



# The Bulldog Way

## 2022/2023 Student-Parent Policy Handbook

### Welcome

Welcome to Blessed Sacrament Catholic School. The Bulldog Way, our Student-Parent Policy Handbook has been prepared to provide a summary of the school rules, policies and other miscellaneous information. In developing this handbook, one thought has been dominant – the efforts of all in our community must always be directed towards what is best for the children.

A common understanding of rules and policies by all concerned is essential. To this end, it is recommended you review this handbook, discuss it as necessary, and retain it for further reference.

### Parents as Partners

As partners in the educational process at Blessed Sacrament Catholic School, we ask parents:

- ✓ To set rules, times, and limits so that your child
- ✓ Gets to bed early on school nights;
- ✓ Arrives at school on time and is picked up on time at the end of the day;
- ✓ Is dressed according to the school dress code;
- ✓ Completes class assignments on time;
- ✓ Has lunch money or sack lunch every day.
- ✓ To support the religious and academic goals of the school.
- ✓ To meet all financial obligations to the school.
- ✓ To support and cooperate with the discipline policy of the school.
- ✓ To treat faculty and staff with respect and courtesy in discussing student concerns.
- ✓ To actively participate in school activities such as Parent Teacher Club, Parent-Teacher Conferences, and Fund-raising.
- ✓ To read school notes and newsletters, keep current contact information with the office, and send notes for tardies or absences

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

**In the Archdiocese of San Antonio, all members of the school community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school. Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community.**

### Right to Amend

Throughout the year, changes may be made to the Parent-Student Policy Handbook as needed or directed by the Archdiocese of San Antonio's Department of Catholic Schools, Pastor, Principal or School Council. In the event the handbook is amended, notification will be sent to parents regarding the amended policy.

*Updated – August 11, 2022*

## **School Vision**

Have Courage. Move Forward. Make Noise.

## **Mission Statement**

The mission of Blessed Sacrament Catholic School is to provide, within an active Christian learning environment, quality education and formation of the whole person by nurturing the development of each child's talents in the love and service of God and community.

## **Philosophy of Education**

Blessed Sacrament Catholic School, in positive partnership with parents, endeavors to instill in our students, the values and teachings of Jesus Christ and the Catholic Church.

We respect the uniqueness of each child and the diversity of talents within our school family. We foster a curriculum to meet the needs of each child, challenging each student to his or her potential.

We provide the opportunity for the education of the whole child and believe this education to be a process of continual spiritual and academic growth. We promote and guide the development of all facets of the student's character: spiritual, intellectual, moral, emotional, physical, cultural and social.

Blessed Sacrament Catholic School provides an atmosphere of Catholic community that nourishes the gift of faith and encourages our students to live a life of Christian witness and service, through our example of love and service to others.

## **Goals**

To implement the philosophy of Blessed Sacrament Catholic School, we, the teachers, working with the home and the church, strive to meet the needs of each child by emphasizing the following objectives. In an atmosphere of mutual respect, dignity and appreciation of one's gifts, students are challenged to develop and grow spiritually, intellectually, socially, and physically.

Spiritual: The student will develop:

1. An understanding of Christian doctrine and practices so that these principles serve as guides throughout his/her life.
2. An understanding of the apostolic work to be performed by all Christians and an eagerness to become active in spreading the message of the Gospel.
3. A love and devotion for the Eucharistic celebration.
4. A respect for the moral values taught by the Catholic Church.

Intellectual: The student will develop:

1. A strong desire for learning basic skills (religion, reading, writing, arithmetic, language arts, science, and social studies) and achieving the highest development possible.
2. The ability to reason intellectually, to read with understanding, to communicate effectively, and to listen intelligently.
3. An opportunity to investigate, explore, and plan for careers.
4. An appreciation for the wise use of leisure time to open wider fields of self-expression and discovery.
5. An appreciation of culture by encouraging interest in music, literature, and art.
6. The ability to use available opportunities and resources to stimulate interest and facilitate learning.

*Updated – August 11, 2022*

Social: The student will develop:

1. A loyalty and respect for Christian social standards in the American way of life, and appreciation of our democratic principles in our society.
2. An understanding of the responsibilities of a good citizen and interest in civic affairs.
3. A spirit of cooperation and respect for duly constituted authority.
4. A desire for Christian courtesy and social graces.
5. An understanding and appreciation of other races and people.
6. An understanding of our economic system and successful participation in it.

Physical: The student will develop:

1. A proper respect for his/her body through health instruction and physical education programs.
2. An understanding of the importance of physical and mental health, and environmental and ecological concerns.
3. A positive self-concept through involvement in recreational activities.

### **History of Blessed Sacrament Catholic School**

Blessed Sacrament Catholic School opened her doors on September 2, 1958 with approximately 650 students in grades one through seven. The first Principal was Sister Mary Paschal and three other sisters of the Franciscan Missionary Sisters of the Divine Child from Williamsville, New York. The convent was later increased to nine sisters with the first Pastor of the school being Father Charles J. Drees.

During the spring of 1968, the Franciscan Missionary Sisters decreased their school staff to three sisters given the increasing number of qualified lay teachers. Because of this transition, tuition was first instituted at \$15.00 per family. Due to the decrease in students and religious vocations, the order's provincial decided that the religious community would withdraw from Texas completely after the 1970/1971 school year.

In the summer of 1971, Blessed Sacrament welcomed three Sisters of the Incarnate Word and Blessed Sacrament (IWBS) from Victoria, Texas. Sister Stephana Marback was the first Principal and the enrollment for that year was 225 students. The Pastor during this transition was Monsignor Ralph J. Smith.

Over the next three decades, the school saw extensive growth including a full day kindergarten program, an enriched middle school curriculum, a computer lab, school gymnasium, updated classrooms and a predominately lay staff.

On January 28, 2008, Archbishop José H. Gomez and Sr. Carla Marie Lusch, Superintendent of Catholic Schools, proclaimed the 50<sup>th</sup> Anniversary of Blessed Sacrament Catholic School in celebration of its quality education and formation in the Archdiocese of San Antonio.

During the 2010/2011 school year, a full day pre-kindergarten program was added to the school's program. In addition, the Blessed Sacrament Child Development Center (CDC) was incorporated into the school.

Blessed Sacrament Catholic School strives to continue the charism of the Sisters of the Incarnate Word and Blessed Sacrament. In doing so, we strive to "extend the Incarnation in today's world by living the Gospel of Love, proclaiming the Good News and building the Kingdom of God. Impelled by love to share the Incarnate Word's mission of bringing God's kingdom to be, we joyfully seek to serve those in need, through an apostolate of Christian education as determined by the current needs of the church."

Fr. Christopher Munoz, the school's current Pastor, was appointed January 1, 2017 by Archbishop Gustavo Garcia-Siller.

*Updated – August 11, 2022*

In May 2018, Archbishop Gustavo Garcia-Siller and Mrs. Marti West, Superintendent of Catholic Schools, proclaimed the 60<sup>th</sup> Anniversary of Blessed Sacrament Catholic School in celebration of its quality education and formation in the Archdiocese of San Antonio.

### **Accreditation**

Blessed Sacrament Catholic School is fully accredited by the Texas Catholic Conference Bishops Education Department (TCCB ED), an accrediting agency established by the Bishops of Texas which has been formally recognized by the Texas Education Agency.

Blessed Sacrament Catholic School's most recent accreditation status was granted by TCCB ED in May 2018. Each year, Blessed Sacrament Catholic School is required to submit an Annual Report for Continued Accreditation to TCCB ED ensuring the school is following required policies and procedures outlined in TCCB ED's Guide to Quality and Effectiveness.

### **School Administration**

#### **Pastor**

The Pastor is the leader of Blessed Sacrament Church in which the school is a part, and which has been entrusted to him under the authority of the Archbishop of San Antonio. The Pastor is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. He delegates the administration of the school to the Principal, who administers Blessed Sacrament Catholic School in accordance with Archdiocesan policies and guidelines. The Pastor is the leader in all decision-making processes within the parish. The Pastor's authority at the parish level includes the right to approve all recommendations made by the School Council.

#### **Principal**

The Principal is the chief administrator and spiritual leader of the school. Supervision of instruction, curriculum development and the professional development of the staff through in-service programs are his most important duties. The Principal takes care to develop good public relations with the Pastor, the parish community, the School Council, the parents, the neighboring public schools and the community at large.

#### **School Counselor**

The School Counselor supports the academic, social, emotional and behavioral needs of all students. The School Counselor is responsible for the implementation of a comprehensive developmental guidance and counseling program. She may provide large group, small group, individual or crisis counseling. The School Counselor also coordinates the school's guidance program.

#### **Administration Team**

The Blessed Sacrament Administration Team consists of the Principal, level advisors for the primary, intermediate, middle school, and rotation classes. The Administration Team meets on a regular basis to discuss important matters of concern which affect the Blessed Sacrament community.

### **Admission Policies**

#### **Non-Discrimination Statement**

Blessed Sacrament Catholic School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to enrolled students. Blessed Sacrament Catholic School does not discriminate on the basis of race, color, ancestry, national and ethnic origin or gender, in the administration of educational policies, admission policies and scholarship programs.

*Updated – August 11, 2022*

Admission preference shall be given to students of the Catholic faith.

### **Admission Requirements - Age and Documents**

Pre-Kindergarten 3 - A student shall be three (3) years of age on or before September 1 of the current school year to be admitted into the school's Pre-Kindergarten 3 program.

Pre-Kindergarten 4 - A student shall be four (4) years of age on or before September 1 of the current school year to be admitted into the school's Pre-Kindergarten 4 program.

Kindergarten - A student must be five (5) years of age on or before September 1 of the current school year to be admitted into the school's Kindergarten program.

First Grade – A student must be six (6) years of age on or before September 1 of the current year to be admitted into the First Grade. An exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the school indicating the student is ready for First Grade.

The following documents must be provided to Blessed Sacrament Catholic School as part of the Application for Admission:

1. Application for Admission
2. Financial Preference Form
3. Official Birth Certificate
4. Baptismal Certificate (When Applicable)
5. First Holy Communion Certificate (When Applicable)
6. Official Cumulative Record or Transcript of Previous Grade
  - a. Including any special education documents including, but not limited to, 504 Plan, Individualized Education Plan (IEP), Special Services or Test
7. Emergency Information Card
8. Health Record – Immunization Record and Illness Record
9. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (When Applicable)
10. I-20 for International Students (When Applicable)

Enrollment is not complete until all required documents are received, reviewed and found to be in order by the school.

### **Missing Children Program**

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, Blessed Sacrament Catholic School shall notify the Texas Department of Public Safety's mission children and missing persons information clearing house of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency.

If an official birth certificate is not furnished to Blessed Sacrament Catholic School within 30 days of enrollment, then the Principal shall notify the San Antonio Police Department and request a determination of whether the child has been reported as missing.

### **Admission of Students from within the Archdiocese of San Antonio**

The transfer of a student from one Catholic School to Blessed Sacrament Catholic School can only occur after consultation between the Principals of the two schools involved. All accounts must be cleared at the sending school before enrollment can be completed.

### **Admission of Students from Public and Non-Public Approved Schools**

Admission of students transferring from public and other state approved non-public schools is the decision of the Principal based on testing, observation and other assessments. The decision is made if it is deemed in the best interest of the student and placement is agreeable to both parents and the Principal.

### **Admission of Students from Home School and Non-Accredited Schools**

Blessed Sacrament Catholic School welcomes students who have been enrolled in a home school program or in a non-accredited school. Admission, however, will be made by the Principal based on testing, observation and/or other assessments deemed necessary to ascertain a student's academic placement. Blessed Sacrament Catholic School may require a summer program for incoming students from a home school program or non-accredited school should they demonstrate an academic deficiency.

### **Admission of International Students and Exchange Visitors (SEVIS)**

Blessed Sacrament Catholic School is certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and complies with all applicable laws and regulations pertaining to this certification.

The Principal shall work with the parent/guardian, in consultation with the Department of Catholic Schools, in completing, updating and verifying all required documents.

### **Admission of Students with Special Needs**

Blessed Sacrament Catholic School promotes inclusion for all students with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission.

Blessed Sacrament Catholic School strives to provide the accommodations within the scope of the school's resources for students who are identified as having special learning needs. Building Strong Foundations, a Catholic approach to inclusion, provides the opportunity for the school's professional staff and parents/guardians to collaborate on creating a student plan for success including accommodations agreed to by the school's professional staff and parents/guardians. All student accommodations must be approved by the Principal. Accommodations are to be reviewed and agreed to annually.

### **School Calendar**

Each year, Blessed Sacrament Catholic School publishes an instructional calendar. Approved by the Superintendent of Schools, the instructional calendar includes 180 days of instruction as required by TCCB ED's Guide to Quality and Effectiveness.

The school's instructional calendar is distributed electronically to all parents/guardians, placed on the school's website and published in the Bulldog Way.

The following are the official start and end dates for the 2022/2023 school year:

First Day of School – Thursday, August 11, 2022

Last Day of School – Thursday, May 25, 2023

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## Arrival and Dismissal of School

Morning Care is provided for students at Blessed Sacrament Catholic School between 7:05 a.m. and 7:30 a.m. Students attending Morning Care must be dropped off at the school gym using the designated car line or walked into the gym by a parent/guardian. After 7:30 a.m., students should report directly to their homeroom class.

Students waiting to be picked-up by a parent/guardian must remain in their designated dismissal area. Afternoon Dismissal concludes at **3:40 p.m.** with students being walked to After School Care (ASC), designated extracurricular activity or student tutoring session.

An original note with a parent/guardian signature must be kept in the School Office for any student with permission to walk home or ride the bus. For the safety of students, a student cannot leave in a shared-ride vehicle without being accompanied by a parent/guardian.

## Daily Schedule

### Monday

7:05 a.m. – 7:30 a.m.	Morning Care (School Gym)
7:30 a.m.	Morning Arrival and Homeroom Classes Open
7:55 a.m.	School Day Begins with Bulldog Assembly
8:10 a.m.	Instruction Begins
<b>3:25 p.m.</b>	Instructional Day Concludes and Afternoon Dismissal Begins
<b>3:25 p.m.</b> – 6:00 p.m.	After School Care
<b>3:30 p.m.</b>	Extracurricular Activities Begin
<b>3:40 p.m.</b>	Afternoon Dismissal Ends

### Tuesday through Thursday

7:05 a.m. – 7:30 a.m.	Morning Care (School Gym)
7:30 a.m.	Morning Arrival and Homeroom Classes Open
7:55 a.m.	School Day Begins with Morning Prayer
8:10 a.m.	Instruction Begins
<b>3:25 p.m.</b>	Instructional Day Concludes and Afternoon Dismissal Begins
<b>3:25 p.m.</b> – 6:00 p.m.	After School Care
<b>3:30 p.m.</b>	Extracurricular Activities Begin
<b>3:40 p.m.</b>	Afternoon Dismissal Ends

### Friday and Mass Days

7:05 a.m. – 7:30 a.m.	Morning Care (School Gym)
7:30 a.m.	Morning Arrival and Homeroom Classes Open
8:00 a.m.	Instructional Day Begins with School Mass
<b>3:25 p.m.</b>	Instructional Day Concludes and Afternoon Dismissal Begins
<b>3:25 p.m.</b> – 6:00 p.m.	After School Care
<b>3:30 p.m.</b>	Extracurricular Activities Begin
<b>3:40 p.m.</b>	Afternoon Dismissal Ends

## Attendance

Each student is to attend school as regularly as possible unless a legitimate reason dictates otherwise. A student who has been absent is always at a disadvantage because the learning experience has been disrupted.

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## Absences

If the student will be absent, the parent/guardian is to notify the School Office by 10:00 a.m. Classwork and homework may also be requested at this time.

A student arriving after 10:00 a.m. or leaving before 2:00 p.m. is marked as absent for one-half day. On designated early release days, a student leaving before the designated dismissal time will be marked absent for one-half day.

Medical appointments during school hours are discouraged. If in the case of necessity, an appointment can only be made during school hours, a note from the parent must be sent in the morning. In order to be readmitted, the student must have a doctor's or dentist's note. If the appointment exceeds two (2) hours or longer, the student will be marked for one-half day.

A student not physically present at school is marked absent. Students who have been absent must, on their return to school, bring a written note or excuse. The note should contain the date of the absence and reason for absence. For the convenience of our families, a parent/guardian may submit an electronic Absent from School Notification Form. A doctor's note, however, must be submitted if a student is absent for three or more consecutive days.

Any student who is absent for one-half day or more on the day of a planned extracurricular activity or event may not participate without permission of the administration. If a student is absent one-half day or more on the last day of the school week, then he/she may not participate in any planned extracurricular activity or event that weekend without the expressed permission of the Principal.

Blessed Sacrament Catholic School requires students attend 90% of the instructional days per school year or be required to attend summer school or repeat their current grade. Therefore, eighteen (18) absences may result in a student receiving an attendance consequence of summer school or retention. When a student has accrued ten (10) absences, the parent/guardian will be notified by letter of the student's attendance status, and it will be referred to the Administrative Team to determine if any additional action should be taken.

## Tardies

Students arriving after 7:55 a.m. will be deemed tardy and must be accompanied to the student's classroom by their parent/guardian to ensure their safety and attendance. Students arriving after 8:10 a.m. must be accompanied to the School Office by a parent/guardian for a Class Entrance Slip and then walked to their classroom by a parent/guardian.

On designated Mass Days, a student arriving tardy must be accompanied by their parent/guardian into the Church for their safety.

The Principal will first communicate with a parent/guardian in the event a student is not accompanied to their classroom, the School Office or Church. If this policy continues to be violated, however, the Principal may impose additional consequences including a financial fine.

## Releasing of Students During School Hours

A student may be released from Blessed Sacrament Catholic School during school hours only into the custody of those parents listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released.



A student may be released to an authorized individual not listed on the student's emergency information card if an original note with parent/guardian signature provides the name and date of birth of the authorized individual. The individual to whom the student is being released must come into the School Office, show identification and sign the student out. Blessed Sacrament Catholic School reserves the right to require a photocopy of the individuals' driver's license or identification card for documentation purposes.

Blessed Sacrament Catholic School recognizes certain families may follow procedures outlined in a parental custody court decree. In these circumstances, Blessed Sacrament Catholic School is required by law to follow the directives outlined in the document. Both the custodial parent and non-custodial parent are asked to respect the school's responsibility in these matters especially when releasing a student during school hours. Failure to comply with this policy may lead to the dismissal of the family from the school.

### **Release of Student to a Law Enforcement Officer**

Blessed Sacrament Catholic School's administration shall not interfere in the official duties of law enforcement or government officials. Police or other government officials shall communicate directly with the Principal when requesting an interview with a student. In the absence of the Principal, the request shall be directed to the designated administrator on duty.

Law enforcement and government officials shall be given access to a student without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official.

## **Student Records**

### **Health and Emergency Information**

Blessed Sacrament Catholic School is required to maintain a Student Health Form for each student enrolled. The Student Health Form contains pertinent information in case of accident or illness. Student Health Forms must be updated annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

The Student Cumulative Health Card includes a student's immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medication information and doctor's name.

The Student Health Form and Student Cumulative Health Card are treated as confidential. They are available to the Principal, Health Coordinator, and Professional Staff, as necessary. The Student Health Form are stored in the School Office.

### **Publication of Personal Information**

Blessed Sacrament Catholic School respects a family's decision to withhold a family's contact information (i.e. address, phone number, email address). A family must make this request in writing to the Principal.

### **Use of Student Photos and/or Interviews**

On the First Day of School, each student will receive a Photo and Video Permission Form providing parents with the opportunity to authorize or restrict the use of student photos, videos and student work for marketing materials,

*Updated – August 11, 2022*

local newspaper stories, approved school social media accounts, the school's website and with the Archdiocese of San Antonio.

### **Permanent Records**

A Permanent Record Card will be maintained for each student enrolled at Blessed Sacrament Catholic School from his/her entrance until his/her termination at the school. The current Permanent Record Card includes:

- Student Demographic Information
- Public School Residence Information
- School Entry Dates, Graduation Date, Withdrawal Date and Transfer Date
- Academic Grades and Promotion Status
- Attendance Record – Days Tardy and Days Absent
- Standardized Testing Information

### **Access to Records**

Parents and students are afforded the right of access to student's educational records. A parent/guardian may make a request in writing to review their student's educational record or request a copy of their student's educational record. Blessed Sacrament Catholic School requests a twenty-four hours' notice for viewing or copy requests.

### **Release of Records**

Student records at Blessed Sacrament Catholic School shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, the parents/guardians and to the student after his/her eighteen birthday.

In the event a parent/guardian would like to request the release of educational records, then the parent/guardian must specify the records to be released, the reason(s) for such release, and the person(s) to whom such records are being released.

### **Non-Custodial Parents' Access to Records**

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Request for and Transfer of Student Records**

A student's Permanent Record Card and Cumulative Health Card will be released to a receiving school when that school requests directly to Blessed Sacrament Catholic School. This request must include a parent/guardian signature.

If a student is transferring to a Catholic school within the Archdiocese of San Antonio, the original Permanent Record Card and the Cumulative Health Card shall be transferred. If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese of San Antonio, then a copy of the Permanent Record Card and the Cumulative Health Card shall be transferred.

All special education or psychological test results will only be transferred with the expressed consent of a parent/guardian including a signature.

## Conduct and Discipline

### Code of Conduct

**As we prepare the future of our Catholic Church and society, we have adopted Bulldogs B.A.R.K., a campus-wide behavioral standards for our student code of conduct. All members of the Blessed Sacrament Catholic School community are expected to Be Respectful, Act Responsibly, Remember Safety, and remember Kindness Matters.**

Students must understand that actions have consequences. It is the expectation of Blessed Sacrament Catholic School that parents and guardians support the school's professional staff when disciplinary consequences have been assigned to a student.

### Bullying Prevention

Each member of the Blessed Sacrament Catholic School community has been created in the image and likeness of God. Each person possesses a basic dignity and respect that comes directly from our creation and not from any action on our part. With this premise of our Catholic faith in mind, each member of our faith community is to be treated with dignity and respect. Additionally, bullying, harassment, or threats of violence against any student's perceived sex, sexual orientation, or gender identity, will not be tolerated.

Blessed Sacrament Catholic School will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as the education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community.

Bullying prevention begins with all members of our community being able to communicate clearly about their concerns. Learning the to distinguish between conflict rude, mean and bullying

### Types of Bullying

**Physical Bullying** - Using physical force to hurt another student by behaviors that may include, but are not limited to, hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

**Verbal Bullying** – Directing words at another student with the intention of putting down or humiliating. This includes, but is not limited to, threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, given the “evil eye” and eye-rolling.

**Relational Bullying** – When a student influences other students' friendships and relationships by actions that include, but are not limited to, deliberately leaving them out, spreading gossip or rumors, whispering about them, giving the “silent treatment”, ostracizing or scapegoating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

**Cyber Bullying** – When a student uses cell phones, text messages, e-mails, instant messaging, social apps, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include, but are not limited to, sending threatening or insulting messages by email or phone, posting embarrassing pictures and personal information about others on blogs or social networks, forwarding to others a private email, text message or instant message that was meant for a single individual and spreading hurtful rumors online.

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### **Procedures for Reporting**

Any member of the Blessed Sacrament Catholic School community may report suspected bullying using an [Online Bully Reporting Form](#) or a physical Bully Reporting Form. The online form can be found on the school's website. The physical form may be obtained from the School Office or any teacher at Blessed Sacrament Catholic School. Those reporting bullying are highly encouraged to provide their name when reporting, but the school respects a student's right to report anonymously.

### **Procedures for Addressing Bullying**

When a Bully Report Form is received, the Principal will begin an initial investigation based on the information detailed on the reporting form. The Principal may ask for the assistance of the Pastor, School Counselor, Dean of Student Discipline, the Department of Catholic Schools, or local law enforcement authorities based on the submitted information or information received during the investigation.

### **Student Consequences for Bullying**

Once a student's behavior has been determined to meet the school's definition of bullying, the Principal will begin the process of issuing a Student Behavior Contract. This contract, signed by the student, parent/guardian and administrator will be used for continued enrollment at Blessed Sacrament Catholic School. The contract will be issued using the following two goals as a guide:

1. To maintain safety and order within the Blessed Sacrament Catholic School community; and
2. Identify, teach and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

Additionally, the Principal may assign consequences to those indirectly involved in bullying (i.e. Students who Assist, Students who Reinforce and/or Bystanders).

The Principal, in consultation with the Pastor, may require the withdrawal of if the parent/guardian declines the Student Behavior Contract or the Principal determines the withdrawal be in the best interest of the Blessed Sacrament Catholic School community.

Family privacy laws prohibit Blessed Sacrament Catholic School from discussing student consequences with other members of the school community.

### **Dress Code**

Students must be in complete uniform daily including the designated physical education uniform. The student is not in full uniform if there is a prescribed article of clothing missing or substituted. Neatness and cleanliness is expected of each student. The Principal reserves the right to modify the student uniform policy due to medical reasons after reviewing a doctor's medical note or consulting with the student's parent(s) or guardian(s).

All students are required to follow the school uniform guidelines published by the Principal.

School uniforms must be purchased at the Blessed Sacrament Catholic School Uniform Store unless otherwise approved by the Principal in writing. The complete list of uniform items which must be worn, as well as the policy on shoes and other non-uniform items, is available on the school's website. Please note that shoes and belts must be completely black in color. For safety purposes, students in Pre-Kindergarten 3, Pre-Kindergarten 4, Kindergarten, and First Grade must wear a slip-on shoe or shoes with Velcro straps.

A solid white long-sleeved t-shirt or a solid red long-sleeved t-shirt may be worn under the school uniform shirt or blouse. The long-sleeved undershirt must be of the same color as the school uniform shirt worn and the long-sleeved t-shirt shall have no visible writing or graphics on the sleeves or body.

Only the Blessed Sacrament Catholic School red fleece jacket, blue fleece jacket, red cardigan sweater, red pull-over sweater or blue hooded jacket are allowed to be worn in the classroom. Other jackets/sweatshirts, including C.Y.O apparel, may be worn during cool weather, but must be taken off when entering the buildings.

A behavior demerit will be charged for each boy who does not wear a black belt or tie on designated days and for each girl who does not wear a tie with the school blouse to school.

### **Grooming**

High standards of grooming and neatness in dress are a must at Blessed Sacrament Catholic School. Cleanliness is expected of each student.

All School-related activities are subject to dress code guidelines, including field trips, dances, and Athletic Banquet. Facial makeup, including eye makeup, colored nail polish, French nails, false fingernails, or sculptured nails are not permitted whether in school uniform or on any special dress code day and will be disposed of by faculty. Girls may wear clear (no tint or additives) nail polish.

Hairstyles (boys and girls) will be conservative, out of the eyes, and well-trimmed at all times. Extreme and/or fad hairdos, as determined by the school administration, are prohibited. Alteration of hair color, including highlights or frosting, is prohibited and will result in a consequence determined by the school administration. Approved headbands or hair ribbons and bow colors include only the school colors of blue, red, and white. Headbands and hair ribbons may be solid in color or a combination of blue, red and white.

Boys' hairstyles are to be moderate, avoiding extreme fashions. The administration will be the final judge of what hairstyles will be accepted. Examples of extreme styles that are not permitted include, but are not limited to, shaved head, mushroom cut, grooved, line spiked, dread locked, tailed hair, or hair designs of any kind. Long hair that is tucked or jelled behind the ears as well as watered down hair is unacceptable. As styles change and new fads appear, parents should consult the administration before having a student's hair cut in a doubtful style. Hair should be tapered on the sides and in the back, should not reach the collar, should not come over the ear, nor fall below the eyebrows. Hair must be neatly combed or brushed at all times. Sideburns should fit the hairstyle – no longer than the middle of the earlobe. Facial hair such as a mustache is not permitted. Students with facial hair are expected to be clean-shaven.

Simple jewelry is permitted. One religious necklace is acceptable. No body piercing or tattoos will be allowed. Boys will not be allowed to wear earrings. Girls may wear only one pair of stud earrings (one stud earring per earlobe only). Students are allowed to wear one ring, one wristwatch, and one bracelet appropriate to the Catholic setting. Hair ties/bands and printed wristbands are not considered bracelets and thus may not be worn on the wrist. Only one small religious or patriotic pin on tie is acceptable. The Principal retains the right to decide what is acceptable or not. Blessed Sacrament Catholic Church and School are not responsible for loss or theft of personal belongings.

Students should keep uniform shoes clean and polished. Uniform Shoes shall be completely black in color. Clothing should be clean, free from stains and fading, without holes and in good condition. Shirts will be kept tucked into pants or walk shorts at all times so that waistband is visible. Printed t-shirts under boys' shirts or dark colored undergarments under girls' blouses may not be worn. Oversized blouses, shirts, pants, shorts, belts, and sweatshirts will not be tolerated. Pants are to be worn at waist level and no lower. Skirts should hang to knee.

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If a student comes to school without a proper article of uniform, a new article may be issued, and the parents will be charged for the cost of the issued uniform article.

Bike shorts may not be worn under the school uniform.

The Principal reserves the right to modify the student grooming policy due to medical reasons after reviewing a doctor's medical note or consulting with the student's parent(s) or guardian(s).

#### Special Dress Days

The administration retains the right to decide what is acceptable. The following lists are suggested guidelines. They are not all-inclusive. Complete school uniform is always an option on special dress code days. Failure to follow Special Dress Day guidelines will result in the loss of privileges for the next Special Dress Day.

##### Sunday Best – Acceptable Clothing

- Button up and polo shirts
- Blouses and tops with modest neckline
- Skirts or dresses – hang to touch the top of the kneecap when seated. No spaghetti straps unless accompanied by a jacket
- Trousers and pants – appropriate leg width and fit
- Good shoes

##### Free Dress

- Guidelines described above in Sunday Best
- Blue jeans, khaki pants, Capri pants
- Comfortable, clean shirts (no holes, inappropriate pictures or printing)

##### My Birthday Free Dress

To help celebrate God's gift of life on a student's birthday, the school welcomes the student to come in free dress on the day of his or her birthday. If the student's birthday falls on a Saturday, Sunday, field trip, school holiday, or other day designated by the school's administration as a uniform day, then the student is asked to coordinate their My Birthday Free Dress day with their homeroom teacher. Those students who have a summer birthday (the day following the last day of school through the day before the first day of school) are asked to subtract six months from their birthday and celebrate "My ½ Birthday."

##### Blessed Sacrament Spirit Day Dress – Acceptable Clothing

- School polo, t-shirt or jersey or UIW polo, t-shirt or jersey
- Uniform pants/walking shorts
- School shoes

##### Special Theme Dress – Apparel as announced

##### Eighth Grade Activities

For eighth grade graduation, the following guidelines must be followed: For the girls, a Sunday dress must have a modest neckline (no low-cut, no spaghetti straps unless accompanied by a jacket, no off-the-shoulder dresses). Dresses must hang to no more than 2 inches above the knee. Dresses below the knee are also acceptable. For the boys, slacks, dress shirt and tie will be required. Graduation cap and gown will be worn by all graduates. More detailed dress instructions will be given at the annual Eighth Grade parent meeting.

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### Unacceptable at All Times














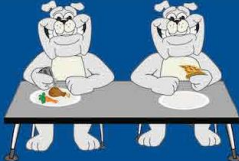
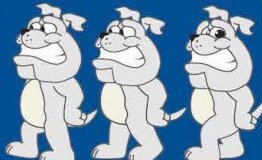

The following items are not acceptable for any special dress day or regular uniform day.

- Baggy or tight pants or trousers
- Baggy/large-legged or tight jeans
- Leggings
- Short shirts (less than 5" inseam)
- Frayed hems on pants, jeans or shorts
- Tight dresses, shirts, or skirts
- Skirts or dresses that hang more than two inches above the knee
- Low-rise skirts or pants
- Dresses or skirts with high cut slits
- Sweat suits, wind suits
- Pajamas (including flannel pants)
- Tops or dresses with spaghetti straps or narrow straps unless accompanied by a jacket
- Midriff, tight, or crop tops
- Flip-flops or backless shoes
- Boots
- MAKEUP OF ANY KIND

### **Disciplinary Action**

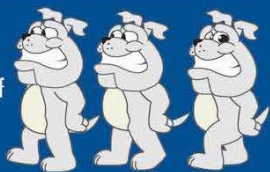
The behavior standards for students of Blessed Sacrament Catholic School includes development of pride and respect for self, respect and courtesy for other students and adults of the Church and School community. Listed below are examples of expected student behavior. behaviors which contradict our school's behavior standards.



	BE RESPECTFUL	ACT RESPONSIBLY
CHURCH	<ul style="list-style-type: none"> <li>• Be quiet (Show reverence)</li> <li>• Take worship aides with you</li> <li>• Leave missalettes and song books in their proper place</li> <li>• Follow the proper protocol to receive Holy Communion</li> </ul> 	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Enter and exit quietly</li> <li>• Participate in the Mass</li> </ul> 
CLASSROOM	<ul style="list-style-type: none"> <li>• Complete your work</li> <li>• Organize</li> <li>• Respect school property</li> </ul> 	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be ready to learn</li> <li>• Try your best</li> <li>• Stay on task</li> <li>• Participate</li> </ul>
HALLWAY	<ul style="list-style-type: none"> <li>• Go directly to your destination</li> <li>• Set a good example</li> <li>• During class have a pass</li> </ul> 	<ul style="list-style-type: none"> <li>• Go directly to your destination</li> <li>• Set a good example</li> <li>• During class have a pass</li> </ul> 
LIBRARY	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Put things away in their proper place</li> <li>• Return materials on time</li> </ul> 	<ul style="list-style-type: none"> <li>• Be quiet</li> <li>• Use time wisely</li> </ul> 
COMPUTER LAB	<ul style="list-style-type: none"> <li>• Take care of equipment</li> <li>• Respect others trying to read and learn</li> <li>• Be quiet</li> </ul> 	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Put things away in their proper place</li> <li>• Return materials on time</li> <li>• Use time wisely</li> </ul> 
GYM	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Sit appropriately</li> <li>• Use equipment appropriately</li> </ul> 	<ul style="list-style-type: none"> <li>• Follow directions from adults</li> <li>• Enter and exit quietly</li> <li>• Collect all your belongings at the end of class</li> </ul> 
CAFETERIA	<ul style="list-style-type: none"> <li>• Leave a clean table, chair and floor</li> </ul> 	<ul style="list-style-type: none"> <li>• Sit with feet under table</li> <li>• Use an indoor voice</li> <li>• Raise your hand for help</li> </ul> 
PLAYGROUND	<ul style="list-style-type: none"> <li>• Line up when you are called</li> <li>• Set a good example</li> <li>• Use equipment appropriately</li> </ul> 	<ul style="list-style-type: none"> <li>• Play by the rules</li> <li>• Invite others to play</li> </ul> 

# REMEMBER SAFETY

- Enter and exit quietly
- Walk in a line out of Church
- Keep hands and feet to yourself



- Use classroom materials appropriately
- Walk at all times
- Keep hands, feet and objects to yourself



- Walk face forward
- Keep to the right
- Keep hallways clear and clean



- Follow directions from adults
- Walk at all times



- Follow directions the first time given
- Walk at all times



- Enter and exit quietly
- Walk at all times
- Stay in designated area



- Follow directions from adults
- Walk at all times
- Eat only your food



- Stay in designated area
- Report problems to an adult
- Walk to and from building



# KINDNESS MATTERS

- Respect other's space
- Eyes and ears on speaker
- Participate



- Pay attention to your teacher
- Follow instructions
- Use kind words and actions
- Raise your hand to speak



- Keep hands and feet to self
- Stay quiet - classes are in progress



- Take care of books and equipment
- Respect others trying to read and learn



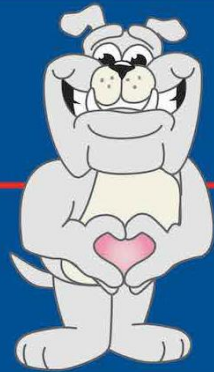
- Respect privacy
- Use kind words and actions
- Use equipment and supplies properly



- Eyes and ears on speaker
- Participate
- Use appropriate applause



- Respect other's space
- Use kind words and actions



- Take turns
- Use kind words and actions

## Disciplinary Consequences

The following measures are some examples of preliminary disciplinary action that may be used:

- Afternoon Detention
- Behavior Referral
- Change of Seating Assignment
- Communication with Parents
- Community Service Hours
- In School Suspension
- Inability to Participate in Athletics
- Inability to Participate in Extracurriculars
- Loss of Recess
- Loss of Rewards
- Morning Detention
- Off Campus Suspension
- Point Deduction on Assignment
- Probationary Contract
- Quiet Lunch
- Reflective Essay
- Saturday Detention
- Sent to Level Coordinator
- Sent to Pastor
- Sent to Principal
- Student Behavior Plan
- Time Out
- Verbal Correction
- Verbal Redirection
- Verbal Warning

## **Demerit**

A demerit is issued for either academic or behavior reasons. The purpose of the demerit is to document and correct the identified infraction. Each demerit comes with a consequence.

## **Suspension**

The Principal may suspend a student for a serious violation of school regulations or a pattern of student behavior which has developed. Written notice will be given to the parents or guardians of the student along with documentation of the violation or pattern of behavior. Suspensions may take the form of In-School Suspension (ISS) or Off-Campus Suspension (OCS).

When a student is issued an In-School Suspension (ISS), they shall report directly to the School Office. The Dean of Student Discipline or Level Coordinator will arrange for the student's classwork to be brought to the School Office for completion. The student has the opportunity receive full credit for the work completed.

When a student is issued an Off-Campus Suspension (OCS), they will remain home for the determined length of time. The student is responsible for completing all class and home assignments. The student has the opportunity receive full credit for the work completed. A Student Behavior Contract must be signed by the student, parent or guardian and administrator before a student returns from an Off-Campus Suspension.

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## Expulsion

Expulsion is a serious matter and should be invoked only as a last resort. Normally, it will follow a single grave offense of a series of offenses. A student may be expelled from Blessed Sacrament Catholic School when other means of discipline have failed.

A student at Blessed Sacrament Catholic School may be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group such as a gang;
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored events;
- Smokes or uses any tobacco product on school property or at school sponsored events;
- Possesses, uses or conceals a weapon on school property or at school sponsored events;
- Threatens bodily injury or harm to a student, parent or staff member;
- Assaults a student, parent or staff member;
- Vandalizes school property or the property of others;
- Engages in chronic or repeated behavior which disrupts the learning environment.

## Substance Abuse

No student shall possess, attempt to possess, use, or be under the influence of any prohibited substance on school premises during the school day or off school premises at a school-related activity, function or event. The transmittal, sale or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

A prohibited substance is defined as:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate;
2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content;
3. Alcohol or any alcoholic beverage;
4. Any abusable glue, aerosol paint, or any their volatile chemical substance for inhalation; or
5. Any other intoxicant or drug, legal or illegal, that is promoted, commonly believed or used in such a manner as to alter natural states of consciousness, emotions behavior or alertness.

USE means a student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath or speech.

UNDER THE INFLUENCE means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

## Weapons

No student may unlawfully bring onto school grounds any firearms or other instrument (including pocketknives) which might reasonably be considered dangerous to the possessor or to other students. Specifically, a student may not knowingly possess, handle, or transmit any object that can be considered a weapon on school grounds at any time, or off school grounds at any school activity, function or event. Violation of this by a student will subject student to any penalty including dismissal from school.

According to Texas law, it is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic,

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social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents of any student who is arrested for violation of this statute. There are no exceptions.

### **Search and Seizure**

The Principal and/or his designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession.

The Principal may issue disciplinary consequences, including expulsion, based on the findings of the findings of the searches listed in the above statement.

### **Violence (Threatened and/or Acted)**

Violence, whether threatened or acted out, contradicts the teachings of Christ and the Mission Statement of Blessed Sacrament Catholic School. **A student who makes a threat will be removed from the classroom immediately and will face disciplinary consequences including expulsion.**

### **Off Campus Conduct**

The student a Blessed Sacrament Catholic School student at all times. A student who engages in conduct, whether inside our outside the school, that is detrimental to the reputation of the school, may be disciplined by the Principal.

### **Internet and Use of Electronic Communication**

Blessed Sacrament Catholic School recognizes that electronic media, such as text messaging, Instagram, Twitter, Facebook, TikTok, Snapchat, You Tube, GroupMe, Kik, WhatsApp, Tumblr, etc., and the Internet has many advantages as a communication tool. The wide array of new resources and services available via electronic media all introduce new opportunities and new risks as well. By setting forth the guidelines below and reiterating the guidelines set forth in The Bulldog Way, including the Rules for Internet Access, it is our goal to minimize risks associated with social media and promote an active, Christian learning environment for all our students and our school community.

This guideline applies to all students, faculty, and parents who use electronic media as well as those who represent themselves as being connected in one way or another with Blessed Sacrament Catholic School (referred to as "Users" in this Guideline). All Users are expected to be familiar with and comply with this Guideline.

It is important to remember that all Users must conduct themselves in a fashion that is consistent with the school's Christian values and principles of treating others with dignity and respect. Whether occurring within or outside of school, when a student's or parent's use of electronic communication jeopardizes the safe environment of the School or is contrary to Gospel values, the student or parent can be subject to the full range of disciplinary consequences, including the expulsion of the student.

Electronic communication between a teacher and a student must be professional and should only be used to address instructional, educational and extra-curricular program matters. Personal electronic communication between a teacher and a student is prohibited until the student has graduated and is over 18 years of age.

Blessed Sacrament Catholic School reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic equipment of any type.

It is a violation of this guideline for any User to send, store, display, print, or otherwise disseminate messages, photographs, or material that is defamatory, abusive, obscene (including jokes), profane, sexually oriented,

threatening, disruptive, intimidating, discriminatory, harassing, offensive, illegal, fraudulent, otherwise inconsistent with our Catholic Mission or is a violation of this Guideline or the Parent Student Handbook.

This Guideline applies to communications or depiction through email, text, internet, social media, phone messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, disrupt, or embarrass students or members of the school community; or (3) cause harm to the student or school community.

Blessed Sacrament Catholic School reserves the right to determine without prior notice whether a web-site, the use of social media, or network or computer resources is inappropriate.

### Electronic Transmission of a Sexual Image

Blessed Sacrament Catholic School has the legal duty to report to the Department of Child Protective Services (CPS) or the San Antonio Police Department (SAPD) any suspected cases of electronic transmission of a sexual image involving a minor (i.e. sexting). In addition, the parents or guardians of all responsible and/or depicted parties will be contacted.

If a member of the faculty or staff is made aware of any suspected electronic transmission of visual material depicting a minor (i.e. sexting), then Blessed Sacrament Catholic School must investigate and follow the legal obligations listed above. The Principal will establish if the image exists and if there has been any violation of school policy.

### Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this definition and policy.

## Morality and Human Sexuality

### Chastity

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teachings that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage health age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

### Sexual Orientation and Gender

The Catechism of the Catholic Church states:

*CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good. He finds perfection "in seeking and loving what is true and good." (emphasis added)*

Students may not advocate (i.e., school clubs, organizations, etc.) celebrate (i.e. special interest school events), or express sexual orientation in such a way to cause disruption in the context of Catholic school classes, activities, or events.

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Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathroom, titles, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

### **Due Process and Appeals**

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Grievance Council will hear these matters.

### **Grievance for Student Expulsion**

Prior to the initiation of a formal grievance, parents/guardians who seek redress for their expelled student must first confer directly with the Principal (i.e. conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are the steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conference, must be prepared and filed with the School Council Secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The School Council Secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the Pastor within three (3) school days of the decision of the LGC. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) school days.
4. The LGC's findings are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the Pastor retains the right to abate the expulsion or not, in his sole discretion.
5. If the aggrieved party remains unsatisfied with the decision of the Pastor, they may contact the Superintendent of Catholic Schools.

### **Composition of Local Grievance Council (LGC):**

1. The LGC shall be composed of three (3) to five (5) members appointed by the Blessed Sacrament Catholic School Council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One (1) member may be a present or former School Council member. The other two (2) members should have no direct relationship to Blessed Sacrament Catholic School.
4. The appointment of the LGC is for one (1) year and is renewable.



#### Duties and Responsibilities of the Local Grievance Council (LGC):

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the LGC is to uphold the Principal's decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

#### Grievance for Issues Other than Expulsion

All disciplinary decisions that do not result in student expulsion will be resolved at Blessed Sacrament Catholic School.

1. First and foremost, any grievance about a teacher, employee, or student must be addressed to the Principal.
2. After hearing such complaint, the Principal will contact the party to whom the complaint is lodged to discuss the issue. Parents have the right and obligation to be present if their son/daughter is part of the complaint.
3. Both parties will be brought together by the Principal who will share, with those involved, what was heard, discovered and judged to be the major issue or concern which brought the initial complaint.
4. The Principal offers a proposed solution to the complaint.
5. The goal in this process is to find a resolution on common ground.
6. If the solution is acceptable to the parties involved, implementation is to take place.
7. This is to be done within 14 days of complaint being addressed.

If the proposed solution is not acceptable:

1. A committee of three members from the School Council will be appointed by the President of the School Council to review the situation and complaint within 7 days.
2. If the proposed solution seems appropriate, the School Council committee will re-affirm the decision.
3. If needed, the School Council committee can also offer an alternative solution to the issue.

If a solution is still not found:

1. The complaint will come before the Pastor who will decide upon the complaint and what solutions are to be implemented.
2. This is to occur within 10 days of the School Council committee recommendation.

Thus, if the process comes to the Pastor, the resolution will take place within a month's time of the initial date of complaint. The decision of the Pastor is final.

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## Counseling Opportunities and Expectations

Blessed Sacrament Catholic School provides a systematic guidance program throughout all grade levels that supports the development of the whole child through a comprehensive developmental guidance and counseling program.

Counseling services may be requested by a student or parent/guardian using the school's online [Counselor Request Form](#) or in person using a form provided by the School Office or classroom teacher.

## Extracurricular Activities

### Program Activities

Blessed Sacrament Catholic School provides students with the opportunity to participate in extracurricular activities. Extracurricular activities flow from the school's Philosophy of Education in educating the whole child. Extracurricular activities are coordinated through the School Office and provided by members of the faculty and staff, church personnel and outside contracted organizations.

### Academic

Catholic Arts and Academic Competition (CAAC) is coordinated through the Department of Catholic Schools and aims to promote the Catholic faith, the arts and humanities, a student's academic achievement and a healthy spirit of competition among Catholic schools.

The National Junior Beta Club is a non-secret, academic, service organization for students in Fifth Grade through Eighth Grade. Membership is limited to those students who:

1. Maintains an average of 94-100 in the core subjects for two consecutive grading periods.
2. **Maintains a conduct grade of O, S+, or S for two consecutive grading periods.**
3. **Earns a NWEA MAP Growth RIT Score at or above grade level on the last test on the Winter and/or Spring Testing.**
4. **Maintains a positive attendance record (i.e. minimal tardies and minimal absences).**

Eligibility is determined by the Principal and faculty of Blessed Sacrament Catholic School.

Blessed Sacrament Catholic School provides additional academic extracurricular activities for students. These opportunities will be announced at the annual Back to School Night and Bulldog Fellowship Nights.

### Athletic

Blessed Sacrament Catholic School provides athletic extracurricular activities for students in Fifth Grade through Eighth Grade. Approved athletic programs include Sprit Squad (Cheerleading and Dance), **Eighth Man Soccer**, Six Man Football, Volleyball, Basketball, Track and Field, Golf, Baseball and Softball.

### Qualifications and Exclusions

Students who participate in extracurricular activities represent Blessed Sacrament Catholic School. Students must remain in good and regular standing to participate in any extracurricular activity. Therefore, school academic and behavior standards apply to participating students. **Additionally, a family must be current with their financial accounts before a student will be allowed to tryout for an athletic program.**

A student will become ineligible if they receive a grade lower than a 70 on a formal progress report or report card. A student will remain ineligible until the next formal progress report card or report card is distributed. An ineligible student may continue practicing with the expressed approval of the Principal.

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A student participating in any athletic program must have a current physical form on file with Blessed Sacrament Catholic School. **The seasonal sport fee must be paid before a student begins the tryout process. In the event a student does not make the school team, the seasonal sport fee will be refunded.**

Discipline requirements for participating in an extracurricular activity are outlined in the school's discipline policy. A student will not be allowed to participate in a scheduled athletic practice, game, extracurricular meeting, or activity on the day when a student serves a detention, in-school suspension or off-campus suspension.

### **Ethical Code for Conduct at Athletic Competitions**

Any member of the Blessed Sacrament Catholic School community, including student-athletes and parents/guardians, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be shown for members of both teams, including coaches and students.
- Any image, mascot or model representing Blessed Sacrament Catholic School should be displayed before home fans only. It should not be paraded in front of the opposing team or spectators.
- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.

Blessed Sacrament Catholic School may be disciplined for the offensive behavior of our fans or participants. Such an offense could impose a penalty on the school's athletic program. Students and parents are asked for cooperation in order to protect the Catholic reputation of our school. What a parent or guardian may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for those representing Blessed Sacrament Catholic School to exhibit poor sportsmanship in return. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the athletic contest.

### **Student Service Program**

Service education has been a hallmark of Catholic education in the United States for generations. It is an opportunity for students to live their faith and proclaim the Good News of Jesus Christ and Catholic education.

All students at Blessed Sacrament Catholic School will be expected to complete an age-appropriate number of service education projects each semester. While service education projects will be a required and graded component of the school's curricular program, the greater purpose will be to help our students observe Christ's commandment to love our neighbors.

Each semester, students must complete one service education project for each of the Corporal Works of Mercy. In addition, students in Third Grade through Eighth Grade must serve as a greeter for two Masses at Blessed Sacrament Catholic Church. Please note that participating in the St. Vincent de Paul Food Drive (November) or 40 Cans for Lent cannot be used as service projects.

Parents are asked to encourage their children to complete their service education projects in a manner that is consistent with Christ's message of helping those less fortunate and most vulnerable in our society. At the same time, however, a student should perform their required service hours in a safe, structured environment under adult supervision.

The Corporal Works of Mercy are charitable deeds by which we help our neighbor. The Works of Mercy are divided into two categories – Corporal (Physical) and Spiritual Works.

The Corporal Works of Mercy include: Feeding the Hungry, Giving Drink to the Thirsty, Clothing the Naked, Sheltering the Homeless, Visiting the Sick and Imprisoned and Burying the Dead.

In addition, students in Third Grade through Eighth Grade must serve as a greeter or altar server at two (2) masses each semester. Student greeters must serve, in Mass uniform, as a greeter at Blessed Sacrament Catholic Church.

Blessed Sacrament Catholic School has posted suggested projects on our school's website corresponding to each Corporal Work of Mercy. To access these suggested service ideas, visit our Catholic Identity overview under Campus Life at <https://blessedschool.com/student-service-program/>.

### **Religion and Sacramental Program**

In view of the philosophy of Blessed Sacrament Catholic School, religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home.

One period each day is devoted to teaching of the Catholic faith. Instruction is based on curriculum guidelines developed by the Archdiocese of San Antonio.

Attendance at Mass on Fridays and Holy Days and participation in First Friday Adoration is an integral part of the school's religion program. Students are involved in many aspects of the Mass.

At certain times during the year, selected grades participate in retreats which assist with their personal and communal spiritual development.

### **Sacramental Preparation**

Blessed Sacrament Catholic School works in collaboration with the Parish Religious Education Program in preparing students for First Reconciliation and First Holy Communion. It is the parish and school tradition that students in Second Grade receive these sacred sacraments.

Families are asked to contact the Principal if they desire the Sacrament of Baptism for their student or one of the sacraments listed above in the Third Grade through Eighth Grade.

### **Altar Servers**

Training of and practices for altar servers will be scheduled as needed during the school day.

Students are eligible to be altar servers if they have celebrated the Sacraments of First Reconciliation and First Holy Communion.

The altar server schedule will be made available on the school's website.

## **Health and Wellness**

### **Overview of Campus Health and Wellness Program**

The Texas Catholic Conference of Bishops Education Department's (TCCB ED) Health Manual provides Blessed Sacrament Catholic School with the recommendations for school health and the students we serve.

The Principal is responsible for ensuring Blessed Sacrament Catholic School remains in compliance with established health policies and needs. The Principal shall designate which members of the faculty and staff are authorized to

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administer medications and which the protocols for informing a student's parents of an illness or injury occurring at school.

The Health Coordinator is appointed by the Principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service related duties for which they are trained.

A Health Screener is a person who is certified by the State of Texas to perform required screenings which include vision, hearing, acanthosis nigricans and spiral screenings. The Health Screener may assist in recording and documenting screening and follow-up findings on student health records.

The Teacher shall refer suspicious symptoms to the Health Coordinator or Principal. Students who are experiencing or may be expecting social or emotional difficulties, including but not limited to a mental health crisis shall be referred to the School Counselor.

The School Counselor supports the academic, social, emotional and behavioral needs of all students. The School Counselor may provide large group, small group, individual or crisis counseling. Students suspected of experiencing a mental health crisis or concern will be referred to the School Counselor immediately. If the School Counselor is not available, the student shall be referred to the Principal.

### Health File

A cumulative health card is maintained for each student at Blessed Sacrament Catholic School which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The cumulative health card is confidential. It is available to the Principal, Health Coordinator and professional staff as necessary.

### Immunization Requirements

Every student at Blessed Sacrament Catholic School shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

For the 2022/2023 school year, the following immunizations are required:

- Polio – PK4 must have three doses. For grades K-8, four doses, or three doses of vaccine with one dose on or after 4<sup>th</sup> birthday
- Diphtheria/Tetanus/Pertussis (DTP) - PK4 must have 4 doses. For Grades K-6, four doses of vaccine with one dose on or after the 4<sup>th</sup> birthday. For students age 7 years or older, three doses with one after the 4<sup>th</sup> birthday.
- Tetanus/Diphtheria/Pertussis (Tdap) - For grade 7, one booster dose of Tdap vaccine when at least 5 years have passed since their last dose of tetanus-containing vaccine. For grade 8, one booster dose of Tdap vaccine when at least ten years have passed since their last dose of tetanus-containing vaccine. (TD vaccine is an acceptable substitute if Tdap vaccine is medically contra-indicated.)
- Measles/Mumps/Rubella (MMR) – PK4 must have one dose of MMR vaccine on or after the first birthday. For grades K-8, two doses of MMR vaccine with the first dose on or after the first birthday. Students vaccinated prior to 2009 with two doses of measles and one dose each of mumps and rubella vaccines satisfy this requirement. History of illness must be verified by physician's written statement.
- Hepatitis B – Having completed three doses is required.

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- Chicken Pox (Varicella) – PK4 must have one dose of vaccine on or after first birthday. Grades K-8 need two doses. Documented history of illness by physician, the student’s parent or guardian, or serologic confirmation of varicella immunity may substitute for the vaccine.
- Hepatitis A – Two (2) doses administered on or after first birthday for grades PK4-8.
- Meningococcal – Grades 7-8 need to have one dose of vaccine on or after the 10<sup>th</sup> birthday.
- Haemophilus Influenza Type B (HIB) – PK4 needs one dose on or after 15 months of age OR three doses with the last dose on or after first birthday OR two doses with the first dose between 12-14 months of age.
- Pneumococcal conjugate vaccine (PCV) – PK4 needs one dose on or after second birthday OR two doses with both doses on or after first birthday OR three doses with one on or after first birthday. Otherwise one additional dose is required.

A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled at Blessed Sacrament Catholic School, the student must complete the required subsequent doses in each vaccine series on a schedule and provide evidence of immunization to the School Office. The School Office will review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30 day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and Blessed Sacrament Catholic School shall exclude the student from attendance until the required dose is received and proof is provided to the School Office.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic schools in Texas.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician’s license number. The statement must state that, in the physician’s opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **Medication Policy**

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student’s physician, an exception may be made in the case of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector. A Food Allergy and Anaphylaxis Action Plan or an Asthma Action Plan must be submitted by a parent/guardian to the School Office.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medication to be given by school personnel. This includes, but is not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and insect repellent. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the School Office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student's Name
2. Physician or Dentist Name
3. Date
4. Name of Medication
5. Dosage
6. Directions or Route of Administration
7. Duration of Administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in the original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by the Principal or his designee. Medication will be returned only the parent/guardian or responsible party or destroyed at the end of the school year.

### **Student Health Form**

Blessed Sacrament Catholic School maintains an emergency information form for each student. This Student Health Form contains pertinent information in case of accident or illness. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

If the school believes a student needs immediate medical attention, Emergency Medical Services (EMS) will be called. If necessary, the student will be transported to the nearest medical facility. The School Office will notify you immediately.

### **Child Abuse Laws**

Blessed Sacrament Catholic School will comply with the requirements of the Texas Statutes Family Code, Chapter 261 – Investigation of Report of Child Abuse or Neglect. In addition, the school will comply with official Child Protective Services or law enforcement agencies in identification, reporting and follow-up reports regarding suspected child abuse and neglect.

### **Student Accident Insurance**

Blessed Sacrament Catholic School shall provide the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance is secondary insurance and covers students at all school-related activities and for school provided travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic coverage. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries.

### **Health Notices**

In the event of a contagious health event, the Principal will communicate with parents/guardian the nature of the contagious health event and educational information to help prevent the communicable disease or steps to begin the treatment process.

### **Parental Responsibilities in School Health Program**

Blessed Sacrament Catholic School relies on a strong home and school partnership in the education of our students, including health and wellness. Students with the following symptoms will not be allowed to remain in school:

- Oral Temperature of 100° or Above
- Vomiting, Nausea, or Severe Abdominal Pain
- Marked Drowsiness or Malaise
- Sore Throat, Acute Cold or Persistent Cough
- Red, Inflamed or Discharging Eyes
- Acute Skin Rashes or Eruptions

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- Swollen Glands Around Jaws, Ears or Neck
- Suspected Scabies or Impetigo
- Earache
- Any Skin Lesions in the Seeping Stage, Unless Protected and Diagnosed as Non-Infectious
- Pediculosis (Head Lice)
- Other Symptoms Suggestive of Acute Illness

### **School Lunch Program**

Blessed Sacrament Catholic School provides a lunch program for any student who wishes to purchase lunch from the published menu. Items are to be consumed in the cafeteria. Energy drinks and soft drinks are not to be consumed on campus during morning care, snack periods, lunch periods, or After School Care (ASC).

Training in etiquette belongs properly to the home. Sometimes the training given does not carry over into the school and public life. All students are expected to act in an orderly manner whether they buy or bring their lunch. Proper eating in the lunchroom, using a modulated speaking tone at meals, thoughtfulness of others at the table and avoidance of roughness will help toward the cultivation of table etiquette.

All students are responsible for the appearance of their table. All debris is to be cleared from the table and the surrounding areas. Please encourage your student to be responsible for his/her own eating area. All students are expected to order from the cafeteria menu or bring an individual sack lunch. Soda water and energy drinks are not allowed as part of the child's lunch.

### **Asbestos Notification**

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the school's approved Management Plan located in the Principal's office. The school's Management Plan is available, upon request, for reviewed by parents, teachers and school staff.

In August 2021, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of the school inspections are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan in order to keep the school's plan updated. The contact person for ASTEX is Leonora Becknal, License #10-5662. Ms. Becknal can be reached by contacting (210) 828-9800.

### **Financial Policies**

#### **Tuition Agreement**

Each family at Blessed Sacrament Catholic School shall sign an annual Finance Preference Form with Blessed Sacrament Catholic School. In addition, all families are required to complete an online FACTS Automatic Tuition Payment Agreement. The Finance Preference Form includes the following information:

- Name of Individual(s) Responsible for Tuition Payments
- Contact Information for Individual(s) Responsible for Tuition Payments
- Parish Registration Status
- Published Date for ACH Withdrawal of School Fees (General Fee and Family Fee)
- Tuition Payment Structure (Payment in Full, Semi-Annual Payment, 10- or 11-Month Payments)
- Monthly ACH Withdrawal Date Selection (5<sup>th</sup> of Every Month or 20<sup>th</sup> of Every Month)
- FACTS Tuition Management Annual Enrollment Fee Information
- Signature of Individual(s) Responsible for Tuition Payment

*Updated – August 11, 2022*

Amendments to the Financial Preference Form must be submitted to the School Bookkeeper in writing. Blessed Sacrament Catholic School may request a family to resubmit a Finance Preference Form if a permanent change has been made to the tuition payment structure, monthly ACS withdrawal date selection, or a change in individuals responsible for the payment of tuition.

### **Tuition Rate and Policies**

The Blessed Sacrament Catholic School Council shall recommend an annual Schedule of Tuition and Fees to the Principal and Pastor.

Families who are registered and contributing members of Blessed Sacrament Catholic Church will receive the benefit of an approved parishioner rate for tuition. Yearly contributions of a minimum of \$425.00 are required to be made to Blessed Sacrament Church by a date designated in June to receive the parishioner tuition rate. Contributions to the Father Jack O'Donoghue Memorial Scholarship do not count towards a family's parish contribution.

Families who are not registered or do not contribute to Blessed Sacrament Church will receive the non-parishioner tuition rate.

Families registering after September 1<sup>st</sup> will be provided a pro-rated tuition rate determined by the Principal.

### **Registration and Other School Fees**

A registration fee shall be used to reserve a place for a student seeking enrollment at Blessed Sacrament Catholic School.

Enrollment at Blessed Sacrament Catholic School also requires the payment of a General Fee and a Family Fee. The General Fee assists Blessed Sacrament Catholic School with the archdiocesan assessments, the purchase of books and general classroom supplies, and educational licenses/subscriptions used by students. The Family Fee assists with additional educational programming and Parent Teacher Committee (PTC) events and activities.

A student's Registration Fee, General Fee, Family Fee and Graduation Fee (If Applicable) must be paid by the First Day of School or the student will not be admitted into class unless an arrangement has been made with the Principal and approved by the Pastor.

Families registering after September 1<sup>st</sup> will be provided pro-rated fee rates determined by the Principal.

### **Tuition Discounts**

Blessed Sacrament Catholic School provides three tuition discounts for families who may meet discount requirements. The approved discounts include:

- **Payment in Full (3%)** – A tuition reduction of 3% will be deducted from the annual tuition classification (Parishioner or Non-Parishioner) if a full tuition amount is received in the School Office on or before the published date on the annual Schedule of Tuition and Fees. A tuition discount, however, is not given on a student's Registration Fee, General Fee or Family Fee.
- **Military Active Duty / Emergency Response Personnel (3%)** - A tuition reduction of 3% will be deducted from the annual tuition classification (Parishioner or Non-Parishioner) if the individual(s) responsible for tuition are active duty members of the United States Armed Forces or emergency response personnel (i.e. police, fire, or EMS). A copy of the active duty member's military orders or personnel form must be presented to the Principal. A tuition discount, however, is not given on a student's Registration Fee, General Fee or Family Fee.

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- Blessed Sacrament Church, School or Child Development Center Part-Time Employee, or Full-Time Employee of the University of the Incarnate Word (25%) - A tuition reduction of 25% will be deducted from the annual tuition classification (Parishioner or Non-Parishioner) if the individual(s) responsible for tuition is a part-time employee of Blessed Sacrament Catholic Church, School or Child Development Center. A tuition discount, however, is not given on a student's Registration Fee, General Fee or Family Fee.
- Blessed Sacrament Church, School or Child Development Center Full-Time Employee (50%) - A tuition reduction of 50% will be deducted from the annual tuition classification (Parishioner or Non-Parishioner) if the individual(s) responsible for tuition is a full-time employee of Blessed Sacrament Catholic Church, School or Child Development Center. A tuition discount, however, is not given on a student's Registration Fee, General Fee or Family Fee.

### Late Fees

Blessed Sacrament Catholic School will impose a \$30.00 late charge for any payment not submitted on or before the payment's due date. This includes, tuition, fees, cafeteria services, after school care, athletics and extracurricular activities.

### Refund Policy

The Registration Fee(s), General Fee(s), Family Fee and any paid tuition are non-refundable. Exceptions of limited refunds may be granted by Principal for the following circumstances:

- Family Relocation – Employment Purposes
- Family Relocation – Military Permanent Change of Station
- Student/Family Being Asked to Leave Blessed Sacrament Catholic School

### Delinquent Tuition

The success of Blessed Sacrament Catholic School hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

Blessed Sacrament Catholic School relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Parish Business Manager as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

#### 30 Days Past Due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the **Principal or his designee** to bring the account up to date or to create an alternative tuition payment plan with the school.
- Students may not participate in school-sponsored extracurricular activities, including athletics, if tuition is 30 days past due.

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#### 60 Days Past Due:

- When an account becomes 60 days past due, the **Principal** will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

#### Exclusion Policy:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at the end of a semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
  - Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and/or fees.

The school encourages all responsible parties to maintain open communication to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

#### **Tuition Assistance**

Blessed Sacrament Catholic School remains committed to providing a quality and affordable Catholic education for our families. At times, tuition assistance is necessary to provide families with financial support in the education of their student(s). Blessed Sacrament Catholic School encourages our families to apply for tuition assistance through Hope for the Future. Hope for the Future provides need-based tuition assistance for Catholic and non-Catholic students who meet eligibility requirements and enroll in one of the Catholic schools in the Archdiocese of San Antonio. Tuition assistance is prioritized by financial need and based on available funding.

Once a determination has been made that a family does not qualify for tuition assistance from Hope for the Future, then a family may apply for tuition assistance from Blessed Sacrament Catholic Church and School. Please contact the Principal for additional information regarding local tuition assistance opportunities.

#### **Fundraising Activities**

Annual fundraisers assist the enhancing the educational experience for students at Blessed Sacrament Catholic School. Each year, students are asked to participate in five formal fundraising activities. These activities include Día de los Bulldogs, Hope for the Future's 5K Walk and Run, the Catholic Life Raffle, Casino Night and the Big Give SA.

The one required annual fundraisers include the Catholic Life Raffle (\$75.00/15 Raffle Tickets per Student).

Any organization or group proposing to conduct any fundraising activity for Blessed Sacrament Catholic School must have formal approval from the Principal. Additionally, any funds raised from these activities shall be spent at the sole discretion of the Pastor and Principal, in consultation with the organization who raised the funds.

## Emergency Procedures

### Inclement Weather

During inclement weather, Blessed Sacrament Catholic School will follow North East Independent School District's (NEISD) decision in regard to late opening, early dismissal or school cancellation. In the event of an inclement weather decision, notification will be sent to all parents/guardians via text message and email message. Additionally, information will be posted on the school's website and social media accounts.

### School Crisis Response Plan

Each year, the Principal reviews the Blessed Sacrament Catholic School Crisis Response Plan and emergency procedures with the faculty, staff, parents and students. The crisis response plan includes emergency procedures for bomb threats, fire evacuations, tornado warnings, lock down drills, and civil/crisis emergencies.

In the event of a campus evacuation, Blessed Sacrament Catholic School's family reunification site will be at Mount Sacred Heart Catholic School, 619 Mt. Sacred Heart Road, San Antonio, Texas 78216.

Parents, guardians, and grandparents are asked to review the following Standard Response Protocols followed by Blessed Sacrament Catholic School.



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**“Get Inside. Lock outside doors”**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

## SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

## WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



## WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**“Locks, Lights, Out of Sight”**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

## SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

## SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

## WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

## CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.





## School as Weapon Free Zone

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at a school-sponsored athletic, social, or extracurricular activities.

Blessed Sacrament Catholic School defines a dangerous weapon as a firearm or other instrument which might reasonably be considered dangerous to the possessor or to other students.

Blessed Sacrament Catholic School will immediately report the individual to the San Antonio Police Department (SAPD) and request an independent investigation to determine appropriate consequences. A consequence for violating this policy may include immediate expulsion.

## Parents and Community Relations

### Visitors on Campus

Blessed Sacrament Catholic School requires all visitors, upon arrival, to report to the School Office. Visitors will be required to sign-in, temporarily submit their identification card or driver's license and receive a school visitor's badge. When leaving campus, visitors must sign-out, turn-in their school visitor's badge and collect their identification card or driver's license.

Visitors are asked to refrain from taking photographs or videos of other students unless expressed permission has been given by a parent/guardian. This includes the posing of photographs or videos on personal social media accounts.

### Parent Organizations

#### School Council

The Blessed Sacrament Catholic School Council is an advisory committee from whom the Principal seeks advice and expertise in school matters including finance, school policy, and long-range planning.

The School Council seeks the names of those interested in discerning for a position on the council. Afterwards, a selection committee will contact interested candidates with dates for the discernment process. Council members are selected for a three-year term. There are time obligations for a monthly meeting and committee assignments.

The School Council meets on a monthly basis, except for December and July. Meetings are open to members of the Blessed Sacrament Catholic Church and School community. Meeting dates are published on the school's annual calendar, school website and weekly newsletter.

#### Parent Teacher Club

The Parent-Teacher Club (PTC) is established to bring about a closer bond between home and school. Active participation in this club is essential, and there is no better application of a parent's time than taking active part in activities which benefit the children of Blessed Sacrament Catholic School.

Parents, guardians and grandparents interested in serving on the PTC Executive Council are required to submit an annual application. The Blessed Sacrament Catholic School Council approves all members of the PTC Executive Council.

The Blessed Sacrament PTC Executive Council is responsible for the following events and activities: PTC General Meetings, Homeroom Parents, Classroom Parties, the Back to School Social, Muffins with Mom,

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Donuts with Dad, and Taste of Blessed. The Principal may ask the PTC Executive Council to assist with other designated events and activities.

### **Parent Service Hour Requirement**

Parent volunteering at Blessed Sacrament Catholic School is an important way to be involved in a child's education. A minimum number of service hours are required as follows: 10 Hours for One-Parent Households and 20 Hours for

Each family must work at least one (1) hour at the Blessed Sacrament Halloween Carnival. Parents unable to work at the Halloween Carnival must contact the Principal to make arrangements.

Failure to complete the total of minimum hours and/or the parent education class will result in a \$300.00 fine. Service hours must be completed and recorded on the FACTS SIS (RenWeb) Portal no later than the first Friday in May.

### **Volunteers**

Volunteers serving in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers at Blessed Sacrament Catholic School must be 18 years or older if they are in any position where there may be regular contact with children or young people. In certain circumstances, students enrolled at a Catholic high school, within the Archdiocese of San Antonio, may volunteer at Blessed Sacrament Catholic School with the expressed permission of the Principal.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

### **Criminal Background Checks**

All volunteers must be in compliance with the Archdiocese of San Antonio's policy on criminal background checks. All volunteers must be screened every three (3) years based on the date of their first screening. No volunteer may begin work until a clearance is issued by the Principal.

The finding of an arrest and/or conviction will not automatically eliminate an individual from consideration for volunteering. All relevant circumstances, such as how long ago the arrest or conviction occurred and the crime involved, will be considered in relation to specific volunteer opportunities and requirements.

### **Safe Environment Training**

All volunteers at Blessed Sacrament Catholic School must receive Safe Environment Training before volunteering. Training must be renewed every three (3) years based on the date of the first training.

The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

Any volunteer wishing to seek their clearance status or clearance date may submit a verification request on the school's website or call the School Office.

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### **Archdiocesan Sexual Misconduct Policy**

All volunteers at Blessed Sacrament Catholic School must receive Safe Environment Training before volunteering. Training must be renewed every three (3) years based on the date of the first training.

The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

Any volunteer wishing to seek their clearance status or clearance date may submit a verification request on the school's website or call the School Office.

### **Custody Issues**

Blessed Sacrament Catholic School understands the diversity of today's family structure. In case of parental divorce or separation, a certified copy of the final recorded instrument must be on file in the School Office for referral in any matter pertaining to custody. This includes matters pertaining to school records, other academic information, and student pick-up. Blessed Sacrament Catholic School will not be held responsible for failing to honor arrangements that have not been made known.

The Principal may request the assistance of the San Antonio Police Department (SAPD) or the Texas Department of Family Services (TDFS) in the event of a custody dispute on campus or at a school-sponsored event or activity.

### **Use of School Grounds and Buildings**

Parents and guardians are responsible for damage done to school or Church property by their student.

### **School Publications**

Blessed Sacrament Catholic School publishes, through a variety of means, information. The publication of this information serves to foster the spiritual formation, academic accomplishments and community opportunities which animates our school's vision, mission statement and philosophy of education.

Spike's News, a weekly overview of Blessed Sacrament Catholic School, is available on the school's website. Spike's News includes the daily cafeteria menu, school day and afterschool activities, announcements and reminders, and weekly birthdays.

### **School Sponsored Social Media**

Blessed Sacrament Catholic School maintains official school social media accounts to promote the school and provide information for enrolled families, prospective families, and the wider community. Social media accounts are under the authority of the Principal.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

### **Media**

On occasion, the media may be provided a press release regarding an event or activity that may highlight Blessed Sacrament Catholic Church or School. The media may also be contacted to highlight a student story, academic accomplishment or unique family circumstance.

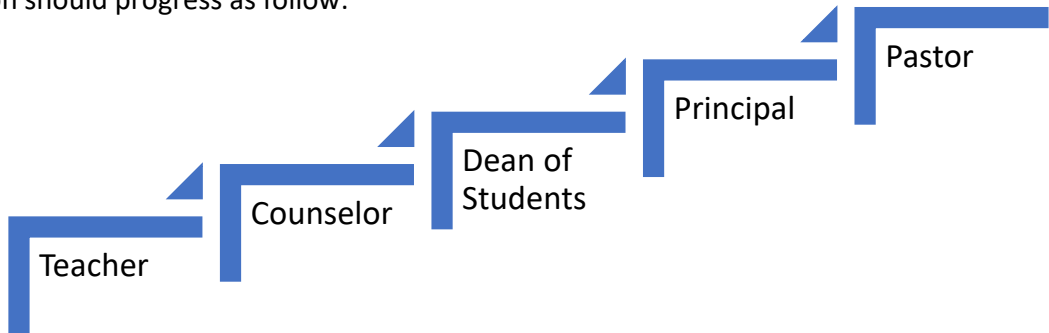
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Members of the media, however, will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification.

**Communication**

In order to maintain the partnership of school and family, it is important to keep communication on all levels open, strong, and consistent. All members of the Blessed Sacrament Catholic School community are expected to act in a courteous manner towards each other especially when a concern or issue arises. Respect is paramount to open communications. In addition, all precautions will be taken to ensure the confidentiality of sensitive concerns.

When questions or issues arise, all parents are encouraged to start with contacting the student’s teacher. It is important to start at that point of contact in an attempt to settle concerns as quickly as possible. The tiers of communication should progress as follow:



**Glow and Grow**

The Principal invites any parent or guardian to stop by the School Office and share any ideas, suggestions or concerns. Time is built into his weekly schedule to strengthen the partnership between the home and school. Parents may simply stop by the school office without an appointment.

For ideas and suggestions, the Principal asks parents and guardians to bring any materials or resources that will help with possible implementation. For concerns, parents and guardians are asked to bring solution ideas to improve the experience of our students.

Glow and Grow meetings are held on weekly and are posted on Spike’s News. On occasion, Glow and Grow meetings may not be held due to school events and activities or the Principal’s schedule.

**Parent Electronic Portal**

Blessed Sacrament Catholic School has contracted with FACTS SIS as our parent electronic portal. This online portal provides our parents and guardians with the ability to view student attendance, grades, progress reports, report cards, and discipline records. The online portal is also used to order lunches, review school account balances and submit payments for non-tuition matters.

The FACTS SIS Parent Portal can be accessed on the school’s website or at the following address: <https://factsmgt.com/>. The district code for Blessed Sacrament Catholic School is BSCS-TX.

Academic Policies

Curriculum

Blessed Sacrament Catholic School requires teachers to follow the curriculum established by the Department of Catholic School which incorporates the Texas Essential Knowledge and Skills (TEKS) and archdiocesan standards. Integration of Gospel values and Catholic Social Teaching are strongly encouraged.

Blessed Sacrament Catholic School provides a balanced curriculum including religion, language arts (English grammar and composition, reading, vocabulary, spelling, handwriting), science, mathematics, social studies, fine arts, health, guidance, physical education, technology applications and foreign language.

Curriculum guides are provided for teachers at the beginning of each school year which are used to promote leaning continuity. Teachers are required to post learning objectives in their lesson plans and in a designated classroom area for student viewing.

Building Strong Foundations

Blessed Sacrament Catholic School has implemented Building Strong Foundations, a multi-tiered system of support as a systematic data driven process of identifying and supporting students with academic, social-emotional, or behavioral needs. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and provide early intervention.

Grading Policy

Blessed Sacrament Catholic School is on a quarterly grading period schedule. The following evaluation key is used for students enrolled at Blessed Sacrament Catholic School.

Pre-Kindergarten 4, Kindergarten, and First Grade Core Subject

Core Subjects Include: Religion, English, Reading, Social Studies, Science and Mathematics

- E      Excellent
- S      Satisfactory
- P      Progress
- N      Needs Improvement
- N/A    Not Applicable

Second Grade through Fifth Grade Core Subjects

Core Subjects Include: Religion, English, Reading, Social Studies, Science and Mathematics

- 94-100 Exceptionally High Achievement
- 85-93    High Achievement
- 75-84    Average Achievement
- 70-74    Low Achievement
- 0-69    Failure to Master Material

- SR      Summer School Required
- SE      Summer School Enrichment

## Pre-Kindergarten 4 through Fifth Grade Rotation Non-Core Subjects

*Non-Core Subjects Include: Physical Education, Art, Handwriting, Health, Music, Technology and Foreign Language*

E	Excellent
S	Satisfactory
P	Progress
N	Needs Improvement
N/A	Not Applicable

## Pre-Kindergarten 4 through Fifth Grade Conduct Grades

O	Outstanding Effort
S	Satisfactory Effort
I	Improvement Needed
U	Unsatisfactory Effort
N	Not Observed

## Middle School Grade Levels Grading Scale

*Core Subjects Include: Religion, Spanish, Literature, Language Arts, Mathematics, Science, Social Studies and Elective Courses*

94-100	Exceptionally High Achievement
85-93	High Achievement
75-84	Average Achievement
70-74	Low Achievement
0-69	Failure to Master Material
SR	Summer School Required
SE	Summer School Enrichment

## Middle School Academic Conduct and Personal Conduct Grades

O	Outstanding Effort
S	Satisfactory Effort
I	Improvement Needed
U	Unsatisfactory Effort
N	Not Observed

## Academic Recognitions

### First, Second, Third and Fourth Grading Periods

Principal's List (Sixth Grade, Seventh Grade and Eighth Grade)

- A student must maintain a grade of 94 or above in each core subject.
- A student must maintain a grade of 94 or above in each non-core subject.
- A student must maintain a conduct grade of Satisfactory (S or S+) or Outstanding.

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High Honors (Third Grade, Fourth Grade, Fifth Grade, Sixth Grade, Seventh Grade and Eighth Grade)

- A student must maintain an overall core subject average of 94-100.
- A student must maintain a grade of 94 or above in each non-core subject.
- A student must maintain a conduct grade of Satisfactory (S or S+) or Outstanding.

Honors (Third Grade, Fourth Grade, Fifth Grade, Sixth Grade, Seventh Grade and Eighth Grade)

- A student must maintain an overall core subject average of 88-93.
- A student must maintain a grade of 88 or above in each non-core subject.
- A student must maintain a conduct grade of Satisfactory (S or S+) or Outstanding.

Bulldog Academic Award (Third Grade, Fourth Grade and Fifth Grade)

- Awarded in the Second, Third and Fourth Grading Periods
- Improvement of five or more points in a core subject area.

Blessed Sacrament Citizenship Award (All Grade Levels)

- A student must maintain a conduct grade of Satisfactory (S+ or S) or Outstanding.

## **End of Year Awards**

Principal's List (Sixth Grade, Seventh Grade and Eighth Grade)

- Awarded to a student who earned Principal's List in each of the four grading periods.

High Honors (Third Grade, Fourth Grade, Fifth Grade, Sixth Grade, Seventh Grade and Eighth Grade)

- A student must maintain an overall core subject average of 94-100.
- A student must maintain a grade of 94 or above in each non-core subject.
- A student must maintain a conduct grade of Satisfactory (S or S+) or Outstanding.
- An High Honors Plaque is given if a student was recognized for Principal's List or High Honors in each of the four grading periods. Otherwise, an Honors Certificate is

Honors (Third Grade, Fourth Grade, Fifth Grade, Sixth Grade, Seventh Grade and Eighth Grade)

- A student must maintain an overall core subject average of 88-93.
- A student must maintain a grade of 88 or above in each non-core subject.
- A student must maintain a conduct grade of Satisfactory (S or S+) or Outstanding.

End of Year Awards are calculated based on grades entered on the first Friday in May. This will allow for verification and notification of awards.

## **Progress Reports**

Every Friday, an electronic progress report is distributed to all parents/guardians of students in Fourth Grade through Eighth Grade. The purpose of this weekly academic report is to highlight academic strengths and identify academic deficiencies. Parents/Guardians are encouraged to contact teachers with questions or concerns regarding their student's grades.

A formal progress report is distributed to all parents/guardians marking the half-way point in a grading period. Formal progress reports are distributed electronically and sent home with each student. Formal progress reports must be signed and returned to the homeroom teacher within three (3) school days.

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## Report Cards

Report Cards are distributed on a quarterly basis to formally communicate a student's academic and social progress.

Blessed Sacrament Catholic School requires a parent-teacher conference at the conclusion of the First Grading Period. The purpose of this conference is to form a closer relationship as educational partners between the student, teacher and parent/guardian. Conferences are professional, confidential and limited to those topics that concern the well-being of the individual student. The Principal will distribute information regarding these conferences in early October. First Grading Period Report Cards will not be distributed until a parent-teacher conference has taken place.

Report Cards for the Second Grading Period and Third Grading Period are distributed to students. Report Card envelopes are to be signed by a parent/guardian and returned to a student's homeroom teacher within three (3) school days. Although a parent-teacher conference is not required, conferences may be requested by the Principal, professional staff or parent/guardian. Conferences become required, however, when a student is failing one or more subjects.

The final Report Card of the school year will be mailed on or before the designated date on the school's published instructional calendar.

## Promotion and Course Credit

Blessed Sacrament Catholic School follows the promotion policy outlined by the Texas Catholic Conference of Bishops Education Department (TCCB ED) and the Department of Catholic Schools.

The following guidelines are used to determine student promotion at Blessed Sacrament Catholic School:

- Pre-Kindergarten 4 – Promotion at this level is determined by the Principal and teacher in consultation with the parents/guardians.
- Kindergarten – A student must have at least a "P – Progress" final average in Reading and Mathematics.
- Second Grade through Fifth Grade – A student must have at least a "70" final average in Religion, Reading, English and Mathematics. A student who fails reading and mathematics is not promoted.
- Middle School – A student must have at least a "70" in all core subjects - Religion, Spanish, Literature, Language Arts, Mathematics, Science, and Social Studies. A student who fails more than two (2) core subjects is not promoted.

For each core subject below "70", a student must demonstrate the successfully completion of work in summer school. If summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.

Social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement.

Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. A student's parent/guardian shall be given appropriate notice and warning of their child being at risk for retention. Following the Second Grading Period, the teacher will be required to notify parents of factors which may lead to possible retention. These factors include: age of student, maturity of student, degree of deficiency in a student's learning as per grade level requirements, achievement and instructional data, review of academic interventions and special circumstances that have hindered academic progress. The Principal is responsible for decisions regarding student retention.

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## Homework

Homework is primarily a follow-up of class instruction, and secondly a means of helping the student form good study habits. Keeping these two positive aspects in mind, parents/guardians should demonstrate an active interest in their student's day-to-day progress and provide suitable conditions for home study.

Each student will be responsible for turning in assignments on time. In the case of student absence, the student remains responsible for assignments due during the period of absence. Please refer to the individual teacher(s) policy with regards to missing assignments.

A teacher may request homework be submitted at a designated time outside the scheduled class period.

## Testing Program

NWEA Map Growth is administered to students in Kindergarten through Eighth Grade in the areas of mathematics, reading, language arts and science. NWEA Map Growth is administered in the fall, winter, and spring months.

## Copyright Policies

All employees, volunteers and students will abide by the federal copyright laws. Students, employees, and volunteers may copy print or non-print materials allowed by:

- Copyright Law
- Fair Use Guidelines
- Specific Licenses or Contractual Agreements
- Other types of Permission

Employees, volunteers and students who willfully disregard copyright law are in violation of the Archdiocese of San Antonio's policy and doing so at their own risk and assuming all liability.

## Field Trip Policy

Field trips are a learning privilege planned to enhance the instructional activities of the classroom. Field trips are subject to approval by the Principal. The student must have a signed and dated permission slip from the parent for each field trip. This privilege is subject to academic and behavior requirements. The planning of a field trip is the sole responsibility of a teacher or his/her designee.

Field trip chaperones must meet all requirements established by the Archdiocese of San Antonio. Chaperones may not bring other children on the field trip. Older siblings who have reached their 21<sup>st</sup> birthday are also eligible to chaperone when space permits. Drivers providing transportation are required to present driver license, proof of current liability insurance, and a completed Archdiocese Volunteer Driver Information form.

Student attire for field trips is generally the complete standard school uniform. Exceptions will be addressed on an as-needed basis.

Teacher responsibilities include:

- All monies for field trips will be collected and managed by the designated teacher
- The teacher will make student car assignments; students and drivers/chaperones will honor these assignments
- The teacher may limit the number of drivers or chaperones needed, depending on a particular activity
- The teacher will make student group assignments; students and chaperones will honor these assignments

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Chaperone responsibilities are as follows:

- All drivers/chaperones are required to view the Archdiocesan Sexual Misconduct video and complete a Criminal Background check, without exception
- The priority of field trip drivers/chaperones is to assist the teacher with safety precautions, travel, and any other activities planned by the teacher
- Drivers/chaperones are responsible for the children assigned by the teacher in the car and during the activities on the field trip
- There is no smoking on field trips
- Drivers/chaperones may not bring siblings on field trips
- Drivers/chaperones may not purchase or provide additional treats (including gum) or items for the children in their assigned groups only
- Children must be with adults at all times. *Students may not be left unattended, especially in public restroom facilities*
- Chaperones will let the teacher know immediately if there are any problems with a student
- Drivers/adults will be considered chaperones and are expected to remain with their assigned group throughout the field trip
- Cell phone numbers will be exchanged among drivers in case of emergencies
- For safety reasons, drivers may not talk on cell phones while driving students unless it is an emergency or the driver needs clarification on directions
- Drivers/chaperones may not make any additional stops with the assigned children in their car
- Drivers/chaperones need to depart and arrive together

### Use of Student Information

Blessed Sacrament Catholic School reserves the right to use student pictures in publications, official school social media accounts, and the school's website. Any parent/guardian who does not wish his or her student's picture used must indicate their desire on the Photo and Video Permission Form distributed on the First Day of School.

### Textbook Policies

Textbooks are purchased by Blessed Sacrament Catholic School and placed into two three categories – consumable, non-consumable and digital. Non-consumable books are rented to students and must always be covered. Fees will be assessed, including the full purchase, if a non-consumable textbook sustain damage of any kind.

Students will be required to purchase a non-consumable book if it is lost during the academic year.

### Library Policies

The Sr. Eileen Gurecky, IWBS School Library is one of the focal points of the school. It is part of the whole teaching program – a live, active center of learning activities. The library fortifies and supports the curriculum. Students have the privilege of checking out books and magazines from the library. In order to ensure the best service to the students, the following regulations are made:

- Library is open from 7:45 a.m. to 3:00 p.m.
- A fine of 25 cents per day will be charged for overdue books
- If a book/magazine is damaged, lost or overdue more than two weeks, the replacement cost of the book/magazine must be paid to the library, along with overdue fines.
- All library book fines must be paid by the end of the school year. If fines are not paid, the student's report card will not be issued.
- Library privileges will be suspended if items previously checked out have not been returned or when the checked out books are repeatedly returned in damaged condition.

*Updated – August 11, 2022*