract set up with student, Administration, teacher, and parent.

Step 6, No Improvement or Major Offense: Suspension or expulsion.

For some offenses, the disciplinary action taken might start with steps 3, 4, 5, or 6. Out-of-school and in-school suspension will count as a "0" academically. This means that work talked about that will not be counted or made up.

Major Offenses

The following offenses will result in in-school suspension or expulsion:

1. Physical or psychological danger (fighting, threats, intimidation, throwing objects, drugs, weapons, etc.)
2. Severe disrespect or abusive tone or gesture (theft, harassment, intimidation, profanity, vandalism, etc.)
3. Out of control and/or unreasonable behavior (repeated violations of class rules, unwillingness to work, etc.)
4. Harassment (verbal harassment or abuse, sexual harassment, inappropriate patting, touching or pinching, intentional brushing against someone's body, physical harassment, emotional harassment, verbal intimidation, bullying).

Conduct Cards (Grades 1 to 5)

1. Conduct cards will be issued to each student for a two-week period.
2. During that two weeks if the student has inappropriate behavior or after three tardies, an X will be marked on a square by the teacher and the reason for the X will be written in the square.
3. A student may be rewarded for doing appropriate behavior by putting a plus on the card. This brings the grade up one square.
4. If a student should reach an N (1-3) or F (4-5) the card will be copied and sent home. The parent will sign it and return it to the teacher the next day. This will help the parent know where the child is at, in the area of conduct.
5. If a student loses a card they receive an automatic N or F for that two-week period.
6. The grades on these cards will be averaged together for the quarterly conduct grade.
7. Conduct cards may also be used for missing work and other materials.

Middle School Discipline and Detention Policy

Step 1: The student will receive a verbal warning from the teacher.
Step 2: If the student's behavior does not improve, the student will be assigned 1 or more demerits and the incident will be formally written up, on a "Discipline Notice" form. A copy of this notice will be sent home to be signed by the parent and will

be returned the following day. This ensures parental notification.
Step 3: A student who is disruptive or whose behavior escalates quickly will be removed from the classroom and sent to the Vice-Principal/ or Principal, who will make parental contact. The issue will be discussed with the parent and an appropriate consequence will be decided upon. The school may use, but is not limited to using, demerits, detention, service (labor) and disciplinary contracts.

Students will be assigned demerits for choosing to be disruptive or breaking class/school rules. The following infractions will result in one demerit:

1. Chewing gum (and a five dollar fine)
2. Talking and or creating disruption in hallways,
3. Out of uniform,
4. Wearing the uniform incorrectly,
5. Tardies: (after 3 tardies, a demerit will be given. each tardy thereafter, an automatic demerit will be given each time, until the next quarter)
6. Improper language,
7. Loud, unruly behavior and or disrespect.

A child will receive a detention after 3 demerits.

The home base teacher will record the demerits for the students and fill out a Discipline Notice for those

students who have earned detention. This form will be sent home and must be returned the next day, signed by the parent. The parent signature on the Discipline Notice form acknowledges notification of the demerit. If there are questions or concerns about the demerit, the parent is encouraged to contact the teacher. Demerits are issued in the best judgment of the teacher and the required parent signature is not intended to appear as an opportunity for the parent to accept or reject the action taken by the teacher. If the student does not return the Discipline Notice the next day, an additional demerit will be given to him/her.

Detention will be on Thursdays immediately following school.

After a student serves a detention, the next demerit he/she receives after that will be another detention. The first detention will be 45 minutes and the second detention and every one thereafter will be an hour.

Students will be asked to return the following week if they cannot sit quietly, hands and feet resting on the desk and floor. They will not be allowed to do chores for the teacher hosting detention. They may not talk, have their heads down, sleep, and/or work on homework.

Detentions must be served on the next opportunity regardless of extra-curricular activities or other commitments. The only exception to this rule will be medical appointments made prior to the detention notice.

The student will be required to provide written verification from the medical office where the appointment took place. The student must bring this verification to the home base teacher the following school day, and will serve detention at the next opportunity.

If a student receives another demerit after having two detentions, he/she will serve an In School Suspension for the entire day. During this time, they will miss all class work and tests and may not make up any of the work.

Students may not work off demerits. What they receive is what will be recorded for the month. The only way to get rid of demerits is to serve a detention.

If a student receives another demerit after having already served an ISS, they will be required to attend a mandatory Saturday morning work detention from 6:30am to 9:30am.

The same tardy policy will still apply. Upon receiving the 4th tardy, the student will get a demerit and will earn a demerit for each tardy thereafter.

More than one ISS in up to 2 quarters for 8th graders will result in the student not being eligible to go on the 8th grade retreat.

The Administration has the ultimate responsibility of deciding discipline issues and how they will be handled. The Administrator reserves the right to waive and or deviate from any and

all disciplinary regulations for just cause, at his or her discretion.

We realize that this detention system will inconvenience the student, family, carpool, etc. The school is attempting to aid in the development of self-discipline and a sense of responsibility for an individual's actions. We ask for the support of our families in this task.

Extracurricular Activities

Extracurricular activities in the school are conducted under the supervision of the Administration according to the following guidelines:

1. Activities must be conducted according to school rules regarding parent permission, transportation, medical release, etc.
2. The activity should benefit all participants.
3. Activities and practices will be scheduled normally outside of class time.

Some activities have a grade requirement. The Principal may waive the grade requirement for an individual student.

Personnel instructed in relevant Diocesan/school policies, particularly those that relate to safety, must conduct extracurricular activities.

Student Council

A Student Council is organized each year and student officers elected to represent the students

of B.S.S. This council gives students the experience of accepting responsibilities and serving others. It is hoped that this body will generate increased school spirit, pride, and responsibility. Grades 5, 6, and 7 participate in the elections each spring. Students in 7th and 8th grades are eligible to be school officers.

Each grade will have a representative. Representative elections are in the fall. Student Council members must maintain a 3.0 grade point average and may not have below a C in any non core subject and/or in conduct and effort. Student Council members must also follow the guidelines of the Contract Policy. (See Student Council Moderator.)

Yearbook

A staff of parents publish a yearbook annually. Work is done outside school hours. A parent chairs the committee, with a school staff member overseeing the project. Parent volunteers are needed for this project.

Parties

For Valentines Day we will have a card exchange. The H.S.A. Room Parent Coordinator will provide a drink and a treat to each student. No parent volunteers are needed. No candy or treats are to be sent in with children for Valentines Day. No candy is to be placed in the cards.

No treats, flowers or balloon bouquets are to be send for an individual birthday or event or other occasion

Distribution of invitations at school is prohibited even if all the boys and/or all the girls are invited. Invitations should be mailed, or delivered privately, not involving the school. No invitations are allowed at school. No party pick ups on school grounds with limos etc. unless all students are invited.

The responsibility for non-school sponsored mixed parties of school students belongs to the parents of the students.

Parties for Teachers are not allowed.

Solicitation to parents for money donations for the purpose of purchasing teacher gifts is not allowed.

Sports Program

B.S.S. has an after-school sports program for volleyball (5th-8th), basketball (3rd-8th), baseball PK -8th), and cheerleading (6th-8th)

Coaches

We rely on parents to volunteer as coaches for these sports. They must be present at all practices and all games, or find an adult substitute.

Practices

All practices are scheduled with the Facilities Coordinator. The gym is available only after 5:00 p.m.

Use and Care of Gym

The coach and team are responsible to put things back in order: trash picked up, lights turned off, floor swept, restrooms checked, and building locked up before leaving.

NO student may be in the gym without adult supervision.

Only students on the team may be at practices.

Students must stay in the gym during practices and not wander the school halls.

Dropping Off and Picking Up Students

Please drop off and pick up children on the curbside of the vehicle only. Car pool or multi family drop off/pick up at youngest child spot. No parking in back of school on pickup or drop off, no entry from fire lane on pick up or drop off. No parking on the street to pick up students, all students must be picked up using the drive pattern.

Drop Off:

Pre- K through 3rd enter right lane from 17th East. 3rd grade pull all the way north to the top of the East side walk. Exit "right" to the fire lane in the back of the school. 4th through 8th enter left lane from 9800 South. 8th grade pull all the way north to the top of the West side walk, along the grass play ground area. Cross over only at designated crosswalks.

Pick Up:

Students will wait on the sidewalk near their grade number. Those with younger siblings or youngest in carpool will be instructed to wait at the youngest child's pick up spot.

This procedure works much more smoothly if parents and students crossing at the crosswalk are kept to a minimum. If you need to conduct business in the office, please try to avoid the busiest time of day from 3:00 to 3:10 p.m. Please park by the fence near Monsignor's rectory.

Please respect the cone placement by not crossing a cone line. Watch for students in the crosswalk. Observe the campus speed limit of 5 mph, and be patient with other drivers.

Children and parents must use the painted crosswalks in the parking lot.

Do not remove the cones to drive to E.D.P. Cones are in place from 7:45 a.m. until 2:30 p.m. and then are replaced at 3:10 to 5:00pm.

Please make sure that any alternate drivers (grandparents, neighbors, carpools, etc.) follow the drop off and pick up guidelines. Teachers and/or office personnel should be told of alternate drivers picking up your students. This is for your child's safety.

Crossing Guard

A crossing guard, provided by Sandy City, will be on duty to help our walking students cross 9800 South at 1700 East. Hours will be

7:40-8:00 a.m., Monday through Friday. The crossing guard is scheduled from 3:00-3:20 p.m. Monday through Thursday and 1:15-1:35 p.m. on Friday, due to Willow Canyon's early dismissal. Since B.S. dismisses earlier on Friday, B.S. parents will be responsible for crossing their own children, since the Sandy City crossing guard will not be available. For safety reasons, all walking students are expected to use these crosswalks. Permission for students to walk home, must be in writing and submitted to the office and kept on file.

Lost and Found

Items are brought to either the office or the Lost and Found barrel. After one month's time, unclaimed items are given to charity. Items with identifying names displayed are returned to your student's teacher. Please mark your child's belongings.

Telephone Use

The office telephone is not to be used by students, except in case of emergency. We do not allow students to call home for forgotten homework, backpacks, lunches, etc. PK to 5th students are not allowed to carry cell phones, Ipods, etc.

Teaching Responsible use of cell phones:

Cell Phone Policy PK - 5:

No cell phones are allowed in school for these grades.

Middle School Cell Phone Policy

The Administration and Middle School teachers will allow cell phones under the following conditions only:

- Phones must stay off during the day. They need to stay in the student's locker all day. They cannot be in pockets or backpacks unless the backpack is in the locker.
- Students and parents must arrange driving arrangements prior to arriving at school just as they do now and can't rely on cell phones arranging rides day to day.
- Phones are only to be used for communication with parents and guardians when necessary. They may not be used for social purposes at all.
- If a student needs to use his/her phone after school, he or she must ask the teacher on duty if it is okay to make the call.
- Special considerations will be made for cell phone use in extreme weather at the teacher's discretion or involving extenuating circumstances after school.
- Students will not be allowed to use phones to arrange after school activities.
- Parents still need to send a note for permission to allow their

child to walk home from school or to go home with other people.

- The first time a student is caught using a cell phone without permission, they will receive a verbal warning.
- The second time, it will be confiscated for 1 month.
- The third time, for 2 months and the fourth time it will be kept until the end of the year. The phone will only be released to parents.
- Texting during school is not permissible.

Textbooks

Students are responsible for the condition of the books they are issued. All books must be covered. Damaged or lost books will result in payment for a new book.

Class Supplies

The school provides a list for classroom supplies for the year. This can be found online. The students in grades PreK-5th need to provide their own backpack and book covers. Grades 6-8 bring some supplies, but have science lab, computer, and art fees paid in the Book and Supply Fee.

Lunch Program

All students in 1st -8th grades must bring a lunch from home unless the family pre orders and pre pays for a hot lunch. PreK and Kindergarten students using E.D.P. also have the

option of purchasing hot lunch, which is offered Monday-Thursday (except on early dismissal days). The cost of meals is reasonable. Hot lunch meals include a drink. Hot lunch may be ordered on line from Lunchboxers.com for the entire month.

If a student does not bring a lunch, a hot lunch can not be provided. Students cannot bring money to obtain a hot lunch on a day that they have not pre-ordered and expect to receive lunch. The caterer brings only enough to supply the children that have pre-ordered and pre-paid.

No food may be eaten outside of the designated lunchroom. All students will have 15-20 minutes to eat their lunch, and must spend at least 10 minutes doing so. We encourage students not to share their lunch unless a friend has forgotten their own lunch. Please do not send any food that needs to be heated up or micro-waved. Hot-pockets, frozen dinners, soup etc. fall under this category. Thermos canisters are ok.

Milk and juice cards are purchased at the school office for \$6.00 for a 10-punch card.

Late Lunches

Lunches brought to the school, after the morning bell, are to be placed on the late lunch table, in the front lobby. Lunch boxes/sacks should be clearly marked with the

student's name and grade. Students will pick their bag/sack up before they go to lunch. Parents are not allowed to disturb the class by bringing a late lunch into the classroom. We have a Wellness Policy in place in the Diocese, so we ask that Fast Food lunches be kept to a minimum.

Student Visitors

A brief visit is acceptable, though not encouraged, if the teacher and Administration give prior permission.

Bicycles/Skateboards/Roller-blades/Scooters

For the safety of everyone, students may not ride bicycles on the school grounds. Skateboards, rollerblades, and scooters are not allowed at school even for use after school hours.

Yard Supervision

The playground is supervised during all recesses. The playground is not supervised after school. Only those students in E.D.P. will be supervised on the playground.

Gum

No gum is allowed on campus. If a student is found with gum he/she will receive a \$5.00 fine.

Taking Students to Class

Parents of PreK and Kindergarten students may take their children to the classroom for the first 2 weeks of school only. After that, students

are able to go to class by themselves. Parents of 1st-8th grade students may take their children to class on the first day of school only.

VII. HEALTH, SAFETY AND EMERGENCY

Emergency Cards

Each family must have on file a current and fully completed Diocesan Emergency Card, with information pertaining to each student. The card is to be completed and signed at the beginning of each school year for each family.

When a student becomes ill or is the victim of an accident, the Principal or the principal's designee, will contact the parent or guardian immediately.

In emergency situations, if the parent cannot be reached, the Administration will follow the instructions on the emergency card. The signed card suffices for parent authorization when parents cannot be reached.

It is essential that emergency cards be kept up-to-date at all times. Changes in telephone numbers, addresses, and/or places of employment, etc. should be given to the office as soon as possible.

Illness and Accident Reports

The safety of students is a matter of utmost concern. Every effort is made to prevent accidents and to insure the safety of all students.

Parents of students with allergies are obligated to have that

information on file on the emergency card, listing allergies and any special health problems. If a child has any communicable disease, parents must notify the office.

If a student is involved in an accident requiring emergency treatment at a hospital or doctor's office, it will be reported promptly, and a copy of the accident report sent to the Diocese.

In case of accident or injury, B.S.S. is only permitted to apply basic first aid procedures. If further medical care is necessary, parents will be notified immediately.

Accident Insurance for Students

There is an All-School Insurance Plan for each Catholic school in Utah. The cost is taken from the registration fee. Every student will automatically be covered:

1. During the hours in which school is in session,
2. While the student is participating in or attending any school activity, sponsored and under the direction and supervision of B.S.S.; or
3. While away from school premises, if participating in a school sponsored and supervised activity, including athletics.

Accidents that occur and are covered by the terms of this policy will be reported to the school immediately. This insurance is a secondary insurance.

HIV/AIDS

"A Catholic response to the AIDS crisis must also include true compassion and understanding for those who suffer from this disease... It is incumbent upon all people to educate themselves regarding the disease, its transmission and prevention... An important element of our Catholic contribution, therefore, is to promote, in a consistent and loving way, the fundamental values of the Gospel and wisdom of our inherited tradition on sexual morality, *temperate living, conversion of life and human destiny*." (Bishop William K. Weigand, 1987)

"Infection with AIDS in and of itself should not be a reason to exclude students, faculty, or other employees from any Catholic elementary School" (USCC, 1987, p. 28)

Educational programs about HIV/AIDS are required for students. This program communicates the biological facts about AIDS while stressing the Catholic moral values, which should form our conscience and inform our behavior.

Every precaution is taken to protect the confidentiality of records, files, and other information about the HIV infection status of students and employees. The number of personnel who are aware of this information is kept at the minimum needed to assure proper care of the infected person

and to detect situations of potential HIV transmission.

For most students infected with HIV, the rights and benefits of normal school attendance outweigh the risks of their acquiring potentially harmful infections and the extremely slight risk of transmission of HIV.

When possible, HIV infected students will continue to attend school. Decisions will be made on an individual basis, with the human dignity and good of all in mind.

Immunizations

According to Utah State Law, all students enrolled in school must be properly immunized. The State Board of Health maintains the policy that students who are not properly immunized are to be excluded from school.

Prior to entering B.S.S., all new Kindergarten-8th grade students must have a Complete Physical Examination done by your medical provider. Utah physical form must be turned into the office. Your child must also have received the following immunizations::

- 5 DPT shots;
- 4 doses of polio vaccine;
- 2 MMR shots;
- 3 Hepatitis B
- 2 Hepatitis A
- 4 Pneumococcal
- 1 Varicella (Chicken pox)

PreKindergarten students must have the following immunizations:

- 4 DPT shots;
- 3 doses of polio vaccine;
- 1 MMR shot
- 4 Pneumococcal

For 7th grade entry:

- 3 Hepatitis B
- 2 Hepatitis A
- 1 Tetanus/Diphtheria (td) booster
- 1 Varicella (chicken pox)

This data is recorded on a Utah Certificate of Immunization Form, and on file at the school's main office before a student may attend classes.

Medicine

Utah State Law forbids the dispensing of any drug, including, but not limited to, aspirin, Tylenol, Midol, cough syrup and/or cough drops. If your physician decides that medication is necessary for your child during the school day, it is required that the school has specific instructions for administering the medication. Forms may be picked up in the office, and must be signed by both the parent and physician.

Medication sent to the school must be in the bottle received from the pharmacy, and over-the-counter drugs must be in their original bottle. All medication will be left in the office. No medication is allowed at any time in the student's possession, backpack, or desk.

The child will come to the office to get their medication at the time it is to be dispensed.

Code of Conduct for Minors

The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian Values that create an orderly, nurturing and safe environment.

Rights and Responsibilities: Rights are those things we are entitled to have. Responsibilities are the actions that are expected as a result of those rights.

Children and young people have the right to:

- a safe environment
- receive the best formation program to meet their needs
- feel secure from physical, verbal and written harassment
- be treated in a fair, consistent and respectful manner
- receive instruction and assistance for social, emotional and academic concerns
- a clean and pleasant environment

Children and young people have a responsibility to:

- share experiences in safe and pleasant surroundings
- attendance that is regular and punctual
- act safely in everyone's interest
- accept responsibility for their actions
- practice good health habits
- be honest and polite
- not interfere with the leader's facilitation, and the experience of others
- show respect for the rights, feelings and property of others
- seek help for social, emotional and academic concerns
- adhere to rules during any related activities
- work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate
- respect ethnic, racial, religious, gender, intellectual and physical diversities of all people
- report discreetly any inappropriate behavior to a responsible adult

Behavior:

- Reverence, Respect, Responsibility- All behavior should be guided by reverence for life, respect for self, others and property, and taking responsibility for one's actions.
- Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect and cooperation, and

provide a safe, positive and well-ordered environment.

- Offenses- The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:
- Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
- Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
- Being dishonest (lying, cheating, etc.)

In addition to the Code of Conduct for Minors, the Diocese has a published Child Abuse Policy which is available in the Principal's office or on the Diocesan Website: www.dioslc.org. A copy may be requested from the principal.

HARASSMENT BY STUDENTS

The Catholic schools of the Diocese of Salt Lake City recognize that harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe around school

Because of the Christian climate and Catholic culture in the schools, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s).

Emergency Drills

These drills are practiced periodically though out the school year.

School Closures

In case of a long power outage, sewage problem, snowstorm, or other emergency, students will remain at school unless parents come to pick them up.

If the Canyon School District cancels school, B.S.S. will usually cancel school. Television and radio stations will broadcast the message regarding school closures.

If parents decide not to send children to school due inclement weather, on a day that the school is open, the child will be marked with an unexcused absence.

Health Screening

Student screening for vision and hearing problems may done for various grade levels. Parents will be notified if further testing is suggested.

Sickness

Do not send your children to school when they are sick. Besides the need to protect other children from infection, we have no facilities to care for sick children and they will be sent home. If both parents work, arrangements will have to be made to have someone pick up the sick child. We will not send a sick child home alone.

When your child has been absent due to sickness and returns to school, the child is not to remain in the building during recess periods. If you feel your child should not go out for these breaks, the child should stay home one more day so that upon returning to school, the child is able to participate fully in all school activities.

If your child is too sick to go outside, they are usually too sick to be in school.

In the case of communicable illnesses, the student should not return to school until the doctor has given written permission. A written note to your child's teacher upon return to school is required to excuse the absence.

If the school suspects a contagious condition, school personnel will examine and isolate the student. B.S.S. will contact parents immediately.

Release of Students

Under no circumstances may a child be released to anyone other than a parent or guardian or those listed on the child's emergency card.

Please come to the office for your child. No student will be permitted to leave the building without their parent, and without written permission of the parent or an authorized adult.

All children who become ill during the day must report to the office. If the condition warrants that the child is sent home, parents or guardians, or those listed on the emergency card, will be notified.

Extended Day Care Program (E.D.P.)

E.D.P. hours are 7:00 a.m. - 6:00 p.m. each day school is in session. It is available for PreK-8th grade students. Exceptions are approved by the Director of E.D.P.

School rules apply to E.D.P, as do discipline, finances, medical and emergency policies, etc.

Students must be registered at B.S.S. in order to participate in this program. E.D.P. provides care, supervision, recreation, and enrichment activities.

Fees are the sole support of E.D.P. It is not subsidized by B.S.S. or the parish.

A registration form, medical form, and emergency card must be filled out and left in the E.D.P. office. E.D.P. charges are paid using the direct withdrawal method, using the account information on file. Charges are deducted on the 25th of each month.

See the Director of E.D.P. for costs and further information.

Development

The B.S.S. Development Office pursues funds from alternative sources, promotes public relations and marketing programs, solicits funds for endowments and initiates scholarship funding from private sources.

PARENT INVOLVEMENT

Home and School Assoc. (H.S.A.)

Blessed Sacrament has a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Educational Association. (NCEA)

The primary purpose of a parent organization is to support the

school's mission. This is done primarily by:

- Volunteering help in school programs and activities and supporting all volunteer efforts needed in the school.
- Organizing and supporting fund raising efforts to financially support the school and its programs.
- Supporting the school by giving positive feedback to the outside public and other adults/parents of B.S. or other any other school.

The Blessed Sacrament parent organization is called: H.S.A., (Home and School Association,) it raises funds throughout the school year to help the school with special needs. This organization also encourages parent volunteers by sponsoring the Volunteer Program. The school depends on parent volunteers to help provide the quality programs we offer at B.S.S.

Parent Volunteer Program

All visitors to the school must first stop at the school office, sign in and receive a badge.

Every family is required to give some form of service or additional financial donation to the school. Service can be during school time or outside. It includes fundraisers and the educational program.

Opportunities for service are given out at the time of registration.

Parent help in classrooms begins in October.

It is expected that parents are confidential with information about the children they work with.

All families are asked to do twenty (20) hours of general service per family, plus families who have children in grades 1st through 8th are required to do an additional four (4) hours of lunchroom duty. The 4 hours of lunch room duty is in addition to the 20 hours of the general volunteer requirement. If one or both of the services can not be completed, then a direct debit will be deducted from your billing account, at \$12.50 per outstanding hour, using the direct withdrawal method. The maximum billing amount will be, \$250.00 plus \$50.00 in lieu of both the general service and lunch service. Each family who has children in grades 1st through 8th grade, will be required to do 4 hours of lunchroom and playground duty. If the family does not complete the 4 hours of lunchroom duty, the standard billing amount of \$12.50 per hour will be deducted using the direct withdrawal method on June 10th.

E.D.P. may be used for siblings of B.S.S. when the parent volunteers at school. Parents will be charged at the same hourly rate as enrolled students. These children must register at E.D.P. and parents MUST sign in and out of E.D.P., indicating what grade or activity they are

volunteering for. Any child left at E.D.P. MUST be toilet trained.

This program is dependent upon staffing and numbers of students in E.D.P., and parents using this service responsibly.

School Board

B.S.S. has established a School Board to be consultative to the Administration. The standing committees include Finance, Development, Facilities, and Maintenance. The School Board also has an Ad Hoc Committee. This committee includes the Building Committee and the Evaluation Committee. The Building Committee will oversee the building and assisting in procuring funding for repairs and maintenance. The Evaluation Committee is a group of parents that will evaluate textbooks each year using National State and Diocesan standards.

FINANCES

School Tuition and Fees

The Bishop in consultation with the Pastors and Principals determines tuition for all Catholic Schools. Those rates are binding on all Catholic Schools. Each school can charge per student and per family, fees to defray the cost of such items as books, costs of testing, student insurance, etc.

Tuition Forgiveness

The published regular tuition rate is considerably lower than the actual per student cost and all families are

asked to pay the published regular tuition rate. BSS receives no funding to cover any tuition forgiveness.

Special consideration may be given to families who are unable to pay the published tuition rate. Tuition Forgiveness information is provided in each registration packet. These applicants deal directly with the third party assessment firm. The third party assessment firm then compiles all financial data and may or may not suggest a reduced tuition rate. Families will be notified of tuition rates prior to June 10th of each year.

Cost -Based Tuition and Fees

Cost-Based Tuition/Needs Based Tuition Aid has been adopted as the model for financial support for all Catholic schools in the Diocese of SLC. This model takes into account the true cost of education for each child. Cost Based Tuition provides the parents the opportunity to invest fully in the child's education.

Tuition Payment Policy

B.S.S. follows Diocesan policy and utilizes an automatic debit program for tuition payment. This is mandatory for each family - no exceptions!! The tuition will be deducted from your checking or savings account on the 10th of each month, beginning August 10, and ending May 10.

*If you do not wish to make monthly payments you have the option to

prepay your entire tuition bill before the beginning of the school year.

Registration packets will be sent home during the first part of January and due back by a specific date. At that time, a non refundable, non transferable registration deposit of \$100.00 per child will be due. This \$100.00 fee will not be a direct withdrawal and must be returned at the time the registration packet is returned. This deposit will be credited toward your annual per student fee. No registration fees are refundable or transferable.

All school fees are paid utilizing the direct debit method and are due in full on July 10. If you have an 8th grade student, all tuition is due by the graduation date. Diplomas will not be issued to 8th grade students if any tuition or fees are owed. Returning students will not be enrolled until written arrangements or payment is made.

Once a family signs a 2010-2011 Tuition and Fees Agreement with Blessed Sacrament Catholic School, LLC Series #201, they are acknowledging a financial commitment and a legally binding agreement. For the 2010-2011 school year, we will offer tuition insurance to protect your peace of mind and your financial commitment to Blessed Sacrament Catholic School.

The financial support of our families is a critical aspect of our programs;

without adequate funding, we cannot offer or sustain quality programs. The Tuition Assurance Policy is designed to help sustain our programs and to help families financially if the need arises. By electing to purchase a plan, a family can reduce their financial risk/obligation to our school. To request the Tuition Assurance Policy for your student(s), simply complete Line 4 on the Tuition and Fees Agreement. The policy fee will be added to each student's fee total and will be deducted along with the registration fee on July 10, 2010. The Tuition Assurance Policy must be purchased at the time of registration and may not be added anytime thereafter.

Withdrawal Policy

Upon receipt of the signed Tuition and Fees Agreement by the school, there are no refunds of any fees. Students withdrawing before June 1, 2010 will not be charged a pro-rata share of the 2010-2011 tuition; however, there will be a \$175 administrative withdrawal fee. Students withdrawing after June 1, 2010 will be charged a portion of the contractually agreed upon tuition based upon the families selection or rejection of the offered insurance coverage. If the Tuition Assurance Plan is purchased, the withdrawing family's/student's financial obligation to the school will be limited to and prorated to the actual number of days attended plus

the \$175 withdrawal administrative fee. If the Tuition Assurance Plan is not purchased, each withdrawing student will be charged on a registered or attended semester basis where the family is charged in full for the registered/attended semester without respect to the number of days attended plus the \$175 withdrawal administrative fee.

The Administration retains the right to amend this handbook/Calendar for just cause. Parents will be given prompt notification if changes are made.

You are making a substantial investment in your student's education. A Tuition Assurance Policy is a way to protect your peace of mind and your financial commitment against loss due to absence, dismissal, or withdrawal.

Collections

There is a \$25 fee for any check or auto debit that is returned to B.S.S. for nonpayment. All uncollectible debts will be turned over to a collection agency and/or attorney for collection. Debtor is responsible for all collection and/or legal fees that are incurred.

Credit Cards

Due to the dramatic increase in bank card processing fees, it has become necessary to charge a 6% service charge on all payments made to the school with a credit card.

The Policies in this Handbook/Calendar are based on the Diocesan School Policy. Each family and staff member is expected to follow them.