

PARENT HANDBOOK  
2021-2022

**BLESSED  
SACRAMENT**



*To Know, Love and Serve God*

*1725 Lake Street  
Front Office: 402-476-6202*

## SCHOOL OVERVIEW

### **Mission Statement**

In the climate of the Gospel values, we strive to provide academic excellence as we serve as a school community and proclaim the good news of 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 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 our 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. 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. Form students in the practice of prayer and virtue. *(Diocesan goal 3, 4)*
3. Impart knowledge, develop an understanding, and cultivate appreciation for the basic academic subjects. *(Diocesan goal 8)*
4. Develop critical and creative thinking skills. *(Diocesan goal 9)*
5. 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)*
6. Assist in the choice of and preparation for responsible vocations. *(Diocesan goal 11)*
7. Foster a spirit of charity through example and by providing opportunities for service to others. *(Diocesan goal 6)*
8. Form structures and programs that unite parents, school, and Church in the work of Catholic education. *(Diocesan goal 7)*
9. 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, nationality, and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or 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 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.

### **Volunteers**

We welcome volunteers for the following areas/times: events and celebrations, lunch, act as nurse to unwell students, and to play the piano for Monday, Tuesday, and Thursday Masses. All volunteers are required to complete an annual online 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. Access the training using the following link: <https://lincoln.cmgconnect.org/>.

### **Field Trips**

Parents may be asked to assist with transportation and supervision for field trips. Parents who supervise will be required to look after more than just their own child(ren). Parents will be asked to use *Sign-Up Genius* to volunteer. Parent volunteers must complete the Safe Environment 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. ***All paperwork must be received at the office and a background check must be completed two weeks prior to assisting with field trips.*** 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	Students arrive at school and can go inside
8:00	First Bell
8:05	Tardy Bell – Attendance taken and prayer & pledge said over the intercom
8:20	Mass
11:07	PK-2 Recess
11:28	PK-2 Lunch
11:37	3-5 Recess
11:58	3-5 Lunch
12:28	6-8 Lunch
12:54	6-8 Recess
3:15	Announcements & Prayer
3:20	Dismissal PK-8
<b>3:30</b>	<b>Supervision ends</b>

### **School Closings**

We follow the Lincoln Public School Policy for closing school due to inclement weather. A School Messenger message will be sent via phone and email. You may also listen for school closing information on TV channels KOLN 10/11 or KLKN 8 and on 1240AM or KFRX 106.3FM. *If Lincoln Public Schools are closed, so are we.* If LPS is not in session, listen for a Catholic School announcement.

### **Transfers**

When a child transfers out of Blessed Sacrament School, the parents must 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 to do otherwise.

### **COMMUNICATION**

#### **Office Hours**

**The working hours for the school office are 7:30am to 3:30pm** during the school year. On days when there is no school in session, the office will be closed. In cases of 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 a volunteer, 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 and/or principal at least two days 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 [school website](#).

# **ACADEMICS**

## **Academic Progress**

Students in grades K-8 bring their completed and graded 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 according to the teacher's policy.

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, which parents are asked to check, sign, and return the envelope only. Please keep the report card. Parents are further asked to help their child 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.

LPS provides resources for special education, school psychology, speech pathology, and various forms of physical therapy. Teachers assigned to Blessed Sacrament include the following: Tina Welty, Caitlyn Kenney, Luara Sousek, Jodi Rust, and Beth Ludwig.

## **Conferences**

Formal conferences between parent and teacher are held once each semester to inform parents and assist students in the learning process. First semester conferences are required and second semester conferences are optional. At least one parent is required to attend. Parents, students, or teachers may request additional conferences.

## **Homework**

Homework is valuable for building good study habits and skills, and some students work more rapidly or more slowly than others. Students in grades 1-2 should average about 20 minutes an evening on homework, students in grades 3-5 should average about 40 minutes, and students in grades 6-8 should average about 70 minutes. *If these times do not fit with your students' homework experience, please notify their teacher.*

## **Media Center Fines**

Students in Kindergarten check out one book or magazine each week, and it is due one week later on the day they come to the media center. All students check out no more than five books or other materials at a time, which are due two weeks from the check-out date. No one is allowed to check out new materials if they have overdue materials or fines. Books must be turned in the morning of the last check-out date.

**Fines for lost materials:** Magazines at \$2.50, hard bound books at \$20.00, paper backs at \$8.00. Books returned with damage will receive a fine according to the damage done.

### Academic Honors

Students in grades 5-8 are eligible for Academic Honors. Grades are averaged each semester from the following classes: religion, English, math, reading, science, social studies, and electives. 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.

### Summer School

Blessed Sacrament School believes that holding students back a grade can be detrimental to the academic well-being of students (with exceptions). Teachers and parents must work together to provide students 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 may be 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 3-8 near the beginning of March.

## 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 contact. Ten (10) or more unexcused absences in a semester may result in a parent conference and a possible referral to the county attorney. Twenty (20) or more unexcused absences may result in a referral to the county attorney for truancy.*

### Absences

1. Illness and medical appointments are excused absences; *however, on the third consecutive day of illness, a doctor's note is required.*
2. Funerals are an excused absence.
3. Vacations, sporting events, and other social activities are unexcused absences.
4. Tardiness is unexcused. Tardy students may create a disruption to the classroom. Students must be in their seat and ready to learn when the 8:05 bell rings. Tardy students arriving after 8:05 must report to the office upon arrival and be checked in by a parent. If students arrive during Mass, please take them over to the church after they have checked in.
5. Students who leave early may 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>Absence</u>	<u>Time</u>	<u>Absence</u>
8:05-8:20	Tardy	8:00-10:00	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	Absent		

**If a student arrives 8:05 or later, a guardian must be present to sign his/her student in at the front office.** 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 email 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 and especially standardized testing week.** 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 3:00pm on the day of absence. When a student is absent from school due to an illness, they have two days for each day absent to make up the 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. **Children not picked up by 3:30 will be sent to Extended Care and charged accordingly. Students may not go to the church unsupervised.**

### 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.

### 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 *no matter the circumstance*.

### Fire Drills and Severe Weather

Blessed Sacrament will conduct 10 fire drills and 2 severe weather drills as required by the state. Evacuation procedures are posted in each room, and teachers introduce and review each periodically. 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 at or above 100 degrees, sore throat, severe cold, contagious coughing, runny nose, 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 fever 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 physician's assistant must prescribe the conditions and length of the restriction. 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 not an excuse to stay inside.

### **Lice**

Parents are expected to notify the school office if their child has lice or if it is suspected that a child may have lice. If a student is suspected of having head lice, he or she will be sent to the front office for an examination. If lice eggs are found in the child's hair, the child will be sent home. The child must be treated and be free of lice and eggs before returned to the classroom. All children in the classroom of the student having lice will be examined along with any siblings of the lice-infected child. Parents in the classroom of the child having lice will be notified of it.

Upon returning to school, a nurse or qualified staff member will examine the child for lice eggs. If the nurse/staff member determines the child to be lice free, the child will be able to resume his/her regular classes. After the child has been determined to be lice free, he/she will be checked for at least three consecutive days and then again after seven days from the lice-free check. A record will be kept in the front office.

### **Asbestos**

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.

### **Wellness**

Students are encouraged to have individual, translucent 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 kindergarteners, 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.** This includes minor medications such as cough drops, aspirin, etc. Students with Asthma, Diabetes, and severe allergies 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**

Parents are responsible for insurance. The school does not cover accidental injuries.

### **Bullying and Mistreatment of Peers**

We recognize that bullying (cyber or otherwise) 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 directly, indirectly, or through technology. **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 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.

### **Multicultural Education**

- Rationale  
God has created each individual in His own image and likeness. The United States is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate acknowledgement and appreciation of these facts, along with a development of a sense of self-esteem and respect for the dignity and worth of all people, are among the goals of education in a free society. The school will strive to prepare its students to appreciate, support, and function in a pluralistic society. Through the perspective of multicultural education, educators can recognize and will provide for that diversity within the curriculum, instruction, guidance, and staff development components of the school program.
- Policy  
The policy of Blessed Sacrament School is to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States by observing the following objectives:
  - a. Select materials and methods that will eliminate bias and stereotype in our school.
  - b. Conduct in-service programs for our staff that will help them understand a multicultural approach and to reflect it in their teaching and administrative duties.
  - c. Encourage all students to grow in self-respect and to understand and develop their academic and human potential.
  - d. Guard against the grouping of students that reflects racial, ethnic, language, or cultural bias.

### **Playground Rules**

1. Playground equipment: 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 conditioner units.
3. Avoid areas with windows when throwing sports balls.
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. Red rover and tackle football are not allowed.
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. The school administration may assign other parents to field trips as medical supervisors and will not be considered chaperones.

### **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. There will be no littering in the vehicle.
4. There will be no throwing of objects out of car 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.

## **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**

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

### **Sacraments**

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

Second graders are prepared to receive the Sacrament of Reconciliation near the beginning of second semester, and the Sacrament of the Holy Eucharist near the end of second semester. Parents are very much involved in this preparation.

Fifth graders are prepared for and receive the Sacrament of Confirmation every year during second semester. 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.

### **CCD**

Blessed Sacrament School is happy to host CCD. CCD is an out-of-school program run on Wednesdays after school.

## **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. Students needing fidgets must be in their 504, EIP, or SAP plan.

### **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 shut off and turned in to homeroom teachers in a central location in the classroom. Items found in use during the school day will be confiscated, and parents must pick them up in the front office.

### **Treats and Parties**

When birthday treats are brought to school, there must be enough for the entire class and they should be individually packaged and store bought. 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 a day of each classroom's choosing. Other parties must have the permission of the principal before plans are made. Birthday invitations may be distributed at school as long as all in the class are invited and teacher permission is given. **Specific classroom rules regarding treats and parties are up to the teacher's discretion.**

## **PARENT – CHILD ACCOUNTABILITY**

*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 children, and in this way helping the parents. It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school, and that they will stay informed with 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, and 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. Feel free to make an appointment if needed. We can surely come to some understanding which will safeguard the child's respect for all.*

### **Boys Town Education Model**

The Boys Town Education Model is a school-based intervention strategy that focuses on managing behavior, building relationships, and teaching social skills. It emphasizes preventive and proactive practices rather than reactive responses to deal with student behavior. It gives classroom teachers, administrators, and support staff the tools to implement key Model components:

- A school-wide social skills curriculum
- An administrative intervention process
- A proactive classroom behavior management approach

These components are part of a complete system-wide approach to foster respectful and caring staff-student interactions by fundamentally changing the way schools address discipline and deal with student behavior.

### **Junior High Accountability**

Each student will be issued a demerit card. If a student continues to ignore a skill or has already been given at least one corrective prompt by a teacher, that student may receive a demerit. The student presents his/her card to the adult upon request. The adult will sign the card with the specific infraction and date.

- Five demerits from any teacher/adult will result in a detention.
- If a student doesn't have their demerit card when given a demerit, two demerits will be given—one for the original infraction and one for not having the card. If the demerit card isn't brought or is lost, it will be a detention and a new card will be issued to the student.
- Student should have their cards on their person or accessible at all times during the school day.

### **Detentions can be earned by getting five demerits as well as for the following behaviors:**

- Physical fighting/acting out in anger
- Cheating on a quiz/test (a failing grade may also be earned)
- Stealing/defacing another's property
- Abuse of God's Name or other inappropriate language according to teacher discretion
- Blatant disrespect
- Other behavior(s) deemed seriously inappropriate by any particular teacher or adult supervisor

Detentions will be served after school from 3:25-3:55 on Mondays, Tuesdays, and Thursdays. During this time, the student will view the reasons for the demerits recorded in PowerSchool and debrief with the supervising teacher. The records must be signed by a guardian and returned.

- Three Detentions = Parent meeting
- Six Detentions = Principal meeting and possible exclusion from class trips
- Nine Detentions = Suspension or Expulsion considered

### **Referrals**

- Office Referral
  - If a certain behavior continues to be an issue or a student needs to leave the classroom for extreme misbehavior, he or she will be escorted to the office. A form will travel with the student explaining the behavior that resulted in an office referral. Parents will be contacted.
  - Chronic offenders will be removed from the classroom through in-school suspension, out-of-school suspension, or expulsion at the Pastor and Principal's discretion.
  - The following are considered extreme misbehaviors:
    - Abusive language
    - Fighting/Physical aggression

- Overt defiance/disrespect
- Harassment/Bullying (directly or indirectly)
- Inappropriate display of affection
- Lying/Cheating
- Skipping class
- Positive Office Referral
  - If a student exemplifies behavior that reaches above and beyond expectations, he or she will be sent to the office at a convenient time on the same day with a Positive Office Referral Ticket to give to principal and share his/her accomplishment.
  - At the end of each quarter, the principal will draw a name from all of the Positive Office Referral Tickets to win a prize.

*Not all situations can be handled in the same manner. The teacher has the flexibility to employ the best means of guiding and teaching each child.*

### **Safe Environment of Blessed Sacrament**

Blessed Sacrament School is a **drug free, weapons free, bullets free, gang free, and violence free** environment. The following will result in immediate suspension and/or expulsion may be considered:

- Use of alcohol, tobacco, controlled substances, or paraphernalia
- Possession or use of any criminal weapon, as defined by the Lincoln Police Department and for which a ticket may be written
- Use, display, or possession of gang clothing, symbols, signs, or music
- Use of physical force or threatening language

The civil authorities will be called, and the student may be referred to the SCIP (School Community Intervention Program) team. The student's enrollment status will be determined at a conference with the principal, parents, and pastor.

### **Levels**

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—Teacher, Principal, Pastor, and Superintendent. Skipping levels will result in frustration and lack of communication.

## **SPORTS & CLUBS**

*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, self-confidence, and encourage a healthy lifestyle. The goal is to maximize participation of all students. The sports program is organized by an elected Athletic Committee. Basketball, track, cross country, and golf are offered for 7-8 boys and girls along with volleyball for only 7-8 girls. Blessed Sacrament also hosts a number of after school clubs in-house: Archery for 4-8, 4H for all ages, and Robotics for 2-8.*

### **Student Requirements for Participation**

- Student's participating in sports and clubs may not have a failing grade in any core subjects (English, Math, Science, Social Studies, or Religion). Students with two or more detentions in a week may be ineligible to play/participate.
- Sportsmanlike and respectful behavior is expected of all Blessed Sacrament students at all times.

### **Parent Requirement for Participation**

- Sportsmanlike and respectful 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 home game. This work may include admitting families and/or working at the concessions stand.

## **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. Board meetings and general meetings are listed on the school calendar.*

The general PTO meeting is conducted according to an agenda. The agenda is determined at the officers' board meetings. 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 PTO 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.

## **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. Breakfast eaters must remain in the cafeteria until the 7:50 am bell. *Breakfast is \$1.50 and \$1.40 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 may be deposited into the account at any time, either at the school office or through [myschoolbucks.com](http://myschoolbucks.com). Student ID numbers **must** accompany payment to assure proper credit. Lunch for students is \$3.00 and lunch for adults is \$4.00.

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.

**Due to government funding, there will be no need to pay for breakfast or lunch for the 2021-2022 school year.**

## **UNIFORM POLICY FOR GRADES K-8**

*The purpose of a uniform and dress code in a school is to help students feel good about themselves and their environment. School is a 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 along with bringing focus to their work. We are "temples of the Holy Spirit, God dwelling within." Our appearance should reflect this conviction. **The skirt, jumper, and shirt***

*requirements have changed for the 2021-2022 year—skirts and jumpers must be either the current/past BSS plaid or the new BSS plaid, and the shirts must be polos. All new purchases should be the newer plaids and gray, navy, or white polos. T-shirts and non-Blessed Sacrament plaids will no longer be part of the daily uniform.*

## Uniforms

- **Skirts/Jumpers:** They must be the current or new Blessed Sacrament plaid ordered through St. John School volunteers: [jamiejakub@yahoo.com](mailto:jamiejakub@yahoo.com) / [morphjkla@aol.com](mailto:morphjkla@aol.com). Skirts and jumpers should be no more than one inch above the knee, and shorts should be worn underneath in order for students to play freely and modestly during recess and PE. Leggings/tights under skirts/jumpers must be solid black, gray, navy, or white.
  - The newer BSS plaid will be the only option starting the 2023-2024 school year.
- **Pants/Shorts:** They must be khaki or navy, not excessively tight, and shorts no higher than mid-thigh. Pants/shorts are limited to one of the following: Dickies, Cat & Jack, Land's End, Dennis.
  - Pants or leggings under skirts/jumpers/shorts must be worn November 1 through March 1 due to cold weather conditions.
- **Polos:** They must be gray, navy, white, or red (short or long-sleeve) polos. No long-sleeve t-shirts are to be worn underneath polos and shirts must be tucked in. Newly purchased polos are limited to one of the following in navy, gray, and white:
  - **Dickies**—*material:* pique/performance; *colors:* dark/night navy, heather gray, white
    - Email: [jennifer-tran@cdolinc.net](mailto:jennifer-tran@cdolinc.net), Password: blessedssacrament
    - School ID for phone orders: e0e57c8b8a
    - There is also the option to order them through a personal account
  - **Land's End**—use this link to access the Blessed Sacrament store
  - **Dennis**—use this link to access the Blessed Sacrament store
  - **Cat & Jack**—*material:* jersey/pique; *colors:* navy, white. **Correct shade of gray polo only comes in pique material.**
- **Sweatshirts/Cardigan:** Sweatshirts must be the light gray BSS crew neck or quarter zip or dark gray BSS quarter zip that can be ordered through the front office. A gray cardigan may also be worn in a Land's End or Dennis brand. Additional non-uniform sweatshirts may only be worn during recess.
  - **Land's End:** Charcoal Heather Women's Cotton Polyester V-neck Pocket Cardigan
  - **Dennis:** Heather Gray V-Neck Button Front
  - **Cat & Jack:** Heather Gray Girls Cardigan Sweater
- **Shoes & Socks:** Shoes are to be closed-toe and closed-heel, and socks are to be worn at all times. Boots are to only be worn according to weather for recess and other shoes are to be brought for the rest of the day. Socks need to be solid black, gray, white, or navy.

## Cosmetic

- **Hair:** No unnatural dyed or highlighted hair. Boys' hair must not go past the collar, eyebrows, or middle of the ear. No extreme mohawks, flops, or notched artwork.
- **Accessories:** Only religious or minimal accessories (necklace and wrist bands) are allowed. For girls, no more than two, simply-styled earrings in each ear should be worn, and hair accessories should be functional. Please no dangly, large, or distracting earrings. Boys are not allowed to have earrings or nail polish.
- **Make-up:** No makeup allowed.
- **Nail polish:** While nail polish is allowed, artificial/fake nails are not. Nails should not be excessively long.

## Consequences

If a student is out of dress code, a note/email 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. For violations within the power of the student to fix in Junior High, the demerit card system will be used. *Judgement on any extreme or faddish style is at the discretion of the Administration.*

## FAMILY STEWARDSHIP OBLIGATION

Each family attending Blessed Sacrament School is expected 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 and updates
- 2) Supervise lunch or recess
- 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, classroom, or as a nurse in the front office
- 10) Clean school

*Please call or email Mrs. Tran for school-related volunteer inquiries.*

## TUITION AGREEMENT STATEMENT 2021-2022

The cost of educating each student at Blessed Sacrament School is approximately \$5,690. The Blessed Sacrament tuition will be \$2,150, and combined with the \$330 diocesan technology fee makes the total tuition rate for the 2021-22 school year \$2,480 per student. Blessed Sacrament parish will pay the remaining \$3,210 per student for each child attending our grade school. Additional assistance for tuition may be available through the Good Shepherd Scholarship program, as well as additional parish need-based scholarships, as defined below.

Families with income up to 225 percent of the federal poverty level qualify for the Good Shepherd scholarship. To obtain this scholarship you must apply for the scholarship through the FACTS online program. Assistance to make this application is available at the school. In addition, there are additional scholarships available from the Blessed Sacrament Parish, depending on one's income. There is also a Family Cap Scholarship for all Lincoln Diocese schools who are following this model. A maximum of three students per school year from a family will be charged tuition; all other students in that family are eligible for a full tuition scholarship, even if students are in both our grade school and at Pius X High School.

<b>Household as Percent of Federal Poverty Level (see chart below)</b>	<b>Tuition + \$330 Diocesan Tech. Fee</b>	<b>Good Shepherd Scholarship</b>	<b>Blessed Sacrament Scholarship</b>	<b>Parent Total Cost per Student</b>
<b>0 to 100%</b>	\$2,480	(\$1,930)	(\$200)	<b>\$350</b>
<b>100% to 225%</b>	\$2,480	(\$1,930)	-	<b>\$550</b>
<b>225% to 300%</b>	\$2,480	-	(\$500)	<b>\$1,980</b>
<b>&gt; 300%</b>	\$2,480	-	-	<b>\$2,480</b>

### FACTS Information

Participation in FACTS is required for any financial assistance. All applications must be completed by March 31, 2021. You are required to upload the tax and dependent forms to FACTS for verification of income. We are able to help families in completing the forms located at [www.goodshepherdscholarship.com](http://www.goodshepherdscholarship.com). There is a \$35 FACTS application fee per family. FACTS is a third-party company used to evaluate applications. But using FACTS helps to ensure the process is fair and financial data is secure and confidential.

2021 Family Size	Adjusted Gross Income		
	Poverty Level	225% of Poverty Level	300% of Poverty Level
2	\$17,420	\$39,195	\$52,260
3	\$21,720	\$48,870	\$65,160
4	\$26,200	\$58,950	\$78,600
5	\$30,680	\$69,030	\$92,040
6	\$35,160	\$79,110	\$105,480
7	\$39,640	\$89,190	\$118,920
8	\$44,120	\$99,270	\$132,360
9	\$49,720	\$111,870	\$149,160
10	\$55,320	\$124,470	\$165,960

### Minimum Disciple's Pledge

In order to receive the \$3,210 per child parish support you place yourself under these guidelines.

- We are committed disciples of our Lord and faithfully attend Sunday Mass.
- For the coming year we plan to offer this amount of financial support to our parish: \$ \_\_\_\_\_
- We have completed the stewardship form and plan to commit 15 hours of volunteer service to the parish during the school year.
- We understand that failure to meet these minimum commitments may forfeit the provided parish support and may obligate us to pay this amount in full.

### Good Shepherd and Parish Need Based Scholarship Application Policy

Application Start Date: February 1, 2022

Deadline to Apply: March 31, 2022 (New families can apply for the Need-Based Scholarship at a later date)

Award Notifications: Applicants will be notified by August 2022

- Requirements
  1. Must complete the FACTS Aid Assessment online and provide all supporting documentation <https://online.factsmgt.com/signin/4GVQP>
  2. Must apply for free or reduced lunches (available at school office)
  3. All past due tuition and fees need to be resolved before any financial aid can be awarded.

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 4:00pm on the due date—the 20<sup>th</sup> of the month.** 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 Morin by the beginning of August.

### EXTENDED CARE PROGRAM

**Hours** 7:00am–7:50am

3:20pm–5:45 pm

**Cost** \$25 per family for registration

- Morning and afternoon cost is \$6.00 per hour and is billed quarterly (\$1.50 every 15 minutes). The most you would be charged for a 5:45 pick-up is \$15.00 per day.
- Breakfast is \$1.40, \$.30 for reduced, and \$0.00 for free.
  - Meal cost is exempt for the '21-'22 school year due to government funding.
- All Extended Care charges will be billed through FACTS.

- No toys brought from home will be allowed in extended care.
- A charge of \$1 per minute will take place after 5:45pm.

### **PRE-KINDERGARTEN PROGRAM**

**Hours** 8:00–11:15am morning session, 11:15–11:45 lunch, 11:45am–3:15pm session

- The monthly cost is \$225 for ½ days and \$450 for full days, September–May.

**Age** Student **must** be 4-years-old by July 31

### **SCHOOL FACULTY & STAFF**

#### **Room Assignments**

**2021-2022**

<b>Name</b>	<b>Position</b>	<b>Room</b>	<b>Ext #</b>	<b>E-mail Address</b>
Margy Mahler	Pre-Kindergarten	2	52720	<a href="mailto:margy-mahler@cdolinc.net">margy-mahler@cdolinc.net</a>
Melanie Gibson	Kindergarten	107	52712	<a href="mailto:melanie-gibson@cdolinc.net">melanie-gibson@cdolinc.net</a>
Amanda Feilen	1	104	52717	<a href="mailto:amanda-feilen@cdolinc.net">amanda-feilen@cdolinc.net</a>
Linda Wetovick	2	102	52716	<a href="mailto:linda-wetovick@cdolinc.net">linda-wetovick@cdolinc.net</a>
Kathy Smedra	3	23	52719	<a href="mailto:kathy-smedra@cdolinc.net">kathy-smedra@cdolinc.net</a>
Alyssa Rettig	4	22	52727	<a href="mailto:alyssa-rettig@cdolinc.net">alyssa-rettig@cdolinc.net</a>
Rachael Mika	5	21	52713	<a href="mailto:rachael-mika@cdolinc.net">rachael-mika@cdolinc.net</a>
Mary Thompson	Student Services Coordinator	24	52721	<a href="mailto:mary-thompson1@cdolinc.net">mary-thompson1@cdolinc.net</a>
Megan Katzmarek	JH (6), English & Literature	205	52715	<a href="mailto:megan-katzmarek@cdolinc.net">megan-katzmarek@cdolinc.net</a>
Jennifer Swerczek	JH (7), Math & Science	204	52711	<a href="mailto:jennifer-swerczek@cdolinc.net">jennifer-swerczek@cdolinc.net</a>
Allison Kasparek	JH (8), Religion & Soc. Studies	206	52714	<a href="mailto:allison-kasparek@cdolinc.net">allison-kasparek@cdolinc.net</a>
Caitlyn Schmidt	Art/Computer	105/202	52718	<a href="mailto:caitlyn-schmidt@cdolinc.net">caitlyn-schmidt@cdolinc.net</a>
Cayla Nienaber	Music	13		<a href="mailto:cayla-nienaber@cdolinc.net">cayla-nienaber@cdolinc.net</a>
Megan Burkle	Band	13		<a href="mailto:megan.burkle@piusx.net">megan.burkle@piusx.net</a>
Mark Stoley	PE	Gym	52725	<a href="mailto:mark-stoley@cdolinc.net">mark-stoley@cdolinc.net</a>
James Pieper	Librarian	14	52706	<a href="mailto:james-pieper@cdolinc.net">james-pieper@cdolinc.net</a>
Abby Miller	Cook	17	52708	<a href="mailto:abby-miller@cdolinc.net">abby-miller@cdolinc.net</a>
Melissa Tvrdy	Administrative Assistant	4	52705	<a href="mailto:melissa-tvrdy@cdolinc.net">melissa-tvrdy@cdolinc.net</a>
Sara Sharp	Enrollment Coordinator	JH Office		<a href="mailto:sara-sharp@cdolinc.net">sara-sharp@cdolinc.net</a>
Sam Hamilton	Maintenance	JH Office		<a href="mailto:sam-hamilton@cdolinc.net">sam-hamilton@cdolinc.net</a>
Jennifer Tran	Principal	4	52722	<a href="mailto:jennifer-tran@cdolinc.net">jennifer-tran@cdolinc.net</a>
Rev. Mike Morin	Superintendent/Pastor	Rectory	474-4249	<a href="mailto:fr.mike-morin@cdolinc.net">fr.mike-morin@cdolinc.net</a>
Rev. Matthew Kovar	Associate Pastor	Rectory	474-4249	<a href="mailto:fr.matthew-kovar@cdolinc.net">fr.matthew-kovar@cdolinc.net</a>