

PARENT HANDBOOK
2022-2023

**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: field trips, drivers, events and celebrations, recess duty, electives, and to help in the classroom via an invite from teachers. All volunteers are required to complete an annual online safety training and pass a background check. If a volunteer plans on driving,

they also need to take the Defensive Driving training. All training can be accessed through the following link: <https://lincoln.cmgconnect.org/>.

Field Trips

Parents may be asked to assist with transportation and/or 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 one week 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

7:00	Breakfast Begins
7:40	Breakfast Ends
7:50	Students arrive and can go inside
8:05	Tardy Bell – Attendance taken and prayer & pledge said over the intercom. <i>Any students arriving after the bell must be signed in by a parent/guardian.</i>
8:15	Mass
10:55	PK-2 Recess
11:24	PK-2 Lunch
11:37	3-5 Recess
11:58	3-5 Lunch
12:26	6-8 Lunch
12:49	6-8 Recess
3:15	Prayer & Announcements
3:20	Dismissal PK-8
3:30	Supervision ends —present students sent to Extended Care

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. If the phone is not answered, **please leave a message.**

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-2 regularly send home projects and assignments.

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. These grades will also send home progress reports mid-quarter.

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 physical therapist. Teachers assigned to Blessed Sacrament include the following: Tina Welty, Ashley Risueno, Polly Hess, Laura 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 can 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 by the afternoon of the last check-out date.

Fines for lost materials: Magazines at \$2.50, paperbacks at \$8.00, hard bound books at \$20.00. 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 may be required to 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:

ARRIVE		LEAVE	
<u>Time</u>	<u>Absence</u>	<u>Time</u>	<u>Absence</u>
8:06-8:20	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 after 8:05, 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 Doors

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 7:50am and report to their classroom. Supervision is not available before 7:50am or after 3:30pm no matter the weather. Students should be dressed appropriately for the season.

Supervision

An adult supervisor will be in the front of school from 7:50-8:05 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 or park 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*. ***Drop-off and pick-up procedures will change with the renovation of our parking lot, which will require all drop-off and pick-ups to happen within the parking lot for a safety and efficiency. More information will be sent once the renovations are complete.***

Fire Drills and Severe Weather

Blessed Sacrament will conduct 10 fire drills and 2 severe weather drills each school year 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 PreK-8 will have daily recess before/after 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, 7th graders, and 8th 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.

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 recorded in their 504 plan, EIP, or SAP.

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 for grades 6-8 and in the front office for grades Pk-5. Items found in use during the school day will be confiscated, and parents/guardians 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. Treats should be brought to the front office, and 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.

Grades 3-8 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, date, and teacher initials.

- For JH, five demerits from any teacher/adult will result in a detention. For grades 3-5, seven demerits will result in a detention.
- For JH, 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. For grades 3-5, demerit cards stay in the classroom in a designated spot.
- Student should have their cards on their person or accessible at all times during the school day.

Detentions can be earned by getting five/seven 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 may be served before (7:20-7:50) or after (3:25-3:55) school depending on the teacher's schedule and preference. During this time, the student will complete a self-reflection form. In addition, the student will arrange another time during the school day to speak with a faculty member of their choice about their infraction(s).

- 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.

Grades 3-8 Late Homework Policy

1. Any student with five or more missing/late assignments in 3rd grade, four or more in 4th grade, three or more in 5th grade, and any missing assignments in Junior High will stay after school in the designated Late Work Room until 3:45pm. Each late assignment may be docked points according to teacher policy in each grade.
2. Parents will be notified right away that their student will stay that afternoon. If parents can't confirm knowledge of this, the student will stay the following afternoon.
3. If the student does not report to the designated Late Work Room, the student will have an extra day staying after school.
4. If the student has a previously scheduled doctor appointment or goes home sick, he/she will stay the next available afternoon.
5. If the student finishes early, he/she is expected to work on other homework or read.
6. Parents are asked not to bring the work to school even if it is completed and was left at home. Homework is the students' responsibility, not the parents.' If a parent does bring the work in, the child will still be expected to stay until 3:45pm and work on other homework assignments.
7. Siblings are not allowed to stay on school grounds to wait for those in the Late Work Room.
8. Students will be sent to Extended Care at 3:45 and if not picked up by 3:50, they will be charged accordingly.

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, bowling, 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 most ages, possibly Robotics for 3-8, Page One for all grades, MathCounts for 6-8.

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. Students who come early must eat and pay for breakfast. Breakfast is \$1.50 per day.

Lunch

Blessed Sacrament School provides a federally-funded breakfast and hot lunch program. 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. Student ID numbers **must** accompany payment to assure proper credit. Lunch for students is **\$3.10** and lunch for adults is \$4.10.

Every family should register at 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 on the school website* and from the school office. All families are encouraged to apply.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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. All new purchases should be the newer plaids and gray, navy, or white polos. This will be the last year that the old BSS plaid and red polos will be accepted.

Uniforms

- **Skirts/Skorts/Jumpers:** They must be either the old or current Blessed Sacrament plaid. The new plaid can be ordered through **Dennis**. *This 2022-2023 school year will be the last time the old BSS plaid will be accepted—23-24 school year must be the new plaid.* 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 worn underneath must be solid black, gray, navy, or white.
- **Pants/Shorts:** They must be khaki or navy, not excessively tight, and shorts no higher than mid-thigh. Pants/shorts are recommended from one of the following: Dickies, Cat & Jack, Land's End, Dennis.
 - Pants or leggings under uniform bottoms must be worn November 1 through the end of February due to cold weather conditions.

- **Polos:** They must be gray, navy, white, or red (short or long-sleeve) polos. This 2022-2023 school year will be the last year red polos are accepted. No long-sleeve t-shirts are to be worn underneath polos, and shirts must be tucked in. Newly purchased polos are recommended from 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, Password: blessedssacrament (*do not save payment info*)
 - 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.
- **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 Cat & Jack, 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. Leggings can be black, white, navy, or gray. Socks need to be muted and mostly solid colors (no neon please).

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 shouldn't be distracting. 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.*

Dress Down/Non-Uniform Days

Dress down days will be announced at least two days beforehand usually in the Wednesday Weekly. Although students are not required to wear uniforms, they are still required to remain within dress code in accordance with modesty. Students may wear sweatpants or gym shorts (no shorter than mid-thigh) and may not wear leggings as pants. Some days may have a specific purpose or theme and require a different set of rules, which will be made clear prior to the day.

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

- Summer repairs and updates
- Supervise lunch or recess
- Sell concessions at games
- Take a holy hour at church
- Work at Fest-Quest
- Coach a school sports team
- Be a PTO officer
- Serve on Parish Council
- Volunteer in the library, classroom, or as a nurse in the front office
- Clean school

Students in grades 5-8 at Blessed Sacrament are required to complete service hours as part of their religion grade. Fifth graders are required to complete 10 hours, sixth graders are required to complete 12 hours, seventh graders are required to complete 15 hours, and eighth graders are required to complete 20 hours. Activities, classes, or tasks completed during the school day do not count as service hours—they must be done outside of school. At least two years each quarter for the first three quarters is due. Tracking sheets will be given to students during the first week of school.

Student service hours examples

- Collecting seatbacks during Husker games
- Volunteering at Fest Quest
- Volunteering at Matt Talbot
- Mowing an elderly neighbor's lawn, raking leaves, scooping snow, etc.
- Serving at Sunday Mass (not including their scheduled time)
- Volunteering to clean or update the school
- Babysitting (without pay)

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

BLESSED SACRAMENT CATHOLIC SCHOOL Tuition Agreement Statement – 2022-2023 School Year

The cost of educating each student at Blessed Sacrament School is approximately \$7,800. The Blessed Sacrament tuition will be \$2,365 and combined with the \$410 Diocesan technology fee makes the total tuition rate for the 2022-23 school year \$2,775 per student. Blessed Sacrament Parish will pay the remaining \$5,025 per student for each child attending our grade school provided your family is registered in our parish or a national parish. 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. 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.

Household as Percent of Federal Poverty Level (see chart below)	Tuition + \$410 Diocesan Tech. Fee	Good Shepherd Scholarship	Blessed Sacrament Scholarship	Parent Total Cost per Student
0 to 100%	\$2,775	(\$2,010)	(\$475)	\$290
100% to 225%	\$2,775	(\$2,010)	-	\$765
225% to 300%	\$2,775	-	(\$500)	\$2,275
> 300%	\$2,775	-	-	\$2,775

FACTS Information

Participation in FACTS is required for any financial assistance. All applications must be completed by March 31, 2022. 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, which are located at 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.

Family Size	Adjusted Gross Income		
	Poverty Level	225% of Poverty Level	300% of Poverty Level
2	\$17,420	\$39,195	\$52,260
3	\$21,960	\$48,870	\$65,880
4	\$26,500	\$58,950	\$79,500
5	\$31,040	\$69,030	\$93,120
6	\$35,580	\$79,110	\$106,740
7	\$40,120	\$89,190	\$120,360
8	\$44,660	\$99,270	\$133,980
9	\$49,200	\$110,700	\$147,600
10	\$53,740	\$120,915	\$161,220

Minimum Disciple's Pledge

In order to receive the \$5,025 per child parish support you place yourself under these guidelines. Your signature below indicates your commitment to complete your pledge.

- 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 20 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.

Signature: _____ Date: _____

Please sign and return by May 1, 2022

Good Shepherd and Parish Need Based Scholarship Application Policy

Application Start Date: February 1, 2023

Deadline to Apply: March 31, 2023 (New families can apply for the Need-Based Scholarship at a later date)

Award Notifications: Applicants will be notified by August 2023

- 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 20th of each year. **All tuition and fees must be paid by 4:00pm on the due date—the 20th 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
- All students who come in the morning must eat and pay for breakfast.
 - Breakfast is \$1.50, \$.35 for reduced, and \$0.00 for free.
 - 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.
 - 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 five minutes will take place after 5:45pm.

PRE-KINDERGARTEN PROGRAM

- Hours** 8:00–11:00am morning session, 11:20–11:55 lunch, 12:00pm–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
- Students must be potty-trained and able to take a nap or lie down quietly for an hour in the afternoon

**SCHOOL FACULTY & STAFF
2022-2023**

Name	Position	Room	Ext #	E-mail Address
Margy Mahler	Pre-Kindergarten	2	52720	margy-mahler@cdolinc.net
Sharon Groothuis	Kindergarten	107	52712	sharon-groothuis@cdolinc.net
Jean Jochum	1	104	52717	jean-jochum@cdolinc.net
Linda Wetovick	2	102	52716	linda-wetovick@cdolinc.net
Kathy Smedra	3	23	52719	kathy-smedra@cdolinc.net
Jennifer Parker	4	22	52727	jennifer-parker@cdolinc.net
Rachael Mika	5	21	52713	rachael-mika@cdolinc.net
Megan Brown	Counselor & Librarian	14	52721/2	megan-brown@cdolinc.net
Megan Katzmarek	JH (6), English & Literature	205	52715	megan-katzmarek@cdolinc.net
Thien Chu	JH (7), Math & Science	204	52711	thien-chu@cdolinc.net
John Buchkoski	JH (8), Religion & Soc. Studies	206	52714	john-buchkoski@cdolinc.net
Caitlyn Schmidt	Art/Computer	105/202	52718	caitlyn-schmidt@cdolinc.net
Michelle Furrow	Music	13		michelle-furrow@cdolinc.net
Melissa King	Band	13		melissa.king@piusx.net
Mark Stoley	PE	Gym	52725	mark-stoley@cdolinc.net
Brady Bredehoft	Interventionist	24		brady-bredehoft@cdolinc.net
Doug Torson	Para			doug-torson@cdolinc.net
Kathy Slattery	Para			kathy-slattery@cdolinc.net
Meredith Stegman	Cook	17	52708	meredith-stegman@cdolinc.net
Melissa Tvrdy	Administrative Assistant	4	52705	melissa-tvrdy@cdolinc.net
Sam Hamilton	Maintenance	JH Office		sam-hamilton@cdolinc.net
Jennifer Tran	Principal	4	52722	jennifer-tran@cdolinc.net
Rev. Mike Morin	Superintendent/Pastor	Rectory	474-4249	fr.mike-morin@cdolinc.net
Rev. Matthew Kovar	Associate Pastor	Rectory	474-4249	fr.matthew-kovar@cdolinc.net