

PARENT-STUDENT HANDBOOK
BLESSED SACRAMENT PARISH SCHOOL
2009 - 2010

Preschool - Grade Eight

4551 56th Street

San Diego, CA 92115

(619) 582-3862

(619) 265-9310 (Fax)

www.bsps-sd.org

mainoffice@bsps-sd.org

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The Western Association of Schools and Colleges

The Western Catholic Education Association

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HISTORY

Blessed Sacrament Parish School was established in 1947 and staffed by the Sisters of the Immaculate Heart of Mary. The school population continued to increase in size until it reached maximum capacity with double grades 1 through 8. In the mid 1960's, the number of students began to decline until 1971 when the enrollment was down to 217 students.

In 1974, the Sisters of the Immaculate Heart of Mary withdrew from the school and the first lay principal was hired. In September of 1977, the Kindergarten was opened to help build future enrollment. At that time, the student population increased to 262 students. However, in subsequent years, enrollment declined to 184 students.

In 1981, a Preschool was opened. The program was later expanded to include a pre-Kindergarten. In 1986, the Preschool was fully licensed by the State of California. A ninth grade was added to the school in 1984. This program continued as a necessary component to meet parent and student needs until 1991.

A new building was completed in 1986 to replace three bungalows. A portable building was secured in 1986 which provided one additional classroom and space for the Extended Day Program. As the Preschool numbers increased and the pre-Kindergarten program was established, additional classroom space beneath the school library was outfitted to meet those needs. Open balcony spaces in the older building were enclosed to provide more space for small group work. Currently, one of these rooms is used as the school counselor's office/teacher resource room and the other is used as the Title I Resource Room.

Under the Parish Master Plan for future growth, permission was secured in 1992 for the construction of a 6800 square foot building designed to house three new classrooms, administrative space, a permanent lunch room, designated parish multi-use space, and a new Computer lab. Construction was begun in 1993 and completed in August, 1994.

Through donations and fundraising efforts in 1999 a physical fitness structure was installed. It serves a dual purpose, first as equipment to enhance the physical education program and second as play/recess equipment. Because of the generosity of a donor, artificial turf was installed in this area in August of 2007. This final addition provides an inviting and safe environment for student play times and class times.

Student enrollment has fluctuated from 175 students in 1979, over 400 students in the 1990's, to a more constant 300 students in recent years. Over 68% of the students' families are registered in Blessed Sacrament Parish and another 18% are registered in other Catholic parishes. Additionally, the staff has grown from twelve full and part time teaching staff and office personnel to twenty-six staff members.

Blessed Sacrament Parish School continues to accept the challenge of providing Catholic Education opportunities to the faith community which we serve, and we welcome your prayers, participation, and support.

SCHOOL PERSONNEL

Pastor	Rev. Bruce Orsborn
Principal	Ms. Theodora Furtado
Assistant Principal	Mrs. Debbie Hudson
Dean of Students/PR	Mr. Michael Trunzo
A. Administrative Staff :	
Administrative Assistant	Mrs. Mary Castro
Office Receptionist	Mrs. Lisa Browning
Bookkeeper	Mrs. Camille Hinkle
School Nurse	Mrs. Judy Cromwell
Maintenance	Mr. Juan Huezo
B. Preschool Staff:	
Director	Ms. Sharon Gaskin
Assistant Director	Mrs. Chris Holland
Instructor	Mrs. Joanne Rose
Instructor	Ms. Andrea DeCelles
Instructor	Mrs. Latifa Zalmay
Instructor	Mrs. Irma Solis
C. Homeroom Staff:	
Kindergarten	Mrs. Irene Nowland
First Grade	Mrs. Mary Ann Denhart
Second Grade	Mrs. Kathy Girard
Third Grade	Mrs. Jennifer Dahle
Fourth Grade	Mrs. Debbie Hudson
Fifth Grade	Mrs. Doreen Papanos
Sixth Grade	Mrs. Rita Blickenstaff
Seventh Grade	Ms. Luci Rossiter
Eighth Grade	Mrs. Jeanine Bennett
D. Program Staff:	
Counseling	Dr. Paula Safir, Ph.D.
Computer Center	Mrs. Susannah Berning
Physical Education	Mr. Carlos Malta
	Mr. Michael Trunzo
Resource Center	Mrs. Ellen Lopez
Music	Ms. Lhory Montemayor
Extended Day Program	Mr. Michael Trunzo
E. Instructional Aides	
	Ms. Lhory Montemayor
	Mrs. Bonny Morano
	Mrs. Maureen Swanson
F. Student Activities:	
Testing/Admissions	Mr. Mike Trunzo
Kindergarten Testing	Mrs. Irene Nowland
ITBS Testing	Mrs. Irene Nowland
ACRE Testing	Ms. Luci Rossiter
Athletic Director	Mr. Carlos Malta
Student Council	Mrs. Rita Blickenstaff
Yearbook	Mr. David Blickenstaff
	Mrs. Jeanine Bennett
Mission Activities	Mrs. Kathy Girard
School's Choir	Ms. Lhory Montemayor

Christmas Program	Mrs. Rita Blickenstaff Mrs. Jennifer Dahle Ms. Luci Rossiter
CSW Activities	Mrs. Jennifer Dahle
Grandparents' Day	Mrs. Mary Ann Denhart Mrs. Ellen Lopez Mrs. Susannah Berning
Peacemaker Recognition	Mrs. Mary Ann Denhart
Geography Bee	Mrs. Debbie Hudson
Math Contests	Mrs. Doreen Papanos
Spelling Bee	Mrs. Debbie Hudson
Science Fair	Mrs. Rita Blickenstaff
Academic Decathlon	Mrs. Jeanine Bennett Mrs. Ellen Lopez
Forensics	Mr. Michael Trunzo
Field Day	Mr. Carlos Malta
Scouting	Mr. Craig Kinsey & dedicated parents
After School Sports	Dedicated parents, alumni, staff & friends
G. Parent/Teacher Group (PTG)	
President	Mrs. Mary Parada Mr. Pete Dougherty
Vice-President	Mr. Aaron Lopez Mrs. Michelle McDonald
Secretary	Mrs. Nikole Carter
Treasurer	Mrs. Laura Gagliano
Social Chairpersons	Mrs. Gracie Gagliano Mrs. Lisa Richardson
Publicity	Ms. Monica Perez Mr. Craig Kinsey
Faculty Representative	Mrs. Irene Nowland
H. School Advisory Board	
President	Mrs. Melissa Purcell
Secretary	Mrs. Melissa Castaniero
Faculty Representatives	Ms. Luci Rossiter/ Mr. Mike Trunzo
I. Memberships:	
National Catholic Education Association	
Western Catholic Education Association	
National Council for Teachers of Social Studies	
National Council of Teachers of English	
Greater San Diego Math Association	
California Reading Association	
California Mathematics Council	
National Council for Teachers of Mathematics	
California Junior Scholarship Federation	
Professional Association for Childhood Educators	
Association for Supervision and Curriculum Development	
Parochial Athletic League	
College Area Business Improvement District	
Crossroads Redevelopment Project Area Committee	
Maintenance Assessment District Board	
College Area Community Council	
San Diego Organizing Project	

MISSION STATEMENT

Blessed Sacrament Parish School is a Catholic family of parents, educators, clergy, and parishioners united in Christ's love to educate our children. We believe that we are an integral part of the Church's mission to proclaim the Gospel and to build a foundation of faith through worship and service.

We promote Christian values, spiritual growth, academic excellence, and the physical development and support the learning styles of each student. Blessed Sacrament Parish School strives to develop responsible global citizens who: treat others with respect; work and play cooperatively; think critically, listen attentively, speak confidently; know how to find answers and desire to learn more. We recognize and celebrate our diversity and share our talents in support of one another, our parish and our community.

PHILOSOPHY

"Jesus came up and spoke to them. He said, 'All authority in heaven and earth has been given to me. Therefore, make disciples of all nations, baptizing them in the name of the Holy Spirit, and teach them to observe all the commands I gave you. Also know that I am with you always, yes, to the end of time...' "(Mt 28: 18-20)

With these words, Jesus Christ commissioned His apostles and their successors to spread His Good News of Salvation to the ends of the earth. As Christian educators, we at Blessed Sacrament Parish School share in the mission of the Church by carrying out His divine mandate to those entrusted to our care. In so doing, we affirm the love and sacrifices of the Parish, parent community, and staff who have made Catholic education at Blessed Sacrament Parish a reality.

The challenge set before us is to establish an atmosphere for learning in which who we are as individual teachers as well as how we function as a faith community both give witness to the message of Christ.

"I give you a new commandment: Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you are my disciples: by your love for one another!" (Jn. 13: 34-35)

It is imperative that, as partners with parents, we permeate our message with methods and materials which take into consideration the world from which the student comes, as well as the world in which the student will function as a young Catholic adult. Catholic education has as one of its goals to make one's "faith become living, conscious, and active, through the light of instruction". (The Bishop's Office in the Church, 14). In light of this, we sense the need for a conscious effort to reinforce our faith-gift. We seek to nurture in all students a faith based on sound Catholic doctrine, supported by an ever growing faith community which leads to a child-centered, life-long mission of Christian service and commitment.

Blessed Sacrament Parish School endeavors to act in partnership with parents for the benefit of students. We all strive to "come together to that oneness in our faith and in our knowledge of the Son of God . . . By speaking the truth in a spirit of love, we must grow up in every way to Christ, who is the head." (Eph. 4:13, 15) We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home; therefore, parents are the primary educators of their children. Through the continuing active role of parents, children develop their Christian identity and become responsible to witness to the world a life of love and service.

We are aware as we prepare students for life in the twenty-first century that ours is a world at times troubled by high mobility, increased technological challenge, and time constraints and family dynamics that impact their lives. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent and child, to act as co-partners in nurturing that relationship, and to provide for an appropriate balance between school and home outside of the school day.

As effective role models for children, parents and teachers realize that their example of effective partnership is vitally significant. To this end, the staff commits itself to working with parents in order to develop in each student those qualities which more perfectly mirror the example of Christ's life. We recognize as a staff that our power to teach is a God-given responsibility.

"In the church, God has put all in its place: in the first place, the apostles, in the second place prophets, and, in the third, teachers..." (Eph. 4: 7-11)

Recognizing the fact that Christian personality grows neither in constraint nor permissiveness, we seek to teach students that through responsible decision-making the capacity for self-discipline is best achieved. In working towards this end we, as teachers, wish to motivate the student to acquire knowledge and to balance intellectual growth with the teachings of Christian love.

"I may have all knowledge and understand all secrets ... but if I have not love, I am nothing..." (I Cor 13: 2-3)

In a world of increasing technological specialization and dehumanization, it is imperative to be able to think critically, creatively, and conscientiously. We hope to teach our youth not what to think but how to think by providing academic tasks which stress critical thinking skills.

Blessed Sacrament Parish School recognizes that we are first and foremost a Catholic Parish educational institution. With that in mind, we believe that the Parish plays a vital role in supporting the ministry of both the school and parents. Through active involvement, both liturgical and non-liturgical, we, as a faith community in the Parish, endeavor to work together in a spirit of partnership.

"They devoted themselves to the Apostles' instruction and the communal life, to the breaking of bread and prayers..." (Acts 2: 43)

With open communication, the Parish and the school benefit each other by utilizing one another's talents. Together we work to carry on the evangelical mission of the Church by proclaiming the "Good News".

The proper end of the educational structure of Blessed Sacrament Parish School is to help the students acquire the skills and habits of thought and character which are attributes of a Christian education. It is our ultimate hope that the youth of Blessed Sacrament Parish School will be prepared to actively, fruitfully, and joyfully contribute to the progress of society as responsible citizens and Christian leaders.

SCHOOLWIDE LEARNING EXPECTATIONS

A Blessed Sacrament Parish School student is:

AN ACTIVE CHRISTIAN who

- appreciates one's own uniqueness and the diversity of others
- participates in and plans liturgical celebrations
- participates in community service projects
- participates in the life of one's faith community
- treats others and all things with respect

AN EFFECTIVE COMMUNICATOR who

- participates in cooperative group settings
- articulates confidently during classroom discussion, daily speech and writing
- plays cooperatively demonstrating knowledge of rules and good sportsmanship
- listens well and respects opinions of others
- takes initiative to resolve conflicts through demonstrating good sportsmanship and use of rules of conduct

A LIFE LONG LEARNER who

- deciphers information to formulate potential solutions
- knows how to find answers
- uses a variety of resources and technology to solve problems
- demonstrates growth in critical thinking abilities and personal achievement
- listens attentively to others
- displays a desire to learn

A SELF-AWARE INDIVIDUAL who

- shares one's time and talents
- responds courteously and respectfully
- follows classroom and school rules
- works well with others
- strives to reach one's full potential
- recognizes personal strengths
- focuses on spiritual, moral, intellectual, physical and social growth

GENERAL INFORMATION

A. Admission Procedures - General Admission Policy

All new families will have a pre-admission interview. All incoming students are academically tested and will, upon satisfactory performance, be admitted as follows:

Priority 1: Students whose families are registered and active parishioners of Blessed Sacrament Parish and who regularly attend Mass at Blessed Sacrament as verified by the use of Church envelopes and whose families submit their registration forms by the required dates. Parish envelope usage is recorded weekly by Parish staff and evaluated monthly by the Pastor who, in turn, directs monthly re-classification where necessary.

Priority 2: If room is available, transferring Catholic School students whose parish of residence is Blessed Sacrament and who previously attended another Catholic School.

Priority 3: If room is available, transferring Parish students who previously attended public school.

Priority 4: If room is available, Catholic students from outside of the parish whose families will support the school.

Priority 5: If room is available, other students who by their behavior and attitude demonstrate an acceptance of the Blessed Sacrament Parish School philosophy.

Admission to Kindergarten will be determined by two factors following the determination of priority status listed above:

1. the applicant student is five years of age by September 1 of the academic year that they are seeking admission for, and
2. the applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as a result of readiness screening.

Admission to Grade One will be determined by two factors following the determination of priority status listed above:

1. the applicant student is six years of age by September 1 for the academic year that they are seeking admission for, and
2. the applicant student is developmentally ready as determined by data compiled as a result of readiness screening may be admitted to Grade One.

It is of utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school projects, is a pre-requisite to re-registration and a condition for continued presence in school. The school may deny re-admission to any family delinquent in tuition, or who has not met the PTG Point requirement. In addition, failure to support the philosophy, objectives, and policies of the school may also result in a bar to re-admission.

All new students will be placed on academic and conduct probation for at least one term. We wish to make it clear that Blessed Sacrament Parish School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by

specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

B. Non-Discrimination Statement:

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

C. Tuition and Fees

Registration Fee - \$125.00 for the first child and \$75.00 for each additional child - please note that this fee is non-refundable.

Student Fees - \$250.00 per year, per student in Preschool through Grade 8 (administrative costs, insurance, and Diocesan per-child assessments, textbooks are included with this fee) - please note that this fee is due by June 1 and is non-refundable.

Tuition - Those who are classified by the Rectory as being active and supporting members of Blessed Sacrament Parish are eligible for the Catholic Parish rate. A conference will be scheduled with a school representative with all new families which will provide an opportunity to every registered Parish family to assist the school in identifying a rate of tuition which respects a family's ability to pay and the school's need to finance its programs.

In accord with Diocesan policy, it is not the intent of this procedure to suggest that transferring Catholic families from other Catholic schools must register in this Parish as a pre-condition to enrollment. Therefore the following families are eligible for the Catholic non-parish rate: families with a spouse employed in a Catholic School, families who are registered and regularly attend another Catholic Parish, and families who are members of an Eastern Rite or Western Rite Church. In these cases, the family must offer an annual verification of Parish involvement and sacramental attendance from their respective Pastor.

Other families will be expected to pay the actual cost per child. International students pay an additional cost to maintain their I-20 status. All these families are encouraged, but not required to participate in service commitments.

Tuition is a yearly rate payable in yearly or ten monthly installments beginning August 1. In the event of early withdrawal or termination of enrollment, families are contractually obligated to pay the balance of their tuition.

Fees - Monthly statements for any fees due will be sent directly from the Business Office. A late charge of \$20.00 will be applied to any balance over \$100 if not paid by indicated due date. Should a family opt to make payments via credit card, a 5% charge will be added to each transaction. A credit card charge is allowed only for payments over \$200.00. Any checks returned due to insufficient funds will result in a \$30.00 service charge.

D. Tuition Policy

1. By the first day of school, all fees and tuition payments must be current. In order to qualify for the Supporting Family rate, a family must:

- a. be a registered member of Blessed Sacrament Parish and attend Sunday Mass at Blessed Sacrament weekly;
- b. use the Sunday collection envelope on a weekly basis (no mandatory minimum contribution);
- c. be an active member of the Parish Community.

School families are invited to contact the Rectory to determine their status. Regular notification of change in status will be forwarded by the Rectory to families who are re-classified. At that time, families will need to contact the pastor to be reinstated. Failure to do so will result in those families being required to pay the actual cost per child rate for the remainder of the school year.

2. Tuition procedures will be as follows:

- a. the Principal will explain the Tuition Policy at PTG meetings and through the weekly school letter;
- b. tuition is due on the first of every month and failure to pay on time without prior notification to the Business Office may result in suspension from school;

Families who are not current with tuition at the end of each quarter may have their child's report card held and conference deferred until arrangements have been made with the Business Office.

No family will be allowed to re-register or will be allowed to be considered as re-registered if any tuition or fees are unpaid and delinquent on May 5th. This means that the delinquent family would lose its preferred position on the school rolls.

No Eighth Grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 5th, hence no diploma will be awarded. In accord with Diocesan policy, a notice will be sent to the student's high school recommending a denial of acceptance.

All delinquent accounts will, at the discretion of the principal, be forwarded to a collection agency or pursued through legal action.

Where a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at Blessed Sacrament Parish School, waive their right to the forwarding of transcripts to their next school which may have been granted by the Family Education Rights and Privacy Act and the California education code and any/or all other legislative codification's bearing on the transfer of such records upon request of the school to whom the student is intending to transfer. As this handbook represents the understanding of both parent and school, attendance at school is therefore to be viewed as assent to the terms and conditions stated in this document.

3. Tuition Assistance is available through the following three primary sources:

- a. designated tuition assistance from the parish
- b. pledges made by families to the Tuition Assistance fund
- c. the Brian Scholars Foundation

The first two sources are available to families who are registered and participating members of Blessed Sacrament Parish. The third is open to all families regardless of religious affiliation.

Upon receiving a request for tuition assistance, the family must complete the School and Student Service for Financial Aid (SSS) application, a service provided through the National Association of Independent Schools. You can either pick up a packet from the Office or access it online at www.nais.org/financialaid/sss. Additionally, a copy of the parents' current/previous year tax returns must be turned in to the office. A report on the analysis of the information provided is then sent to the school to assist the administration in determining whether or not a family qualifies, the extent of the need, and the school's ability to aid the families.

E. Parent-Teacher Group

In accord with Diocesan policy, the Parent-Teacher Group is organized to:

- promote a broader appreciation of the ideals of Catholic Education;
- enlist the spiritual, educational, and social resources of home and school to provide the best Catholic Education possible;
- provide an advisory function to the school administration and a forum of exchange for parents and teachers;
- provide a solid organization to improve the school's fundraising efforts;
- bolster the integration of families into the life of Blessed Sacrament Parish.

Every family who receives the Supporting Parish and Catholic Non-Parish rates is expected to contribute service to the Parish and school. The **Family Goal is 10 points**, to be completed during the school year or, in lieu of this Points Program, to contribute \$100.00 to the school. The cost of education per child is significantly more than the indicated tuition rate. In order to continue to maintain tuition levels at rates more truly reflective of a family's ability to pay, it is expected that these families will honor this commitment.

Points may be secured by a contribution of time, talent, and goods. The following list is designed to provide a set of examples - the list is not designed to be restrictive in any way. If your time, talent, or goods donation is not found in the list below, simply contact the school office for assistance in securing your points by some method not indicated below. The PTG will report point totals on a quarterly basis to school families. Communication regarding point status should be directed to the PTG Points Chairperson.

Recommended Opportunities

1. Attendance at PTG General Meetings-1 Point/family/meeting
2. Parish Religious Education Teacher - 5 points/year
3. Committee Chairperson - 5 points
4. Scout Leaders, Brownies, etc. - 5 points
5. Coaching - 5 points per sport - commit to season

6. Room Parent – 5 points
7. Donations - 1 point for every \$10.00 donation
8. Parish Committee Member - 5 points/year
9. PTG Board member - 10 points/year
10. School Advisory Board member – 10 points/year

**Special Note - All donated time for working at the school, i.e., yard duty, office worker, classroom helper, etc., is evaluated at 1 point per day; driving to/from and chaperoning is evaluated at 1 point maximum per field trip.

Financial Agreement Commitments For Parish and Catholic Non-Parish Rates

1. Work Coffee/Donut Sunday or sell scrip on Sunday for each child during designated month. *
2. Sell ten car raffle tickets. (per family)
3. Work a 2-hour shift at Fall Festival. (per child) *
4. Participate in the scrip program netting \$30.00 profit per quarter or contribute the specified dollar amount. (per family)
5. Support the Big 10 in at least one of the following ways: buy/sell a \$100 ticket; 2 guests attend the evening event; staff the event selling raffle tickets and disbursing auction items; or work on the Committee from onset of planning meetings.
6. Fulfill point commitment by contributing service to the school and parish.

**Once schedules are filled, families unable to be scheduled during designated month can fulfill these commitments by scheduling for open shifts for other classes, or other PTG sponsored events. This effort will be coordinated by the room parents, and where necessary, the Business Office.*

Failure to meet agreed upon commitments will be cause for the family to forfeit the subsidy amount allotted per child or per family. The indicated subsidy amount will be added to the base tuition rate for the current year. Additionally, the family may be required to pay the affected subsidy amount when completing the Financial Commitment Agreement the following school year.

F. School Hours

The hours of the school will be as follows:

7:00	Extended Day Program
7:30	Regular Supervision
7:40	First Bell
7:45	Morning Assembly
8:00	First Period Begins
9:30 - 9:50	Recess Kdg - 2
10:00 - 10:15	Recess 3 - 5
10:15 - 10:25	Nutrition Break 6- 8
11:40 - 12:40	Lunch
2:45	Dismissal
2:45 - 6:00	Extended Day Program

Unless indicated in weekly newsletter, dismissal every Wednesday will be at 2:00, as staff will be meeting for curriculum planning.

The school office is open from 7:30 A.M. to 3:30 P.M. during the school year and from 8:00 A.M. to 12:00 P.M. in the summer. For safety and insurance reasons we ask that no students arrive at school before 7:00 A.M. The parish and school will accept no liability for students on the school grounds or parish grounds before that time. PARENT COOPERATION ON THIS MATTER OF SUPERVISION IS MANDATORY. Supervision is provided from 7:00 until 7:30 and a fee is charged for this time. Parents not wishing to be charged must make alternate arrangements for their children's supervision before 7:30 in the morning, or simply ensure that they arrive at school no earlier than 7:30 in the morning. This same policy holds true after 3:00 in the afternoon as students who are waiting for rides at that time or who have not departed campus and do not have an after-school activity. These students must report to Extended Day Program at that time.

In order to ensure student safety, the only acceptable drop off and pick up of students is in the church parking lot. Parents not wishing to follow the regular traffic flow pattern may park on side streets but must come to the designated pick up area for students to be released. Students **MAY NOT** be picked up or dropped off on 56th Street. Only students who walk to or from their homes in the neighborhood or those walked in by parents are allowed to use the 56th Street entrance.

G. Child Abuse Reporting Obligations

In accord with Diocesan policy and California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

H. Live Scan

In accord with diocesan policy, all parents working with or having supervision over students are required to complete the Live Scan process. This includes working in classrooms, driving on field trips, coaching, or any situation where a parent has responsibility for students. Forms and information on Live Scan sites can be picked up from the school office.

I. Student Insurance

As a part of the Student Fee, students are extended insurance coverage through a Diocesan approved plan that supplements your personal family medical insurance. Additional coverage may be purchased through the diocesan approved plan. Most benefits are based upon 80% of charges for most medical services. Current surgical benefits may only cover 40% to 60% of those charges. An explanation brochure is provided to parents in September and additional copies may be requested through the school office. It is the responsibility of the parent to request from the office an Insurance Claim Accident Form and submit it to the appropriate claims office.

J. Lunch Program

Blessed Sacrament Parish School will continue to provide free and reduced price meals to students of low income families under the federal government's school lunch program. The regular price of a school lunch will be \$3.25. The meals will be available at no charge to student whose parents qualify under the government's free-meal guidelines. Students eligible for the reduced-price meal will pay

less for a school lunch. Federal regulations require that an application form and eligibility standards be sent to all parents with children enrolled at Blessed Sacrament. The information on the eligibility application may be verified by school officials. The information on the application is confidential and will be used only to decide eligibility for free or reduced-price meals. Households approved for free or reduced-price meals must report increases in income of \$50.00 per month (\$600.00 per year) or decreases in household size or changes in eligibility for food stamps or AFDC. Households may apply for free or reduced-price meals at any time if their economic or household circumstances change. In certain cases, foster children are also eligible to receive free or reduced-price meals. In the operation of the U.S. Department of Agriculture feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. Under federal and state policies, local administrators will determine a student's eligibility. Parents or guardians can appeal the decision by contacting the school office.

In accord with federal and state policy, this is an equal opportunity program. If you believe that you have been discriminated against because of race, color, national origin, age, sex, or handicap, write to the Secretary of Agriculture, Washington, D.C., 20250.

Every family is encouraged to apply for reduced price meals. Milk only may be purchased through this program if desired. Order forms are distributed in the family envelope. Meals are ordered based on a regular calendar menu sent home twice a month. All orders must be returned to school the next day after they are sent home. No orders will be honored if not returned by Thursday, at 10:00 A.M. A limit of 2 extra lunches will be ordered in the first semester, and 1 extra lunch per day in the second semester. If an emergency arises, this will be the maximum available to purchase on a daily basis. If ordered as an emergency, payment must be received the following morning. Please do not abuse the emergency privilege. When ordering a lunch for which payment is in the form of a "credit" for a prior lunch paid for and not taken, please give the date for which the credit is being taken for.

On half days, and other identified days via the weekly newsletter, special lunches, provided by local vendors, may be ordered. These lunches are not part of the federal government funded school lunch program. Those receiving free or reduced price meals must make full payment for these lunches.

CURRICULAR INFORMATION

A. Prayer Observance

Since this is a Catholic School, the greatest emphasis is to be placed on providing a Religious Education for all students. In order that this is done, we ask God to bless our work and we, as a school community, recognize the importance of both formal and informal prayer. On a regular basis, the following prayers will be said:

Sign of the Cross

In the name of the Father, of the Son and of the Holy Spirit.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayer, works, joys, sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops and all Apostles of Prayer, and in particular those recommended by our Holy Father this month.

OR

My God, I offer You today all that I think and do and say, uniting it with what was done on earth by Jesus Christ, Your Son.

The Lord's Prayer

Our Father, who art in heaven, hallowed by thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.

Hail Mary

Hail Mary, full of grace, the Lord is with thee, blessed are thou amongst women and blessed is the fruit off thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit; as it was in the beginning, is now and ever shall be, world without end.

Come Holy Spirit

V. Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love. Send forth your Spirit, and they shall be created,

R. And You shall renew the face of the earth.

Let us pray:

O God, Who by the Light of the Holy Spirit, did instruct the hearts of the faithful, grant that in the same Spirit we may be truly wise, and ever rejoice in His consolation. Through Christ our Lord.

The Apostles' Creed

I believe in God the Father Almighty, Creator of Heaven and Earth and in Jesus Christ, His only Son, our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell, the third day he arose again from the dead. He ascended into heaven, sitteth at the right hand of God the Father Almighty; from thence He shall come to judge the living and the dead. I believe in
the Holy Spirit,
the Holy Catholic Church, the Communion of Saints, the
Forgiveness of Sins, the Resurrection of the Body, and life everlasting.

Act of Contrition

O my God, I am sorry for my sins. In choosing to do wrong and failing to do good, I have sinned against you and your church. I firmly resolve with the help of your Son to make up for my sins and love as I should.

Before Meals

We give thee thanks, almighty God, for all thy benefits. Who livest and reignest, world without end.

OR

Bless us, O Lord, and these Your gifts, which we about to receive from Your bounty, through Christ, Our Lord.

B. Sacraments

All students in Grades Kindergarten, One, Two, and all new students at other grade levels, must provide a copy of their Baptismal Certificate at registration.

Families of students in Grade Two (First Communion and Reconciliation) must be willing to participate in the Parish Sacramental Preparation Program as a condition to their child receiving these sacraments at Blessed Sacrament Parish. Parents whose children are preparing for First Communion and/or Reconciliation must attend scheduled sacramental preparation meetings. Please refer to the school calendar and weekly newsletter for specific dates.

Other than the above, any student wishing to receive the Sacraments of Initiation, must attend instruction classes offered on Sundays by the Parish Faith Formation program. Students will participate in the RCIA program in accord with Diocesan policy.

All students in Grades Kindergarten, One, Two, and all new students at other grade levels, must provide a copy of their Baptismal Certificate at registration.

The Sacrament of Confirmation, in accord with Diocesan policy, is reserved for reception by students who have undergone a two year preparation program and must be 15 years of age by the time of Confirmation. Preparation classes are held weekly on Sunday evenings. Please check the parish bulletin for dates and times.

C. School Liturgy

Religious worship is an integral part of a child's growth and a central part of the Catholic identity of the school. On at least a monthly basis, including Holy Days of Obligation, students will attend Mass and are required to be in dress uniform when there is a Mass for the entire school. By grade levels (K-5 and 6-8) students will attend the 10:45 Mass on Tuesdays or Thursdays, unless an all school Mass is scheduled during a given week. On those days, the shorts option is not allowed.

D. Computer Education

All students are scheduled for instruction in the Computer lab on a regular basis following the diocesan approved technology curriculum guidelines. A second computer resource center is available for teacher/student use beyond their instructional time in the computer lab.

E. Foreign Language

Latin instruction is presented in Grade Eight on an annual basis. With staff availability, Spanish is offered on a student interest basis after school.

F. Library

Books borrowed from the library may be taken home. Students are responsible for lost or damaged books. The rate for overdue books is twenty-five cents per day per book. Students with outstanding over due fees or books will not be allowed check out additional books. The library is open for student use during the day as staffing is available.

G. Small Group Learning Opportunities

Whenever the need for lowering instructional class size exists, every effort is made to challenge students in small group settings. This unique feature in the curriculum is the operative model for Language Arts and Mathematics instruction in Grades K-6 and is utilized on a yearly basis in Grades 7-8 where the need for such an approach is present. With the addition of staffing a Learning Resource Center, students identified with needs will further benefit from small group instruction.

H. Counseling Program

Blessed Sacrament Parish School's Counseling Program is staffed by a licensed professional Marriage, Family and Child Counselor. The program's focus is student-centered, assisting teaching staff with strategies to better meet the needs of individual students. Additionally, the counselor can be used as a resource and facilitator for psycho-educational evaluations, enabling the parents to find the necessary help in identifying students with academic challenges and the available resource to mitigate the challenges.

Parents are encouraged to take advantage of the services of the counseling program when they feel their child or family needs temporary, ongoing, or preventive help. All personal communications will be considered confidential. Unless parents have notified the school of their wishes to the contrary, any child may be seen by the counselor through self, teacher, or administrative referral. If a child is to be seen on an on-going basis, parents will be notified.

I. Extended Day Program

Supervised outside play, study time, tutorial instruction and seasonal craft projects are available for any student in school from 7:00 A.M. to 7:30 A.M. and from 3:00 P.M. to 6:00 P.M. at a nominal additional cost. On-site staff coordinate this program as an extension of the school day and billing is handled separately through the Extended Day Program. Any students on campus not engaged in supervised extra-curricular activities, must be in EDP or under direct parent supervision.

Reminders:

- Study time provided is not a guarantee that all homework will be completed, but only that time will usually be provided for homework to be begun - parents must check their child's work nightly and realize that not every child will be able to finish his/her homework at school
- The parent who picks up the child in the afternoon must legally sign the child out - the child cannot sign him/herself out nor may a sibling
- Conduct expectations will be identified at the beginning of the school year for students who are staying for the Extended Day Program - failure to adhere to the expectations will result in loss of enrollment in this program in cases involving a serious violation of school rules or persistent and willful violation of rules set out by the Program staff
- In following the school-wide Assertive Discipline policy, the following will represent the consequences for inappropriate student behavior in the yard and in the classroom, respectively:

first offense - verbal warning,

second offense - ten minutes "time out"/15 minute detention

third offense - 15 minute detention/possible suspension from EDP

Repeated problems will be discussed with parents. Continued behavior problems will result in the loss of EDP services

- Where a child is not picked up and signed out by 6:00 P.M., **a \$25.00 fee for any or all of each 15 minutes thereafter will be charged and must be paid at the time the child is picked up. Failure to comply will result in doubling of the charge.**

In addition, when staff is available, an Enhanced Extended Day Program offers students an opportunity to experience and learn karate, chess, art, dance, drama, Spanish, piano, and band by

grade level. Other programs may be offered under this umbrella as need dictates or instructors are found. Enhanced EDP is offered for a flat rate per class.

J. Extra-Curricular Activities

Students are encouraged to participate in extra-curricular programs if their grades permit. For all students, this shall mean a current average of at least 70% in all subjects with no grade lower than a "C-" or "S-". Grade checks will be conducted by the Athletic Director on a regular basis. Students deemed ineligible may not participate in the designated activities, including practice for a game if sports are the activity. A student may become immediately eligible by correcting the deficiency. Any teacher may remove a student from extra-curricular participation at any time during the quarter based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student may therefore be so removed even though the grade average is not below the 70% average. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher depending on student performance improvement. At the discretion of the Administration, a student may be removed temporarily or permanently from participation based on conduct violations as identified in this Handbook.

Students may choose to participate in a variety of enrichment programs. Where substantial interest among families exists, the school will gladly co-sponsor any worthwhile programs that challenge student interest. A participation fee is charged for these programs. All programs are presented by the school and all payments are made through the school.

A regular program of inter-school sports activities is also available in the Catholic Schools' League at the varsity level, with junior varsity sports available if there is sufficient interest. A Sports fee will be charged for each individual sport. Interested parents who wish to assist in sports are asked to contact the Athletic Director and would be expected to follow the guidelines present in school policy (see Appendix IX) as well as League Handbook policy.

K. Homework Policy

In recognition of the role of parents as primary educators, and in recognition of the school's philosophy with respect to the value of quality family time outside of regular school hours, homework is not assigned on weekends except in the following cases:

- unfinished class work may be assigned as homework where the student was able to finish the work in class but did not do so. Time spent completing unfinished class work is not considered in the time allotments below
- make-up work may be assigned over the weekend in the case of student absence, and previously assigned homework which was not completed due to student absence on the date it was originally given will be assigned as weekend homework
- homework may be assigned on Thursday and due the following Monday

The time spent on homework should be quiet and uninterrupted and not exceed the following:

Grades 1 and 2	30 to 40 minutes
Grades 3, 4, 5	45 to 60 minutes
Grades 6, 7, 8	2 to 3 hours

If a student cannot finish his/her homework in the time given, a signature of either parent on the paper with appropriate explanation will be accepted provided that this is done only for exceptional reasons. Unexcused absence or lateness in turning in work will result in lower grades for course work. Long range research assignments should be carefully planned giving adequate time so as to avoid last minute rush efforts.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed with the teacher who assigned the homework.

L. Grading Policy

The administration and faculty of Blessed Sacrament Parish School seek to measure total student performance: in class work, homework, evaluative testing performance, class participation, interviews, portfolios, and, where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance. We are concerned that students do their best, in-so-far as they are able. Any matter involving a student's work or behavior must be taken up with the teacher first. Frequent parent contact with the teacher first, and with the teacher and principal second if necessary is encouraged.

The diocese has implemented a new grading system that more closely reflects the grading system utilized at the high school level. This will allow for a smoother transition. The following reflects the current diocesan scale:

Grade levels:

93 - 100	A	0	73 - 76	C	S
90 - 92	A-	VG	70 - 72	C-	S-
87 - 89	B+	G+	67 - 69	D+	NI
83 - 86	B	G	63 - 66	D	NI
80 - 82	B-	G-	60 - 62	D-	NI
77 - 79	C+	S+	59 and Below	F	U

M. Report Cards and Progress Reports

The Diocesan Report Card will, in the case of a grade below "C", be filled out in its subsections, completely. For grades "C" or above, additional information should be requested from the teacher by note, phone call, or conference.

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will accompany the distribution of the first report card. At the end of any other quarter, parents and/or teachers may request a formal conference after school hours. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. Report card envelopes are to be signed and returned to school within the week they are given.

Progress Reports will go home in the family envelope at the mid-term of each quarter or at any time thereafter to students who have a grade of C- or below or have dropped a full grade since the

previous report card. The Progress Report must be signed and returned to the classroom teachers the next day. It shall be the responsibility of the student and parent to inquire at that time as to steps which may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area.

Parents may request that a teacher fill out a Progress Report on a weekly basis if needed. It is the parent's responsibility in this case to meet with the teacher to determine the report format and it is the student's responsibility to take it home.

N. Honor Roll

At the end of each report card period, the teachers hand in a list of students eligible to be posted on the honor roll. There will be three categories for students in Grades 4 - 8:

1. Christian Citizenship

A student gives evidence of whole-hearted cooperation in school and class activities, good observance of school regulations, punctuality and Christian behavior. This would include both effort in the classroom and outside of class, and hence is much more than the General Conduct grade found in the report card. This award is designed to go to those few students who clearly and consistently do much more than the basic requirements of proper conduct.

2. Academic Achievement

Utilizing the GPA equivalents, the student must maintain a 3.5 grade point average based on quarterly grades in the following subjects (where taught in specific grades and which must individually be at least a "C"):

Religion	English	Literature	Mathematics	Science
Spelling	Social Studies	Physical Education	Computer Education	

Although Handwriting, Art, and Music are not included in academic achievement average, these three subject grades must each be at least a "C" in order to be eligible for this recognition. Where the average is 3.45, the average will be rounded to 3.50. The "Responsible Behavior" grade must at least be a "B-" and the following will be used to determine the "Responsible Behavior" grade:

- a. average of individual subject area grades;
- b. the homeroom teacher's observation of conduct out of class including assemblies, transition times to and from the classroom, conduct during recess and conduct during lunch;
- c. teacher observation of the student during class time in subjects where no individual conduct grade is given.

3. Personal Achievement

- a. Personal Achievement may be awarded to students who qualify under the following circumstances:

- b. the student, involved in classes out of grade level, maintains an academic average of 2.75 or better;
- c. when a student does not achieve academic achievement but the student's average from the last quarter to the current quarter in the present academic year has improved by at least .50 based on the subjects to be averaged as listed above.

Recognition awards are also frequently given, most often at bi-monthly assemblies. Recognition for primary students for effort, achievement, and conduct are distributed monthly.

4. Perfect Attendance

Perfect Attendance is awarded at the conclusion of the school year to those students who have not been absent, tardy, or have left school early, except in the case of an otherwise valid excuse, i.e. medical or dental appointments, etc.

At the end of the school year, students in Grades 8 are recognized for achievement in scholastics, extra-curricular activities, and overall excellence:

Student of the Year - presented to the Eighth Grader who has most fully demonstrated the example of Christian witness, overall academic excellence, and extra-curricular involvement.

Principal's Award - although not necessarily given on an annual basis, this award is presented to the Eighth Grade student(s) who display(s) outstanding Christian citizenship, a high sense of personal responsibility, and meets academic challenges to the best of his/her ability.

Subject Area Awards - these awards are presented to the Eighth Grade students who have demonstrated academic excellence in a given subject area.

Parish Service Award - although not necessarily given on an annual basis, this award is presented to the Eighth Grade student(s) who have given of time and talent beyond the school day and school activities to be present and active in the life of Blessed Sacrament Parish.

Athlete Of The Year - this award is presented to a Junior High student(s) who has demonstrated athletic excellence, good sportsmanship, leadership abilities, participation in at least two school-sponsored extracurricular sports, no unexcused absences, cooperation with coaches and administration, and compliance with the school conduct rules identified in this Handbook and/or identified by the coaching staff.

Scholarships - partial scholarships are awarded annually to Eighth Grade students attending one of the Catholic high schools.

O. Grade Level Promotion

All students are expected to achieve at least grade level proficiency (1.75 minimum) in order to merit promotion to the next grade, with teacher evaluation and standardized test score review to form the basis of the decision. Teachers will notify and meet with parents by the end of the first semester to discuss possible retention.

P. Summer School

A small-group oriented instructional program taught by regular staff is offered in the summer. Classes cover Religion, Mathematics, English, Reading, and PE. Opportunities for remedial help and interest enrichment are present in the curriculum. Information is sent home in late spring. For some students, promotion or acceptance may be conditional on Summer School performance. All new students in Grades 1 through 8 are encouraged to attend.

SCHOOL POLICIES

A. Absences, Tardies, Dismissal for Medical and Dental Appointments

Parents are encouraged to visit the classrooms following arrangements with the Principal and teacher. Parents are requested not to interrupt a class at any time unless prior arrangements have been made. Parents and students must realize the importance of consistent attendance at school - especially with regard to punctuality each day. Students who are absent or tardy are responsible for obtaining and completing any work they may have missed.

Excessive absences or tardies may result in non-promotion, a reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuation of enrollment.

Any student who is absent from school without valid excuse or who is tardy in excess of thirty minutes total for any week may be reported as truant and thus reported to the County Attendance Officer by the Principal. The Principal may further inform the Department of Public and Social Services if grounds exist for "neglect" by the parent.

If a child is absent from school, you must notify the office before 9:00 A.M. If a child has been diagnosed as having a contagious disease, (e.g., Chicken Pox, Strep) kindly notify the office, so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher (State of California Education Code).

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (not the classroom) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released.

A child who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students may not leave the school grounds after school and return for a school-sponsored activity.

In the case of long-term absences (five or more consecutive school days), parents must apply for permission from the Principal and notify all of their child's teachers at least two weeks prior to departure. At the discretion of the teacher advance assignments may be given. All assignments, tests, etc. will have to be made up upon the student's return. At the discretion of the Principal, summer school attendance may be required. If for any reason your child must leave school prior to the last calendared day of school, an "incomplete" will be given in any affected subject area, and all work necessary to clear the "incomplete" from the transcript must be completed during summer school in order for grades to be entered for the Fourth Quarter and the year.

Tardiness - It is the parents' responsibility to see to it that the student arrives before 8:00 A.M. Persistent tardiness will, at the discretion of the Principal, result in dismissal from school. A child is considered tardy if they are not present in the classroom by 8:00. Students in Kindergarten through Grade 3 who are tardy for school must be signed in by a parent at the Health Room. Students in

grades 4 - 8 must check in at the Health Room and receive a tardy slip. Any student with **two unexcused tardies** in one week will receive a detention.

Dismissal for Medical or Dental Appointments - Every effort should be made to schedule doctor and dental appointments outside of school hours. However, if this is not possible, you should obtain a doctor's certificate so your child can be excused. Partial or full day absence will be recorded for failure to secure such verification from the doctor's office. We need your cooperation to make sure our students have minimal disruption in their studies, especially during standardized testing.

B. Address or Telephone Number

It is necessary that you notify the school office when there is a change in your address or phone number. This is **extremely important** so that we keep our emergency information cards up to date.

C. Bicycles

Bicycles, skateboards, scooters, and rollerblades are to be walked or carried on and off the school grounds. Students who violate this rule will not have the privilege of riding any of these pieces of equipment to school for a designated time. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen. It is necessary that your child's bike have a lock. All bike riders are to enter the school grounds by walking their bikes to the lunch yard to be secured. All other equipment is to be carried on and off campus. All students riding bikes to or from school must wear a helmet in compliance with state law.

D. Book Bags, Personal Athletic Equipment and Personal Electronic Equipment

All students are encouraged to use a durable, non-rolling protective bag so that wear and tear on school materials and property may be lessened. Students are reminded that their name should appear both on the inside and on the outside of the bag. Athletic equipment not specifically requested by a teacher is not allowed. Any personal cell phones and electronic, listening, recording, playing or game equipment are not allowed. When found on or used by a student during school operating hours (7:00 A.M. – 6:00 P.M.) these will be confiscated and released only to the parents.

E. Cars

During dismissal, cars should remain parked in the area near the Church. Do not drive your car on the playground area during the school day. In the case of stormy weather, students will be dismissed by class and we urge extreme caution in picking up students. Cars will drop off and pick up in the alley on rainy days.

Please assist us by following the regular traffic pattern flow. All cars must enter the parking lot from the gated north entrance on El Cerrito and proceed to the west exit on to 56th street. Parents are asked not to use the alley next to the church to ensure the safety of parishioners attending Mass and or cars properly exiting. No students are to be dropped off or picked up on 56th street due to heavy neighborhood traffic and the probability of ticketing for illegal parking. Parents parking on the street must come to pick up area for students to be released.

F. Discipline/Suspensions and Expulsions

To ensure consistency, Cantor's Assertive Discipline Program is followed at all grade levels. The staff of Blessed Sacrament Parish School commits themselves to the belief that all students have the right to learn in a distraction-free environment and that teachers have a right to insist on a distraction-free

environment in which to teach. To this end and with this goal in mind, all staff will develop a set of expectations for student conduct, will make those expectations known to students and available to parents, and will establish a set of positive rewards which may include verbal and written praise and recognition, special privileges, attendance at special assemblies, and special classroom celebrations.

Should a student choose to break a rule, the following procedure will be utilized:

Grades 1 - 4: [each card pulled is a different color]

first time - yellow card (warning)

second time – orange card (time-out)

third time – blue card (time-out and parents notified in writing)

fourth time – red card (detention after school)

fifth time or severe violation (fighting, etc.) - pull another card (student removed from class, parent called, possible detention and/or suspension)

Grades 5 - 8:

first time - name on board (warning)

second time - one check (15 or 30 minutes detention and a note sent to parent the same day)

third time - two checks (30 minutes detention, note sent home to parent the same day, parent called by the teacher and student from school on the same day)

fourth time - three checks (student removed from class and taken to the principal's office, parent called, written record sent home, detention time assigned, suspension in or out of school may result, particularly if the Principal has seen the student on a prior referral)

Kindergarten follows the same procedure of warning, time-out, then time-out and parent notification, through a phone call or written note sent home.

Four detentions in any four week period will constitute a Saturday detention for a minimum of one hour. At that time the student, **with a parent to supervise**, will engage in maintenance work around the school and parish plant. **Failure to be present on the day and at the time assigned may result in a suspension from school the following school day** (see Specific Guidelines).

In the case of a severe violation of the rules, particularly those listed in the sections found above, the Principal may invoke a Saturday detention, suspension or expulsion in accord with the procedures described.

Appropriate explanation of the classroom procedures, expectations and changes from the norm is presented on Back-To-School Night. All additional questions and clarifications should be directed to the teachers at any time during the year.

If concerns arise over the appropriateness of disciplinary actions, parents are invited to meet with the affected staff first for clarification and resolution. If resolution cannot be reached, parents have the right to request a conference involving the principal and the staff member. If needed, a final meeting will be held with the pastor present.

We invite your support in assisting us to direct your children to consistently correct decision-making and we pledge our support to your efforts for follow-up at home.

Suspension and Expulsion

1. General Guidelines

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code, will be the criteria used at Blessed Sacrament Parish School for Suspension or Expulsion.

E. C. 48903 Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school . . . (See Appendices V, VI)

E. C. 48901 Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil . . .

E. C. 48904 The school may suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances

E. C. 48907 The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct . . .

E. C. 48909 Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor . . .

C. A. C. Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

2. Specific Guidelines

Official suspension may occur in the following cases:

- a. Serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. As a result, one of the following may occur:
 - 1) the student may attend class but lose the right to participate in any school activity on or off campus;
 - 2) the student may be suspended from a particular class and required to report to a specific place on campus during that time;
 - 3) the student may be required to report for a maintenance work responsibility;
 - 4) the student may be sent home for the entire period of suspension. (* See below)

- b. Failure to report for a Saturday detention, will result in a suspension on the next school day.

The student will be assigned school work before leaving with the parent. The student will be required to take home all books and belongings, indicating, by their behavior, their choice not to be a part of their class. It is the parents' responsibility to monitor the student's completion of all work which is due upon student's return to class. A conference needs to be scheduled with the principal or assistant principal, dean of students, parent and student, before the student is allowed to return to class at the end of the suspension period.

Specific procedures include:

- a. the student shall be given oral or written notice of the charges against him or her, and a fair opportunity to present his or her side of the story;
- b. the gravity of suspension requires that notice be given to the parents by telephone, or other appropriate methods within a reasonable time, followed by a written notice signed by the principal, vice principal or dean of students;
- c. a conference with the parents, student and appropriate school staff will be arranged;
- d. a written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted;
- e. the Dean of Students is required to maintain dated documentation of the facts, and of the parent conference;
- f. in "emergency" situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours;
- g. a suspension must be approved by the Principal or in the absence of the principal, by the Associate Principal, or Dean of Students;
- h. since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to student and parents;
- i. the length of any suspension is left to the discretion of the dean of students in consultation with the principal in accord with the nature of the conduct and all circumstances;
- j. to the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

3. Expulsion - Specific Guidelines

- a. the final decision to expel a student rests with the Principal with the knowledge and consent of the Pastor;

- b. full credit shall be given for all work accomplished by the student prior to the time of expulsion;
- c. only in exceptional cases will expulsion be allowed when the student is in the eighth grade and has been enrolled in the school for three or more years;
- d. expulsion or recommended transfers may be made only at the end of a semester except for serious reasons.

4. General Student Rules

In addition to those individual rules and consequences posted in every classroom, the following are to be recognized and are subject to immediate detentions:

- a. gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time;
- b. students may not leave the school grounds at any time during the school day without written permission and clearance from the office;
- c. students must be in their assigned play areas during recess and lunch time;
- d. students are not allowed in the classroom at any time unless the teacher is present (California Education Code);
- e. all students will be responsible for the protection and preservation of school property and for the good of others;
- f. fighting or “play-fighting” is prohibited and will result in suspension;
- g. actions occurring off campus but related to school shall be dealt with as if they occurred at school. At the discretion of the Principal, such actions may result in suspension;
- h. students may not bring sports equipment, electronic equipment (cell phones, Game Boys, radios, CD players, walkmans, etc.) or any type of toys or games on campus.

5. Harassment/Student Threat Policy

Respect for the dignity and human rights of all is of paramount importance as we prepare our students to live our philosophy, mission and Schoolwide Learning Expectations. Therefore, in accordance with diocesan guidelines the policy and procedures set forth in Appendices V and VI will be adhered to at all times.

G. Emergency/Natural Disaster

Parents are notified immediately of serious injury or sudden illness that occur during school hours. For this reason you must notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Blessed Sacrament confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the events that the parents cannot be reached.

Natural Disaster - In the event of a natural disaster we will ordinarily follow the direction of the San Diego Unified School District as to the opening or closing of the school.

All families must also fill out an "EMERGENCY RELEASE RECORD" at the beginning of each year. These records are kept separately with the school-wide earthquake kits to allow for systematic release of your child from the school grounds and necessary emergency care. All students are asked to bring in an earthquake bag to keep in class all year.

H. Family Envelopes

Each family will receive important items of school business on Tuesdays. Those items are sent home with the oldest child in the family envelope. This envelope must be returned with any and all responses the next day (Wednesday).

In an attempt to utilize technology more efficiently and to conserve on paper usage, the Principal's newsletter and other notices are posted to the school's website and will be electronically sent to all families who have an email address on file. Hard copies will be sent through the family envelope to families who request it.

I. Family Presence At Weekly Sunday Mass:

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence for Saturday evening/Sunday Mass. As a Parish School, it is understood that weekly Sunday Mass attendance provides tremendous opportunity for community-building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children that families attend Sunday Mass weekly. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

J. Field Trips

Parents are encouraged to participate in classroom fieldtrips as a chaperone. Each chaperone takes on the responsibility of monitoring the group assigned to their vehicle unless otherwise stated by the homeroom teacher. In accord with diocesan policies, chaperones are expected to drive directly to and from the specified fieldtrip locations only. Parents may not stop at additional locations for snacks or drinks due to potential liability issues. Teachers will provide specific expectations to parent chaperones prior to the event. The expectation is that parents will follow school wide behavior and discipline plans while on fieldtrips. Should a chaperone arrive back at school prior to the homeroom teacher, the expectation is that the chaperone will remain with their group until the homeroom teacher arrives. All parents assisting as chaperones must first complete Live Scan.

K. Forgotten Lunches, Books, Homework, etc. / Telephone Use

To minimize classroom interruptions, any forgotten article brought to school during class time must be left at the office, not the classroom. The children may then come to the office at recess or lunch to collect anything left for them. No parent may visit a classroom during school hours unless provision has been made for this through the teacher or principal.

Any student who needs to use the telephone during the school day must have permission from the teacher and present a permission pass, given by the teacher, to the secretary in order to use the phone.

L. Hair

Good grooming requires that hair should be clean and neat. Hairdos or haircuts that are unique or bordering on the extreme are not permitted for either boys or girls. Boys may not have hair touching their ears, shirt collar or eyebrows. Neither boys nor girls may use excessive amounts of mousse or gel. Spiking is not permitted nor is the altering of hair color in any way.

The school considers good grooming to be a matter of parental responsibility, and urges all parents to keep their children's hair well groomed. Ultimately the school staff and administration will decide what is appropriate or inappropriate.

M. Immunizations/Medical Records/Medications

In accordance with California State Law AB 381, no child may attend school until a complete and up to date immunization record has been filed with the school nurse prior to the first day of school. There is no grace period for any students. This record may be a California Immunization Card, (yellow card), military record, or immunization record from another state. Immunization dates recorded on a doctor's physical form are not acceptable.

All Preschool students must have a copy of their immunization record (yellow card) on file in the Preschool, before entry into Preschool, as well as a completed student physical report signed by the physician. Required Preschool immunizations include 3 Polio vaccinations, 4 DPT, HIB series, TB, MMR, Hepatitis B series and Chicken Pox vaccine or a history of the disease. If a child is a returning student and has received any immunizations during the past year, or if there is any new or additional information that should be included in the student's health record, parents are asked to furnish the information to the school nurse.

Kindergarten students must furnish a copy of their California Immunization Record (yellow card) to the school nurse prior to the first day of school. Kindergarten students are required to have all of the same immunizations as Preschool students plus an additional MMR, a fourth Polio vaccination and 5th DPT on or after the 4th birthday, and completion of the Hepatitis B series. All immunizations must be completed prior to the first day of school. Kindergarten students may also fulfill their requirement for the first grade physical at this time.

All incoming first grade students are required by law to have received their California Health Disability Prevention physical. The form for this physical may be obtained from the school nurse.

Prescription and non-prescription medications may be sent to school to be dispensed by the school nurse. All medications must be clearly marked with the student's name and directions for its use, and be accompanied by a permission note signed by the parent. If medications need to be refrigerated, they should be clearly marked as such. It is the school's policy that no student shall have any prescription or non-prescription medication on their person at anytime, and that ALL medications shall be dispensed only from the school nurse, or in her absence, the school secretary.

If a child requires an inhaler for the treatment of asthma, parents are asked to provide one for their child. Inhalers will be kept in the Health Room for the student's use and will be sent with the teacher on all field trips, unless otherwise requested in writing by the parent.

N. Lost and Found

Please mark all uniform items and lunches. Lost articles may be claimed after school from the school office. Any article left for more than one week will be given to charity.

O. Mixed Parties

Mixed parties involving the students of the upper grades, even though these parties are held at home, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school. Failure of parents to accede to this request places an unreasonable burden on the students. The only permissible exception to this policy would be in the case of events sponsored by the school. School dances for Grades 7-8 are held at various times during the school year.

P. Uniform Policy

Blessed Sacrament Parish School believes that a dress code is necessary not only in recognition of the economic necessities of families but also because we hope that a de-emphasis of the material incentive placed on what one wears will foster an appreciation of the beauty that each student possesses as a child of God.

The dress uniform (DU) must be worn on days indicated as All School Mass days or special events. All children must be in regular or dress uniform on the Tuesday or Thursday that their class attends Mass. The uniform option may be worn on all other days. On a "warm weather" day called by the Principal, the P.E. uniform may be worn or, by choice, the regular uniform or the uniform option. Please refer to the annual calendar and weekly newsletter for reminders.

1. Dress Uniform

- for the girls, gray plaid skirt, blue dress shirt with logo, navy pullover sweater with logo, all white knee high length socks and solid black dress shoes;
- for the boys, gray slacks, black belt, blue dress shirt with logo, navy pullover sweater with logo, all white crew length socks, solid black dress shoes and school tie for students in grades 6-8.

All shirts and blouses must be tucked in during the school day. Students may wear only an all white undershirt or PE shirt under their uniform shirt. At no time should the sleeve of the undershirt appear below the uniform shirt sleeve. Skirts may not be rolled at the waist and must be worn no shorter than 3 inches above the top of the knees. Students in K-1 only are not required to wear a belt.

2. Regular Uniform *

- white, navy blue or yellow polo shirt with logo for both boys and girls (long sleeve navy or white also available);
- gray slacks for boys and navy slacks for girls, both with black belts;
- all white crew length socks and all white or all black tennis shoes.

3. Shorts Option Uniform *

- white, navy blue, or yellow polo shirt with new logo for both boys and girls (long sleeve navy or white available);
- gray walking shorts for boys and navy walking shorts for girls, both with black belts;
- all white crew length socks and all white or all black tennis shoes.

4. PE Uniform *

- Ash colored logo shirt and royal blue logo shorts;
- White rubber soled properly laced athletic shoes.

Kindergarten students are not expected to purchase or use PE uniforms.

5. Outerwear *

Nunes Apparel has a rain resistant nylon jacket and a fleece jacket with logo available for purchase. All outerwear must be removed in the classroom.

** All uniform pieces (items 1 through 5) must be purchased through Nunes Apparel directly.*

6. Miscellaneous

Accessories should compliment the uniform.

- a. Girls may wear clear lip gloss and clear nail polish only. Because of potential safety issues, no hoops or dangling earrings of any size are allowed. Only stud earrings may be worn with no more than two on one earlobe. Policy concerning appropriate hair styles and grooming are in effect (see p.32). Necklaces, bracelets, and rings are not allowed.
- b. Boys may not wear make-up, nail polish, or earrings. Necklaces, bracelets, and rings are not allowed. Policy concerning appropriate hair styles and grooming are in effect (see p. 32).

Children should arrive in the morning with clothes and person clean and neat (no holes, tears). Those who are not will be sent home. **NO EXCESSIVELY LOOSE FITTING CLOTHING (SAGGING)** is permitted for any student at any time.

Students in violation of uniform policy, dress code standards, or policy on hairstyles and grooming will be sent home if it cannot be remedied by the student immediately. It will be the parents' responsibility to correct the violation immediately so that the student may return to class as soon as possible. It will be the student's responsibility to make up any missed work or tests. Failure to do so will result in the student receiving no credit for missed work. If parents are unable or unwilling to correct the violation immediately, the student will be issued a detention.

7. Non- Uniform Dress

Blessed Sacrament Parish School believes that a student's appearance has a direct effect on his/her attitude and behavior. Students and parents should understand that student dress be appropriate and in accord with the serious nature of academic study.

As non-uniform days are identified, the principal or homeroom staff will provide written specific guidelines prior to the event day. Failure to comply with these guidelines will result in the forfeiture of the student's privilege to participate in future non-uniform days.

Homeroom teachers will designate what the students are to wear on field trips or designated "free dress" days.

In general, all clothing must be neat, clean and free from tears and holes. SHIRTS/BLOUSES MUST BE BUTTONED AND TUCKED IN! Clothing must be free from advertisements or promotions. Bizarre, eccentric, or atypical clothing may not be worn. Students must wear authorized attire during PE even on a non-uniform dress day.

Q. Visitors

All visitors to the school campus are required to report to the school office first. This includes parents joining students at the lunch tables during the lunch hour. All are asked to sign in, receive a pass and sign out at the conclusion of their visit.

R. Volunteers

We welcome the presence and participation of our school families to assist as volunteers whether in the classroom, on the yard, or on field trips. To be in compliance with the Diocesan's "Safe Environment Program", all parents are required to be live scanned before volunteering to work with children. We thank all families for their due diligence in adhering to this policy to ensure the safety of our children.

Appendix I

LIABILITY RELEASE

Permission to participate in school activities and to receive emergency medical care as granted by the parent's enrollment of the child(ren) at Blessed Sacrament Parish School:

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission for my child to be included in evaluations and pictures connected with the school program.

I hereby grant permission to the School and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician
3. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact you or your child's physician we will do any or all of the following:
 - a. call another physician or paramedics;
 - b. call an ambulance;;
 - c. have the child taken to an emergency hospital in the company of a staff member.

Any expenses incurred under #4 above will be borne by the child's family.

The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

It is understood that every parent who assists as a driver must have a valid California Drivers' License, possess evidence of the legal minimum for insurance, have applicable seat belts available, and complete the diocesan driver information sheet.

Appendix II

Role of the Parent

130 Parents as Prime Educators (Handbooks for Office of Schools)

Parents have the primary responsibility of the education of their children. The school supports, children by means of report cards, progress reports, conferences, open house, and carefully enhances and complements this role. Parents should be kept informed of the progress of their prepared programs which demonstrate materials and methods employed in school.

It is the responsibility of the parents:

1. to establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which a successful Catholic school education is based.
2. to make a wise and informed choice of schools for their children, keeping in mind that each school has its own character, tone, and strengths.
3. to make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

Appendix III

Educational Programs For Family Life and Sexuality

General Principles: Rights and Responsibilities

1. The Universal Church

The Catholic Church recognizes and has repeatedly affirmed its right and its “urgent mission to proclaim to all people the Christian vision of marriage and family”¹. Essential to this right and responsibility is the “irreplaceable mission of presenting sexuality as a value and task of the whole person”² by providing “a positive and prudent sex education to young people”³. Because the mission of the Church is to bring the whole person to maturity in Jesus Christ, “education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional and physical.”⁴

2. The Local Church

As part of the Universal Church, the Catholic Diocese of San Diego recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age-appropriate, values-oriented Catholic instruction in family life and sexuality for both parents and their children. This “education in human sexuality is an important priority in Christian education, met in part through diocesan approved family life education in Catholic schools.”⁵

3. The Parents

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty:

- to create a HOME ENVIRONMENT of love wherein children can learn from experience the purpose and meaning of family life,
- to become WELL INFORMED both about the church’s teaching regarding family life and sexuality, and about their own children’s developmental needs for instruction in those areas,

¹ Commission on Marriage and Family Life, Department of Education, USCC, A Positive Vision for Family Life, 1985, p.7

² John Paul II, Familiaris Consortio, 1981, n. 32.

³ Vatican Council II: Decl. Gravissimum Educationis, n.I.

⁴ Department of Education, USCC, Sharing the Light, 1979, p. 114.

⁵ Department of Education, USCC, Education in Human Sexuality for Christians, 1981, p. 63

- to make and to implement informed, prudent, and positive CHOICES about when and how to proceed with instruction in those areas.

While primary, parental rights are neither absolute nor exclusive. Parental rights are circumscribed by the rights of their children to age-appropriate, values, oriented, Catholic instruction, by the rights of the church to preach the whole gospel to all people, and by the rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.

4. The Child

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the church to provide him/her with age-appropriate, values-oriented, Catholic instruction in family life and sexuality.

In order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Diego shall provide a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Office for Schools.

Appendix IV

AIDS Policy for Elementary and Secondary School Students

- A. In accord with the statement of the California Bishops, "A Call To Compassion" and the philosophy of Catholic schools in the Diocese, any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC) will be treated with respect and dignity.
- B. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.
- C. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neuralgic development, and physical condition of the student.
- D. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.
- E. For the infected pre-school child and some neurologically handicapped students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and those students who have uncoverable, oozing lesions, a more restricted environment is advisable until more is known about transmission in these settings.
- F. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, principal, and where appropriate, the pastor of the parish where the school is located. Consultation with the superintendent and public health personnel is also advised.

Appendix V

Harassment Policy

Blessed Sacrament Parish School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found having filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;

VISUAL HARASSMENT - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT - Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisal following a negative response to sexual advances.

It is the responsibility of Blessed Sacrament Parish School to:

1. Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in manner which contribute to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or the Pastor, if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination or expulsion.

5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Appendix VI

Student Threats Policy

Blessed Sacrament Parish School affirms the Christian dignity of every student. It is our policy to provide an educational environment in which all students are treated with respect. Therefore, any and all student threats of harm to self or others are taken seriously.

It is the responsibility of every staff member or student who hears such threats to report it immediately to the principal or Dean of Students. Once such notification is given, and verified, to ensure the safety of all students, the following procedures will be implemented:

1. The police will be notified immediately.
2. The parent or guardian of the student who has made the threat will be notified immediately.
3. The student will be kept in the Dean of Students' office under supervision until the police/parent arrives.
4. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
5. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
 - a. The principal must receive a report from the police, either written or verbal. The report should include notification of whether the child will be charged with any crimes as well as an assessment of the child's access to weapons.
 - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
 - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or to others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with

legal or administration who will assist the principal in the decision regarding readmission of the student to the school.

- e. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
 - f. If the student is re-admitted to the school, the mental health care professional must at the principal or pastor request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
- 6. Disciplinary action including suspension/expulsion will be administered as appropriate.
 - 7. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
 - 8. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

Appendix VII

Records

Student Records

Administrators shall take care to preserve both the integrity and the privacy of the required school records. These records should be retained permanently at the school site. The official cumulative record forms shall be used in all Catholic schools.

Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system:

- student information
- academic work completed
- grade or level placement
- enrollment and attendance data
- standardized test results

Emergency Care Information

The principal shall have a readily accessible file containing emergency care information for each student. The official diocesan form shall be used in all schools. Emergency care information shall be available to extended day personnel.

Access to Student Records

- Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children that are maintained by school districts or private school. The editing or withholding of any such records, except as provided for in this chapter, prohibited. (E.C. 49069)
- Via the student/parent handbook the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.
- The school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.
- School professional, certified personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.
- Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the Principal.

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level. The parent of a student may file a written request to the Principal to correct or amend any information in his child's permanent records which he/she alleges to be:

- inaccurate
- an unsubstantiated personal conclusion or inference
- a conclusion or inference outside of the observer's area of competence, or not based on personal observation.

If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or designated school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached.

If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

Release of Student Information

Student information includes: student's name, address, telephone listings, date and place of birth, dates of attendance, and names of schools previously attended. Schools must provide parents with opportunity to request that directory information not be released without their consent.

Schools are never permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall they allow photographs for publication without parental consent.

Release of Student Record Information to Schools

Student records shall be released as soon as possible to requesting schools. Parental signatures shall be required before records are sent to anyone. (See "General Information - Tuition and Fees")

Release of Records to Persons or Agencies Other Than Schools

The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

Appendix VIII

Communications System Policy

During the summer and fall of 1999 the parish and the school installed a telephone system to support parish and school activities. The system should help improve communications between parents and staff.

The parish or school in support of safety and security matters may interrupt a telephone call in progress. These interruptions may result in forcing a disconnection of the call or communicating a message to either or both callers. This may happen with or without warning for actual or for simulated emergencies (drills).

Voice-mail and Electronic Mail (e-mail)

The telephone system includes a voice-mail system for the use of the staff. Voice-mail and electronic mail (e-mail) systems installed to support parish and school business. Therefore, all messages sent, received, composed and/or stored on these systems are property of the parish.

The parish reserves the right to access voice-mail (outgoing and incoming) and e-mail messages at any time. Therefore, incoming messages are not confidential or private. This is necessary for safety, security and maintaining smooth running systems.

Teachers will determine how they wish to use the voice-mail or e-mail system both for personal and classroom communications. This will be presented to the parents at the first of the year and as needed.

If a call has not been returned in several days, please try again.

Network Use Guidelines

On an annual basis, families will be asked to complete and sign the Network Use Guidelines form made available no later than at Back-to-School Nights. We ask that you read these policy statements carefully and discuss them with your children. Students will not be allowed Internet access without a signed consent form.

APPENDIX IX

EXTRA-CURRICULAR SPORTS

Philosophy

The purpose of the After School Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation, and teamwork. The goals are to help foster friendships, provide leadership opportunities and help the students develop a positive attitude toward sports and athletic competition. The After School Sports Program is not to win at all costs. It is expected that every boy and girl be given the opportunity to play in each game during each season.

Play Eligibility

Students are encouraged to participate in extra-curricular activities if their grades permit. For all students, this shall mean a current average of at least 70% in all subjects with no grade lower than a "C-" or "S-". Grade checks will be conducted by the Athletic Director on a regular basis. Students deemed ineligible may not participate in the designated activities, including practice. A student may become immediately eligible by correcting the deficiency. Any teacher may remove a student from extra-curricular participation at any time during the quarter based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long term projects or assignments. A student may therefore be so removed even though the grade average is not below the 70th percentile. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher depending on student performance improvement. At the discretion of the Administration, a student may be removed temporarily or permanently from participation based on conduct violations as identified in the Parent Student handbook.

Player Classification

Students may begin playing on Junior Varsity teams in the 5th and 6th grade. (Soccer may begin earlier depending on League and circumstances). Students in the 7th and 8th grade will play on Varsity teams. There will be no exceptions unless pre-approved by the Athletic Director and Principal.

Coaches and Parents Roles

All our coaches are volunteers who give of their time and talents. These coaches put in a lot of time to work with your children, so if you have a problem, please talk to the coach in an adult manner. If you feel the problem has not been resolved, then schedule a conference with the Athletic Director. All coaches will follow the policy that every child will play in each game during regular season. All coaches and parents will conduct themselves in a Christian like manner. Remember the children learn from your example. Following diocesan policy, all coaches will complete Live Scan process.

Sports Program Administration

The Blessed Sacrament Extra-Curricular Athletic Director shall be responsible, on a day-to-day basis for controlling and administering the program for the benefit of the students of Blessed Sacrament Parish School. The Athletic Director shall be accountable to the school Principal. The Athletic Director shall abide by the school and sports philosophy, policies and procedures of Blessed Sacrament Parish School, the Diocese of San Diego and the Parochial Athletic League.

**Diocese of San Diego
Office for Schools
2009-2010**

School Blessed Sacrament Parish School City San Diego County San Diego

	M T W TH F	M T W TH F	M T W TH F	M T W TH F	M T W TH F	Total Days of Instruction
August	3 4 5 6 7	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28	31	4
September	1 2 3	8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30	21
October	1	5 6 7 8 9	13 14 15 16	19 20 21 22 23	26 27 28 29 30	21
November	2 3 4 5	9 10 12 13	16 17 18 19 20	[23 24 25 26 27]	30	15
December	1 2 3	7 8 9 10 11	14 15 16 17	[21 22 23 24 25]	28 29 30 31	14
January	1]	4 5 6 7 8	11 12 13 14 15	19 20 21 22	25 26 27 28 29	19
February	1 2 3 4	8 9 10 11 12	16 17 18 19	22 23 24 25 26		19
March	1 2 3 4	8 9 10 11 12	15 16 17 18	22 23 24 25 26	29 30 31	22
April	[2	5 6 7 8 9]	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	16
May	3 4 5 6	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28		20
June	1 2 3	7 8 9 10	14 15 16 17 18	21 22 23 24 25	28 29 30	9

First Class Day: August 26
 Final Class Day: June 11
September 7- Labor Day
October 12- Local holiday
November 11- Veterans' Day
Nov 23-27- Thanksgiving Break
Dec 21-Jan 1- Christmas Break

Holidays: List below, with dates. Indicate on calendar above, using code below right.
January 18- Martin Luther King Day
February 15- Presidents' Day
March 19- Teacher In-service
April 2-9- Easter Vacation
May 31 Memorial Day

Total Days 180
 LEGAL HOLIDAY LOCAL HOLIDAYS
 MINIMUM DAYS STUDENT HOLIDAY
 (Faculty meetings, WASC meetings, etc.) VACATION | |

(Revised 3/09)