

Blessed Sacrament School

STUDENT POLICY BOOK

2019-2020

“To Know, Love, & Serve God”

**Blessed Sacrament School**  
**1725 Lake Street**  
**402-476-6202**

**School Overview**

**Mission Statement**

We strive to provide academic excellence in the climate of the Gospel values...to serve, to build community and to proclaim the GOOD NEWS, Jesus Christ.

**Philosophy**

We believe that parents are the first and primary educators of their children. We believe it is our duty and privilege to provide experiences and opportunities to help your children develop and mature spiritually, morally, intellectually, physically, and culturally to meet the challenges of the modern and changing world, to contribute to the aspirations of its society and to live exemplary Catholic lives.

**School Motto**

“To Know, Love, and Serve God.”

**Goals**

In order to build in the children an acceptance of themselves and their world from a Catholic perspective, Blessed Sacrament School has adopted the following goals:

1. To offer instruction in Catholic doctrine and morals, and to provide opportunities to participate in the practice of faith in an atmosphere supportive of religious values. (Diocesan goals 1, 2, 5)
2. To form students in the practice of prayer. (Diocesan goal 3)
3. To form students in the practice of virtue. (Diocesan goal 4)
4. To impart knowledge, develop an understanding and cultivate appreciation for the basic academic subjects. (Diocesan goal 8)
5. To develop critical and creative thinking skills. (Diocesan goal 9)

6. To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits and good physical and mental health. (Diocesan goal 10)
7. To assist in the choice of and preparation for responsible vocations. (Diocesan goal 11)
8. To foster a spirit of charity through example and by providing opportunities for service to others. (Diocesan goal 6)
9. To form structures and programs that unite parents, school and Church in the work of Catholic education. (Diocesan goal 7)
10. To instill knowledge and appreciation of our United States heritage of representative government, to foster loyalty to ideas of good citizenship and to develop in students sound principles of Catholic social living in relation to society and government.

### **Admission**

Blessed Sacrament School admits students of any race, color, national and ethnic origins to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Children who are 5 by July 31<sup>st</sup> are formally admitted at the Kindergarten level. Transfer students and parents will be interviewed prior to admission. All new students must present a verified birth certificate within 30 days of registration. New students may register in the office throughout the year. Preference will be given to registered Blessed Sacrament families, then to Catholic families, and lastly to non-Catholic families. Classes may become full at which time new students will be placed on a waiting list.

### **Transfers**

When a child transfers out of Blessed Sacrament School the parents should notify the ***principal*** before the date of withdrawal. A release of records form must be signed by the parent at the new school and sent to Blessed Sacrament in order for records to be transferred. Upon graduation, records of all students are automatically transferred to Pius, unless we receive notice by May 31<sup>st</sup> to do otherwise.

## Volunteers

All volunteers are required to complete an on-line safety training and pass a background check. See our website at [www.blessed-sacrament-school.com](http://www.blessed-sacrament-school.com) for more information.

## Field Trips

Parents may be asked to assist with transportation and supervision for field trips. Parents must agree to chaperone more children than just their own. Parents will be asked to use SignUpGenius to volunteer. Parent volunteers must complete the Safe and Sacred program and adhere to teacher guidelines and school policies which require parents to be vigilant of all the children on the field trip. Drivers must fill out paperwork as required by the Lincoln Diocese. Younger siblings should not be brought along on field trips. Parents should not make plans to accompany the field trips unless they have been asked to drive or supervise.

## Daily Schedule

<b>7:00</b>	<b>Breakfast Begins</b>	
<b>7:40</b>	<b>Breakfast Ends</b>	
7:50	Supervision Begins	
8:00	First Bell	Students enter
8:05	Tardy Bell	Attendance taken
8:20	Mass	
11:30	Lunch	Grades PK, K, 1 & 2
12:00	Lunch	Grades 3, 4, & 5
12:30	Lunch	Grades 6, 7 & 8
3:15	Announcements & Prayer	
3:20	Dismissal K-8	
3:30	<b>SUPERVISION ENDS</b>	

## School Closing

We follow the Lincoln Public School policy for closing school due to inclement weather. A Notify Now message will be sent via telephone or e-mail. You may also listen for school closing information on TV channels KOLN 10/11 or KLKN 8, and on Radio 1240 AM or KFRX 106.3 FM. If Lincoln Public is closed, so are we!!

\*\*If LPS is not in session, listen for a Catholic School announcement!

## Communication

### Office Hours

The working hours for the school office are 7:30 AM to 3:45 PM during the school year. On days when there is no school in session, the office will be closed. In case of an emergency, please call the church office at 402-474-4249

### Student Messages

Parents may call the office to have a message delivered to their child between 8:30 AM & 2:30 PM. **After 2:30 PM, we cannot guarantee that your child will receive the message before dismissal.**

### School Visitors

**No parent or other adult, unless to perform duty as an aide, may go directly to the classroom during school hours.** Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Parents wishing to observe classes must make arrangements with the classroom teacher at least one day prior to the visit.

### Wednesday Weekly

The Wednesday Weekly is published on each Wednesday. It contains the latest updates and information necessary for planning. It will be emailed to you and posted on the [blessed-sacrament-school.com](http://blessed-sacrament-school.com) website.

## Academics

### Academic Progress

Students in grades K-8 bring their completed work home in a **Wednesday Folder**. Parents are to review the work with their child, sign the folder, and return it to school on Monday (parents keep the papers). Students are responsible for keeping the folder in good condition. A lost or damaged folder must be replaced at a cost of \$.50. Students who fail to return the folder will not receive their weekly work.

Students in grades 3-8 are required to keep a school issued assignment book. This book is to be reviewed and signed by parents each day.

Progress reports are issued mid-quarter for grades 6-8. Parents are asked to check, sign and return reports promptly. Questions should be directed to the teacher.

Report cards are issued quarterly. Parents are asked to check, sign, and return cards promptly. Parents are further asked to help their child comply with the suggestions made by the teacher. Students working below grade level may receive evaluations based on an adjusted curriculum, as indicated on the report card.

### Conferences

Formal conferences between parent and teacher are held twice each year, to assist students in the learning process. At least one parent is required to attend. Parents, students, or teachers may request other conferences.

### Homework

Homework is valuable for building good study habits and skills. Some students work more rapidly or more slowly than others, but the average time for a student in middle grades 6-8 is about 70 minutes an evening in study. The elementary student in grades 3-5 should average about 40 minutes an evening in study, and the primary student in grades K-2 should average about 20 minutes an evening in study. **IF THESE TIMES ARE NOT THE GENERAL RULE PLEASE CALL YOUR CHILD'S TEACHER FOR A CONFERENCE.**

### Media Center Fines

Students in Kindergarten check out 1 book or magazine each week and it is due one week later on the day they come to the media center. Children in grades 1-3 may check out 5 books or other materials, which are due two weeks from the check-out date. Children in grades 4-8 may check out as many materials as they need or want, and are due back two weeks from the check-out date. No one is allowed to check out new materials if they have overdue materials or fines.

Books will be returned to the Media Center in the morning on the assigned library day, so that we will know if the child has returned overdue materials and can check-out new materials.

**Fines for lost materials:** Magazines **\$2.50** Hard bound books **\$20.00** Paper backs **\$8.00**  
Books returned with damage will receive a **prorated fine**.

### Academic Honors

Students in grades 5-8 are eligible for Academic Honors. Each semester, grades from Religion, English, Math, Reading, Science, Social Studies, and Electives are averaged. Students with an average of 94% - 100% are placed on the Principal's List; students with an average of 88% - 93% are placed on the Honor Roll.

## **Promotion**

Blessed Sacrament School believes that retention in a grade may be detrimental to the academic well being of students (there are always exceptions). Teachers and parents must work together to provide students with successful learning experiences. Students must work and study hard, always striving to do their best. Unfortunately there will be times when other measures must be taken.

Summer school may be required of students in grades 6-8 who do not:  
Receive a grade of 70% or better in at least 3 quarters.

\*\*Summer school is taught at Blessed Sacrament in June by Blessed Sacrament teachers. The student must complete 15 hours for each failed subject. The cost is \$10 per hour.

## **Testing**

The Iowa Basic Skills Test and the Ability Test of Cognitive Skills are administered to students in grades 3-7 in the spring.

## **Attendance Policy**

Regular attendance is required by state law and will help each student achieve his/her potential. Please make every effort to avoid appointments and vacations during school hours. Attendance is calculated at the end of each month, September-May. Five (5) or more unexcused absences in a quarter may result in a parent-school contact. Ten (10) or more unexcused absences in a semester may result in a parent-school conference and may trigger a referral to the county attorney. Twenty (20) or more unexcused absences may be referred to the county attorney for truancy.

## Absences

- 1) Illness and medical appointments are excused absences, **however on the 3<sup>rd</sup> consecutive day of illness a Dr.'s note is required for re-entry to school.**
- 2) Funerals are an excused absence.
- 3) **Vacations, sporting events, and other social activities are unexcused absences.**
- 4) Tardy students create a disruption to the classroom. Students must be in their seat and ready to learn when the 8:05 bell rings. Tardiness is unexcused. Tardy students must report to the office upon arrival.
- 5) Students who leave early create a disruption to the classroom. Early leave is unexcused. Parents must come into the office at which time we will call for the student.
- 6) Student absences and tardies will be recorded as listed on the following time table:

<b>ARRIVE</b>		<b>LEAVE</b>	
<u>Time</u>	<u>Equals</u>	<u>Time</u>	<u>Equals</u>
8:00-8:20	Tardy Late	8:00-10:00	Whole Absent
8:21-10:00	¼ Absent	10:01-11:45	¾ Absent
10:01 – 11:45	½ Absent	11:46 – 1:30	½ Absent
11:46 – 1:30	¾ Absent	1:31 – 3:00	¼ Absent
1:31 – 3:10	Whole Absent	3:01-3:10	Tardy Early

**Students are expected to be in attendance when school is in session, except in cases of illness. When a student is absent the parent must notify the school office by phone or e-mail between 7:15-8:30 am.** The school will contact parents to verify unreported absences.

When planning vacations and appointments make every effort to plan around school days. The responsibility for work missed when children are taken out of school **lies with the parent.** Work for excused absences may be obtained at the office **after 3:00** pm on the day of absence. When a student is absent from school due to an illness they have a corresponding number of days to make up work. Work for unexcused absences will be given to the student upon their return to school.



## HEALTH AND SAFETY

### Entry Door

All doors will be locked all day every day. All visitors will be buzzed into the school by the front office.

### Arrival Policy

Students enter the building at 7:50 am and report to their classroom. Supervision is not available before 7:50 am or after 3:30 pm. Students should be dressed appropriately for the season. Cold or bad weather is not an excuse to allow students into the building early.

### Supervision

An adult supervisor will be in the front of school from 7:50-8:00 in the morning, on the playground during recess periods, and in front of the school from 3:20-3:30 each afternoon.

Once a student has arrived on school grounds he/she may not leave until dismissal except with the permission of the principal.

### Dismissal Policy

The west building dismisses from the northwest door. Those waiting for rides will wait in the fire lane. The east building dismisses from the center door. Those waiting for rides will wait in the fire lane and observe the following rules: 1) Students must wait in the fire lane until their ride is present. 2) Students must go directly to the car. 3) Students may not play in the parking lot, the fire lane, or on the sidewalk. 4) Students walking home may not walk in the parking lot.

**Children not picked up by 3:30 will be sent to Extended Care and charged accordingly!**

### Drop-off & Pick-up

Children may be dropped off and picked up preferably in the EAST PARKING LOT or AT THE CURB in front of the SCHOOL. When you need to come into the school please park at the far East end of the parking lot. **The curb cut out in front of the school is strictly NO PARKING. CHILDREN ARE NEVER ALLOWED TO JAY WALK TO ENTER A CAR, OR TO ENTER A CAR STOPPED IN THE MIDDLE OF THE STREET. PLEASE DO NOT ASK YOUR CHILDREN TO DISOBEY THIS RULE.**

## **Fire Drills and Severe Weather**

Blessed Sacrament will conduct 10 fire drills and 4 severe weather drills as required by the state. Evacuation procedures are posted in each room. Students are expected to know the correct evacuation procedure should the need arise.

## **Health**

A student's health deserves careful consideration if the student is to progress in his/her studies. Remaining at school when a student exhibits signs of rash, temperature above 99.6 degrees, sore throat, severe cold, contagious coughing, sneezing, nasal discharge, or watery eyes is injurious to the individual and to the entire school population.

When a student becomes ill during the school day, the parents will be contacted to come to school and pick up their child. Generally, students will not be allowed to call home unless they exhibit one or more of the signs listed above. If parents cannot be contacted upon a major illness or injury, the hospital emergency room may be used.

An Illness Exclusion Form will accompany your child home. ***Children may not return to school until they are symptom free without medication for 24 hours.***

Students need to use their outdoor play for good health. If a student's outdoor play needs to be restricted a ***physician or physicians assistant*** must prescribe the conditions and length of the restriction. Students who are restricted will be supervised in the office. Students will not be taken outside when the temperature or the wind chill is below 0 F. However, it is the responsibility of the parent to dress their children appropriately. The lack of proper clothing is ***never*** an excuse to stay inside.

## **Wellness**

Students are encouraged to have individual plastic water bottles for use in the classroom.

Students in all grades K-8 will have daily recess before lunch.

## **School Nurse**

Blessed Sacrament School does **not** receive the services of a Public Health nurse from the Lincoln-Lancaster County Health Department. The school maintains cumulative health records, screening results, and immunization records for each student. All students are required to be immunized or provide a signed waiver. Catholics may only use the medical waiver. In the case of an epidemic, non-immunized students will be required to remain at home. Physical examinations are required for all Kindergarten, all 7<sup>th</sup> graders and 8<sup>th</sup> graders participating in sports.

## **Medication**

**NO MEDICATION** will be administered to your child during the school day. Exceptions are medications in the **ORIGINAL LABELED CONTAINER** accompanied by a **signed official authorization** form giving Blessed Sacrament permission to administer the medication. Students with Asthma or Diabetes who self-medicate must have a completed Medical Management Plan on file.

Teachers should be informed of any medical condition that may affect a child's behavior, schoolwork, or health while at school and any side effects that may be caused from medications.

## **Insurance**

Blessed Sacrament School **does not** carry accident insurance on children.

## **Bullying and Mistreatment of Peers**

We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around their school. It is the policy of Blessed Sacrament School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Bullying is defined as targeted, malicious and prolonged treatment of another individual. Reports of bullying should be reported to a teacher or the principal as soon as they occur so that the school can work as a team to protect the child, levy appropriate consequences, and work to heal the relationships of all parties. Students who are determined to have engage in such behavior are subject to disciplinary action. Depending on the intensity, frequency, and duration of any offenses, a violation of this policy will result in serious consequences, including, but not limited to, formal dismissal from Blessed Sacrament School.

## **Playground Rules**

1. Tower: Keep hands to yourself, no pushing or playing tag. Do not sit or walk on top of the monkey bars.
2. Stay off trees, fences, and air conditioners.
3. Throw balls in areas away from windows.
4. When balls go over the fence or into the street the adult supervisor will retrieve them. Students are not allowed to retrieve items that have left school property.
5. Leave all snow on the ground, and stay off the ice.
6. No red rover or tackle football.
7. No fighting, shoving or running into other groups for any reason.

8. Each student is responsible for his/her behavior.
9. Blessed Sacrament School is not responsible for the personal property of students.

### **Vandalism and Damage**

Students may be assessed the cost of repair or replacement of school property if they have been guilty of destroying, marring, or losing it, whether through their carelessness or deliberate actions.

### **Property Searches**

Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for a sufficient reason. This search will ordinarily be conducted with another adult witness. Any items found which are inconsistent with the Catholic goals of the school may be removed.

### **Field Trip Policy**

All students participating in field trips must have a signed consent form on file for each trip. Students may lose the privilege of participation in a field trip if their work is not completed or if their behavior warrants. PARENT VOLUNTEERS FOR FIELD TRIPS ARE NOT ALLOWED TO BRING OTHER CHILDREN ON THE TRIP. THIS IS NECESSARY FOR THE SAFETY AND SUPERVISION OF THE STUDENTS.

### **Vehicle Rules**

1. Under direction of the driver each student is assigned a seat and held responsible for the condition of that seat.
2. Outside of ordinary conversation, classroom behavior is to be observed by students.
3. No littering in the vehicle.
4. No throwing of objects out of windows.
5. NO STUDENT WILL AT **ANY** TIME EXTEND ARMS OR HEAD OUT OF THE VEHICLE WINDOWS.
6. Students will SIT FACING FORWARD.
7. When leaving the vehicle, students must cross the road in front of the vehicle.
8. NO EATING, DRINKING, OR GUM CHEWING IN THE VEHICLE.
9. The driver is in full charge of the vehicle and students. Students are required to comply promptly, cheerfully, and fully with the driver.
10. EACH STUDENT IS RESPONSIBLE FOR HIS/HER OWN BEHAVIOR.
11. An emergency exit drill will be conducted by the bus driver before each field trip.

# Liturgy & Sacraments

## Mass

Mass is the central activity of the Church. Mass is a great opportunity to draw closer to God through Communion, community worship, and individual prayer. The children at Blessed Sacrament are involved in DAILY Mass through music, reading, serving and the offering of gifts. Going to Mass during the school week is NOT a substitute for the obligation to attend Sunday Mass. **Catholic parents have a grave moral obligation to ensure that their children attend Sunday Mass.**

## Servers

Boys in grades 4-8 are offered the privilege of serving Holy Mass. Servers are chosen on the basis of knowledge of prayers, general efficiency, sincerity, and dependability. Junior High boys will sometimes be asked to serve funerals including travel to Lincoln Cemeteries.

## Choir

Girls in grades 4-8 are offered the privilege of singing in the choir. Girls in grades 6-8 may also serve as Cantors for daily Mass.

## Sacraments

The Sacrament of Reconciliation is scheduled for the students on a regular basis, and is available daily before Mass (8:00-8:15).

Second graders are prepared to receive the Sacrament of Reconciliation (Fall/Winter), and the Sacrament of the Holy Eucharist (Winter/spring). Parents are very much involved in this preparation.

Fifth graders are prepared for the Sacrament of Confirmation every year. Parents are very much involved in this preparation.

## **Funerals**

As Catholics, we practice the Corporal Work of Mercy to bury the dead. Consequently, students may occasionally wish to attend the funeral of a friend's family member. In order to do so the student must be accompanied by a parent or another adult designated in writing by a parent.

## **Treats & Personal Items**

### **Toys**

Students are not to bring toys to school, except for Show & Tell. All toys will be confiscated and returned to parents.

### **Locks**

Students in grades 5-8 may purchase a locker lock from the office for \$10.00. Locker locks must be purchased at school.

### **Bicycles**

Upon reaching school grounds students will WALK their bicycles to the bike racks and LOCK their bikes. The school is not responsible for lost or stolen bikes. Bicycles may not be ridden on school grounds between 7:50 am – 3:30 pm. Skateboards, skates and scooters are not allowed at school.

### **Electronic Communication Devices**

Electronic communication devices are not allowed to be **used** during school hours, 7:50am – 3:30pm. Such items must be turned off and remain in the backpack or in the office. Blessed Sacrament is not responsible for these items. Items found outside of backpacks will be confiscated and returned to parents.

### **Treats and Parties**

When birthday treats are brought to school there must be enough for the entire class. Teachers will distribute treats at a time that is least disruptive to the class. **Napkins, plates, and utensils must be provided by parents.** A classroom book in lieu of food is a great gift. Parties are organized by teachers and room mothers four times per year, Christmas, Valentine's Day, Easter and Patron Saints Feast Day. Other parties must have the permission of the principal before plans are made.

**Birthday and/or other party invitations may not be distributed at school.**

## **PARENT – CHILD – DISCIPLINE**

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training. The teachers at Blessed Sacrament School are dedicated to finding the best means of guiding and teaching your children, and in this way helping you, the parents. It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting of what the child does in school. Without such an understanding, a child can come to think that home and school are unrelated areas of authority and he/she soon learns to play one against the other. We can best serve the children by working together, by checking out whatever misunderstandings might arise, by supporting one another in all things. If there is a difference of opinion, that is all right. This is a sign of healthy life. Do call for an appointment to talk things over. We can surely come to some understanding which will safeguard the child's respect for all.

### **General rules of conduct for ALL Blessed Sacrament Students**

1. Students have primary responsibility for their actions. We stress self-awareness.
2. Students will respect the person and property of others around them.
3. Students will show respect for the truth.
4. Students will obey classroom rules established by the teacher and approved by the Principal.
5. Students will behave in accordance with the teachings, traditions and laws of the Catholic Church.

### **General Consequences for conduct, whether inside or outside of school, that is detrimental to the school**

1. Non-verbal warning
2. Verbal warning
3. Speak with teacher after class, during recess, or after school.
4. Teacher notifies parents
5. Discipline referral to the Principal
6. Discipline referral to the Pastor

A discipline referral will result in a conference with parents.

\*\* Not all situations can be handled in the same manner. The discipline plan as outlined above gives the teacher flexibility to employ the best means of guiding and teaching your child.

\*\* This plan will be clearly posted in each room.

**\*\*Blessed Sacrament School is a DRUG FREE ENVIRONMENT.** The use of alcohol, tobacco, controlled substances or paraphernalia may result in immediate suspension. The civil authorities will be called, and the student may be referred to the SCIP team. The student's enrollment status will be determined at a conference with the principal, parents and pastor.

**\*\*Blessed Sacrament School is a WEAPON FREE ENVIRONMENT.** The possession or use of any criminal weapon, as defined by the Lincoln Police Department and for which a ticket may be written, may result in immediate suspension. The civil authorities will be called, and the student may be referred to the SCIP team. The student's enrollment status will be determined at a conference with the principal, parents and pastor.

**\*\*Blessed Sacrament School is a GANG FREE ENVIRONMENT.** Any use, display, or possession of gang clothing, symbols, signs, or music may result in immediate suspension. The civil authorities will be called, and the student may be referred to the SCIP team. The student's enrollment status will be determined at a conference with the principal, parents and pastor.

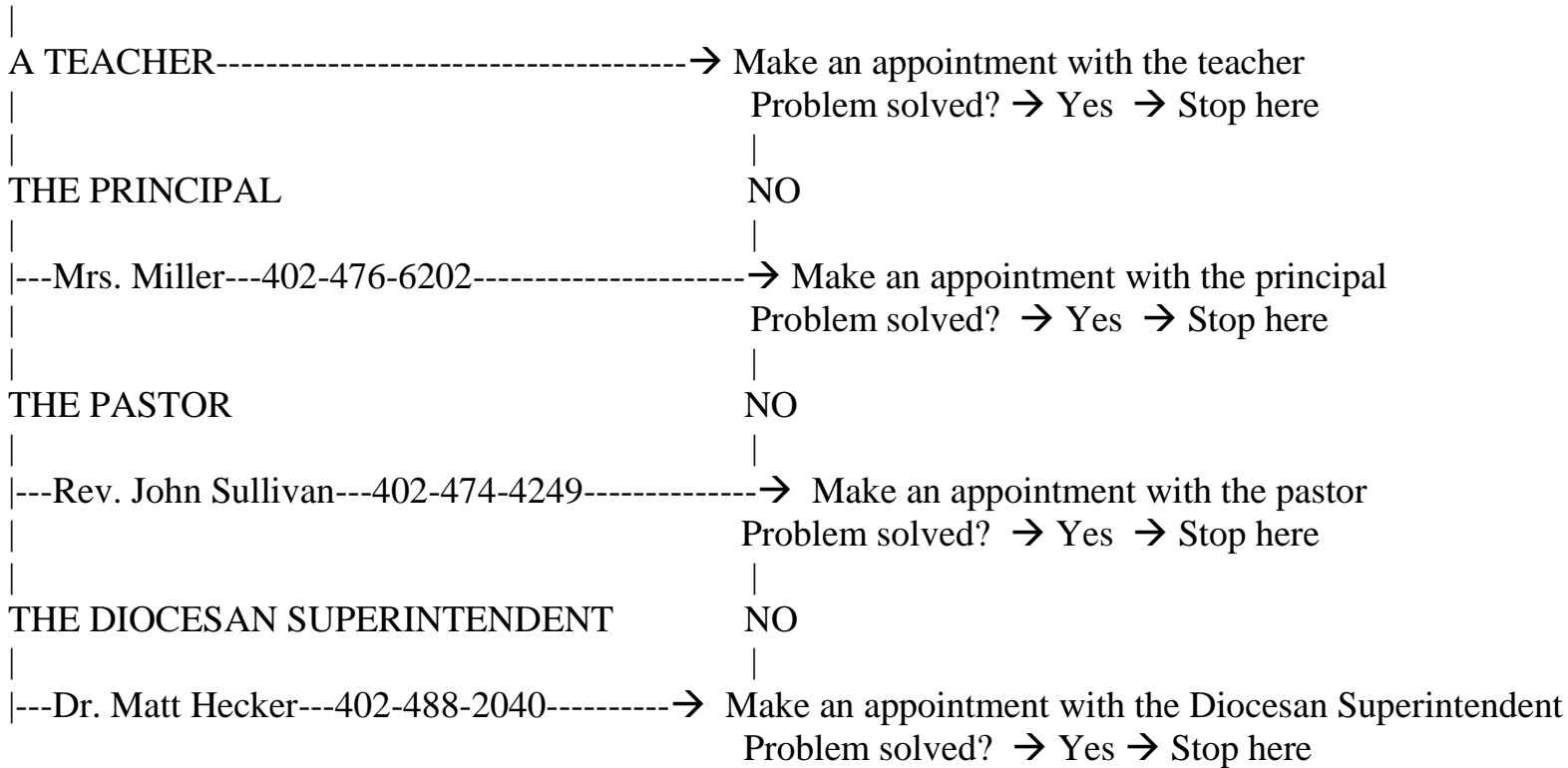
**\*\*Blessed Sacrament School is a VIOLENCE FREE ENVIRONMENT.** The use of physical force or threatening language may result in immediate suspension and/or expulsion for 1 (one) year. The civil authorities will be called, and the student may be referred to the SCIP team. The student's enrollment status will be determined at a conference with the principal, parents and pastor.



## ADMINISTRATIVE OPTIONS FLOW CHART

Whenever you experience a problem or have a concern you must exhaust your administrative options at the lowest level before involving the next administrative level. Skipping levels will result in frustration because you will be redirected to the appropriate level. When in doubt use the following chart.

### DOES THE PROBLEM CONCERN



# SPORTS

Blessed Sacrament is a member of the Lincoln Catholic Schools' Conference. Blessed Sacrament's sports program is maintained in order to teach the student sportsmanship skills, and self-confidence. The goal is to maximize participation of all students. The sports program is organized by an elected Athletic Committee.

The following sports are offered:

- Grades 7-8 boy's basketball & track
- Grades 7-8 girl's volleyball, basketball, and track

## Student Requirements for Participation

**-Student's participating in sports may not have a failing grade in any core subjects (English, Math, Science, Social Studies, or Religion. Students with 2 or more detentions in a week may be ineligible to play in their next game.**

-Sportsmanlike behavior is expected of all Blessed Sacrament students at all times.

## Parent Requirement for Participation

-Sportsmanlike behavior is expected of all Blessed Sacrament parents at all times.

-Parents that have students participating in Blessed Sacrament Athletics are required to sign up and work *at least* one (1) home game.

# PARENT/TEACHER ORGANIZATION (PTO)

The PTO contributes assistance and materials in support of the educational mission of Blessed Sacrament School. Students receive maximum benefit when all parents are active and attend meetings.

The general PTO meeting is conducted according to an agenda. The agenda is determined at the officers board meeting. Issues raised that are not on the agenda will be tabled until the next meeting. Many times parents have issues they want discussed at the General Meeting. Parents are always welcome to address these issues through the following procedure:

1. Prior to the Board Meeting call the President and ask to address the board.
  2. Attend the Board Meeting and present your concern.
  3. The board will decide if the item is to appear on the agenda.
  4. Your name will appear on the agenda as the presenter.
  5. You must attend the General Meeting and present your concern.
  6. The general assembly will discuss the item and determine what action should be taken.
- Board Meetings and General Meetings are listed on the school calendar.

## FOOD SERVICE

### Breakfast

Breakfast is served from 7:00-7:40 am. Students will enter the cafeteria by ringing the bell at the northwest door. Only breakfast eaters will be admitted. Breakfast eaters must remain in the cafeteria until the 7:50 am bell. **Breakfast is \$1.50 per day.**

### Lunch

Blessed Sacrament School provides a federally funded breakfast and hot lunch. Students may purchase lunch or bring a lunch from home and purchase milk. Food money maybe deposited into the account at any time, either at the school office or through [myschoolbucks.com](http://myschoolbucks.com). Student ID numbers **must** accompay payment to assure proper credit.

**LUNCH - \$3.00 per day for students      MILK - .50¢ per carton**  
**\$4.00 per day for adults**

Every family should register at [myschoolbucks.com](http://myschoolbucks.com) in order to track their child's account and receive notices when their balance is low. As a courtesy, parents will be e-mailed to provide lunch for those students who have run out of money. **Students will be allowed to charge up to \$6.00. Blessed Sacrament does not accept responsibility for providing lunches. If a student does not have money for lunch, an alternate cold lunch will be provided.**

Free and reduced price breakfast & lunches are available through federal funding. Applications are available at August registration and from the school office. All families are encouraged to apply.

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

## UNIFORM CODE FOR GRADES K-8

The purpose of a uniform code in a school is to help the students feel good about themselves and their environment. School is the place for learning, and we expect students to come to school dressed for the business of learning. We hope that being neatly dressed will help our students gain confidence in themselves and their ability. **All Uniform Items must be purchased at the St. John's Uniform Store.**

### GENERAL APPEARANCE

We are “temples of the Holy Spirit, God dwelling within.” Our appearance should reflect this conviction. All clothing should be neat, clean, and modest in appearance. All students should be neatly groomed. Judgement on any extreme or faddish style is at the discretion of the Administration. **Excessive** jewelry and make-up is out of place. Earrings on boys are unacceptable.

### HAIR

Boys hair may not extend below the eyebrows, collar, or middle of the ear. **All haircolor must be natural in appearance. Extremes in hair color are not allowed.** No mohawks, flops, or notched artwork. Judgement on any extreme or faddish hair styles are at the discretion of the administration.

### SHOES

Shoes are to be closed toe and socks are to be worn at all times. Flip-flops, and water socks are not acceptable.

### SOCKS

**Socks and leggings must be neutral in color.** Neutral colors include solid black, white, navy, or gray.

### SHORTS & PANTS

Khaki or Navy, shorts and pants are acceptable according to weather conditions.

### SHIRTS

Long sleeves worn under short sleeves must be red, white or navy blue. **Undershirts may not hang below outershirts. When wearing a white shirt, the undershirt must be white with NO writing.**

## **T-SHIRTS**

Only Blessed Sacrament School t-shirts may be worn. **Blessed Sacrament Club T-shirts may only be worn on Friday.**

## **SKIRTS/JUMPERS**

Red plaid. No shorter than 1 inch above the knee.

## **JACKETS/COATS/HATS**

**Jackets, coats, non-Blessed Sacrament sweatshirts, and hats may not be worn in the classroom or building.**

## **CONSEQUENCES**

Grades K-8: A note will be sent home informing the parents of the violation. Subsequent violations may result in a phone call to the parents asking that suitable clothing be brought to school, or in a change of clothing in the office.

## **MODESTY CODE**

Blessed Sacrament School requires modesty in dress at **ALL** school functions for all students. To this end all shirts must have shoulders, all mid-riffs must be covered, even with arms raised! All text and/or pictures must be appropriate. All shorts must be mid-thigh. Admittance to school functions will be denied to anyone dressed immodestly.

**THE ADMINISTRATION RESERVES THE RIGHT TO MAKE DISCRETIONARY JUDGEMENTS REGARDING THE APPROPRIATENESS OF STUDENT DRESS, AND FASHION NOT EXPLICITLY COVERED BY THE DRESS CODE.**

## **FAMILY STEWARDSHIP OBLIGATION**

Each family attending Blessed Sacrament School is obligated to perform **15** stewardship hours per year. Hours are met through School Service or through volunteering for Parish and School functions. Stewardship Report forms are available in the Church and School Literature Racks.

### **STEWARDSHIP EXAMPLES**

- 1) Summer repairs
- 2) Supervise lunch or playground – Call Mrs. Miller at 402-476-6202 to arrange your service.
- 3) Sell concessions at games
- 4) Take a holy hour at church
- 5) Work at Fest-Quest
- 6) Coach a school sports team
- 7) Be a PTO officer
- 8) Serve on Parish Council
- 9) Volunteer in the library or classroom
- 10) Clean school

## TUITION AND FEES

It is critically important that everyone understand the real costs of educating children and where that money comes from. Last year, the average cost of education per pupil was \$5,900. The parish sees the school as one of its essential missions, and therefore subsidizes each child by providing \$3,000 per child to support the work of the school. In addition to that, a \$1,200 allowance is provided for all families who are living out the principles of stewardship. That leaves \$1,700 in tuition per child for each family to pay. All families who apply receive additional scholarships, whether they come from the parish or the Diocese. Finally, it is important to note that there is a family cap so that the cost to families that have more than 3 children in Catholic K-12 education is capped at the level of 3 children. The table below gives the details.

### **Understanding Tuition**

Number of Students in your family	1	2	3 and up
<b>Cost of Education</b>	<b>5,900</b>	<b>11,800</b>	<b>17,700</b>
Parish Subsidy for <u>ALL</u> Students	-3,000	-6,000	-9,000
<b>Non-Stewardship/Non-Catholic Tuition</b>	<b>2,900</b>	<b>5,800</b>	<b>8,700</b>
Standard Stewardship Allowance*	-1,200	-2,400	-3,600
<b>Stewardship Family Tuition Amount</b>	<b>1,700</b>	<b>3,400</b>	<b>5,100</b>
\$25 per student Diocesan Education Fee	25	50	75
\$25 per family Blessed Sacrament non-refundable registration fee	25	25	25
<b>Total before individual Scholarships</b>	<b>1,750</b>	<b>3,475</b>	<b>5,200</b>
Other Scholarships available (MUST apply through FACTS, see below)			
**Diocesan Good Shepherd Scholarship (if qualified, \$900)			
**Parish Need Based Scholarship (Includes Dillon Scholarship)			
Total Scholarships (\$500 minimum for those who apply)			
<b><i>YOU PAY (This amount will be filled in after scholarships are awarded)</i></b>			
<b><i>Stewardship Family Tuition with no NEED Based Scholarships</i></b>	<b><i>1,250</i></b>	<b><i>2,475</i></b>	<b><i>3,700</i></b>

\*Assumes the family performed 15 stewardship hours and bought \$250 per month of SCRIP and most importantly is attending Sunday Mass on a regular basis.

\*\*Families must apply for these scholarships at <https://online.factsmgt.com/signin/4GVQP>, (the FACTS website). Application deadlines will be posted on the Blessed Sacrament website.

### **Eighth Grade Graduation**

Each 8<sup>th</sup> grader

\$75.00

Due March 20, 2020

### **Junior High Matt Talbot Fee**

Each Student

\$25.00

Due September 20, 2019

All Tuition and Fee payments are managed by FACTS Tuition management. To be eligible for any scholarships, families must pay in advance for the whole year OR set up monthly payments on the FACTS website <https://online.factsmgt.com/signin/4GVQP>. If there are any questions or concerns, the Pastor should be contacted PRIOR to the first due date, which is typically August 20<sup>th</sup> of each year.

**\*\*ALL TUITION AND FEES MUST BE PAID BY 4:00 PM ON THE DUE DATE – the 20<sup>th</sup> of the month. 8<sup>TH</sup> GRADE TUITION AND FEES MUST BE PAID PRIOR TO GRADUATION.** No one is to be denied the opportunity of a good Catholic education at Blessed Sacrament School if they are unable to pay. If such is your case, we ask you to see Father Sullivan **by August 18<sup>th</sup>**, since he is only too willing to take care of the tuition of his students who are unable to do so themselves. Please see him early in the year so he can plan assistance.

### **EXTENDED DAY PROGRAM**

**Hours**

3:20 – 5:45 PM

**Cost**

ENROLLMENT FEE \$25.00 per family

-Daily morning cost for breakfast is \$1.40 for paid, \$.30 for reduced and \$0.00 for free.

-Afternoon cost is \$4.00 per hour and is billed quarterly (\$1.00 every 15 minutes). The most you would be charged for a 5:45 pick-up is \$9.00 per day.

### **PRE-SCHOOL PROGRAM**

**Hours**

8:00 – 11:15 AM morning session, lunch is from 11:15 – 11:45, 11:45 am – 3:15 PM session

**Cost**

ENROLLMENT FEE \$25.00 per family

The monthly cost is \$175.00 for ½ days and \$350.00 for full days, September – May.

**Age**

Student **MUST** be 4 years of age by July 31<sup>st</sup>.



## **STAFF LIST 2019-2020**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Room</u></b>	<b><u>Phone/Ext #</u></b>	<b><u>E-mail Address</u></b>
Megan Johns	Pre-Kindergarten	1	52715	<a href="mailto:megan-johns@cdolinc.net"><u>megan-johns@cdolinc.net</u></a>
Margy Mahler	Pre-Kindergarten	2	52720	<a href="mailto:margy-mahler@cdolinc.net"><u>margy-mahler@cdolinc.net</u></a>
Melanie Gibson	Kindergarten	107	52712	<a href="mailto:melanie-gibson@cdolinc.net"><u>melanie-gibson@cdolinc.net</u></a>
Amanda Feilen	1	105	52717	<a href="mailto:amanda-feilen@cdolinc.net"><u>amanda-feilen@cdolinc.net</u></a>
Linda Wetovick	2	102	52716	<a href="mailto:linda-wetovick@cdolinc.net"><u>linda-wetovick@cdolinc.net</u></a>
Kathy Smedra	3	23	52719	<a href="mailto:kathy-smedra@cdolinc.net"><u>kathy-smedra@cdolinc.net</u></a>
Alyssa Rettig	4	24	52727	<a href="mailto:alyssa-rettig@cdolinc.net"><u>alyssa-rettig@cdolinc.net</u></a>
Jenni Curran	5	21	52711	<a href="mailto:jennifer-curran@cdolinc.net"><u>jennifer-curran@cdolinc.net</u></a>
Anne Berke	JH	205	52713	<a href="mailto:anne-berke@cdolinc.net"><u>anne-berke@cdolinc.net</u></a>
Molly Cassiday	Music	3	52728	<a href="mailto:molly-cassiday@cdolinc.net"><u>molly-cassiday@cdolinc.net</u></a>
Christy TenHulzen	JH	209	52730	<a href="mailto:christy-tenhulzen@cdolinc.net"><u>christy-tenhulzen@cdolinc.net</u></a>
Sara Racicot	JH & Spanish	206	52714	<a href="mailto:sara-racicot@cdolinc.net"><u>sara-racicot@cdolinc.net</u></a>
Julie Main	JH	204	52721	<a href="mailto:julie-main@cdolinc.net"><u>julie-main@cdolinc.net</u></a>
Maria Hughes	Para			<a href="mailto:maria-hughes@cdolinc.net"><u>maria-hughes@cdolinc.net</u></a>
Doug Torson	Para			
Caitlyn Schmidt	Art/Music	13	52718	<a href="mailto:caitlyn-schmidt@cdolinc.net"><u>caitlyn-schmidt@cdolinc.net</u></a>
Megan Burkle	Band	3	52715	<a href="mailto:megan.burkle@piusx.net"><u>megan.burkle@piusx.net</u></a>
Derek Ullman	P.E./Health	Gym		<a href="mailto:derek-ullman@cdolinc.net"><u>derek-ullman@cdolinc.net</u></a>
Mark Stoley	Resource		52725	<a href="mailto:mark-stoley@cdolinc.net"><u>mark-stoley@cdolinc.net</u></a>
Rev. John Sullivan	Superintendent/Pastor		474-4249	<a href="mailto:frjohnsullivan@blessedsacramentlincoln.org"><u>frjohnsullivan@blessedsacramentlincoln.org</u></a>
Rev. Cole Kennett	Associate Pastor		474-4249	<a href="mailto:fr.cole-kennett@cdolinc.net"><u>fr.cole-kennett@cdolinc.net</u></a>
Holly Kruger	Librarian		52706	<a href="mailto:holly-kruger@cdolinc.net"><u>holly-kruger@cdolinc.net</u></a>
Danielle Miller	Principal	4	52722	<a href="mailto:danielle-miller@cdolinc.net"><u>danielle-miller@cdolinc.net</u></a>
Stacy Martin	Adm. Asst.	4	52705	<a href="mailto:stacy-martin@cdolinc.net"><u>stacy-martin@cdolinc.net</u></a>
Rochelle Oglesby	Office Clerk	4	52707	<a href="mailto:rochelle-oglesby@cdolinc.net"><u>rochelle-oglesby@cdolinc.net</u></a>
Taylor Donahoo	Cook		52708	<a href="mailto:bscl-kitchen@cdolinc.net"><u>bscl-kitchen@cdolinc.net</u></a>
Mindy Malone	Asst. Cook		52708	<a href="mailto:bscl-kitchen@cdolinc.net"><u>bscl-kitchen@cdolinc.net</u></a>
Aleta Buckles	Extended Care		476-6255	

# **BLESSED SACRAMENT SCHOOL**

**“To Know, Love and Serve God”**

**1725 Lake Street Lincoln, NE 68502 (402 476-6202)**

**August 16, 2018**

**TO: Blessed Sacrament School Parents**  
**FROM: Danielle Miller, Principal**  
**RE: Asbestos Management**

**Blessed Sacrament School is complying with Federal Regulations on the management of asbestos containing material in schools. Our school has conducted professional asbestos inspections in 1988, 1991, 1994, 1997, 2000, 2003, 2008, 2011, 2014. Management plans have been developed from these inspections and the asbestos containing material (ACM) identified or assumed to contain asbestos has been kept in excellent condition. No health threat is posed from ACM kept in this condition.**

**Asbestos management records are available for public inspection at the school office during regular business hours. The asbestos program manager for Blessed Sacrament School is Rev. Thomas MacLean, PO Box 80329, Lincoln, NE 68505**

