PARENT HANDBOOK
2026-2027

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

Parents are the first and primary educators of their children. 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 met with 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). 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 prior to assisting with field trips***. Parents should not make plans to accompany the field trips unless they have been asked to drive or supervise.

DAILY SCHEDULE

7:00-7:40	**Extended Care Drop-Off for Breakfast**
7:50	Students arrive and can go inside
8:05	Tardy Bell – *Students arriving after the bell must be signed in by a parent/guardian.*
8:15	Mass
11:10	PK-1 Lunch
11:40	PK-1 Recess
11:45	2-5 Lunch
12:10	2-5 Recess
12:15	6-8 Lunch
12:35	6-8 Recess
3:15	Prayer & Announcements
3:17-3:20	Dismissal PK-8
3:30	**Supervision ends—**remaining students sent to Extended Care

School Closings
We will more than likely follow the Lincoln Public School Policy for closing school due to inclement weather. A School Messenger message will be sent via phone and email through the Diocesan Central Office. 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 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
All visitors, including parents/guardians, must check in at the front office. 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 will regularly bring home projects and assignments.

Students in grades 4-8 are encouraged to use an assignment notebook. This book is to be reviewed and possibly signed by parents according to the teacher's policy. Grades 3-8 will also email home progress reports mid-quarter.

Report cards are issued quarterly, and are sent via email. 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 therapy. Teachers assigned to Blessed Sacrament include the following: Tina Welty, Mackenzie Callen, Kim Coffey, and Katie Lewellan.

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/guardian 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.*

Library Fines
Students in Pre-K and 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 other 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 all classes. 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. If a failing grade is received in any class during quarter one or quarter two, a student isn't eligible to receive an academic honor.

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.

Standardized Testing
The Classic Learning Test is administered to students in grades 3-8 in the early spring.

ATTENDANCE POLICY

Regular attendance is required by state law and will help each student achieve his/her potential. Although make-up work still helps our students learn, there is no substitute for being in the school with peers and teachers. Completing homework cannot replace the learning experience of being present at school. ***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 absences in a quarter may result in a parent contact. Ten (10) or more absences in a semester may result in a parent conference and a possible referral to the county attorney. Twenty (20) or more absences may result in a referral to the county attorney for truancy. Thirty (30) or more absences may result in a call to CPS, a referral to the county attorney for truancy, and possible summer school. Frequent tardies may result in similar parent contacts.*

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, the parent is responsible to take them to the church after checking in at the office.
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**	
Time	Absence	Time	Absence
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 7:15-8:30am. The school will contact parents to verify unreported absences.

When planning vacations and appointments, make every effort to plan around school days and standardized testing days. The responsibility for work missed when children are taken out of school *lies with the parent*. Work for excused absences may be obtained at the office after 3:00pm 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

Exterior Doors

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

Morning Drop-Off Policy

Please use the parking lot for quick drop-offs and the front cut-outs for longer drop-offs with multiple children in car seats or for parents who come inside. Students enter the building at 7:50am and report to their classroom. Outside supervision is not available before 7:50am 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.**

Afternoon Pick-Up Policy

Please use the parking lot for all pick-ups. Those retrieving students should park farther away from the school and those with students walking to the car should park closer to the school in the parking lot. Students being retrieved will wait in the fire lane. Students who walk directly to the car will wait on the sidewalk next to the parking lot. Students are expected to wait respectfully—it is not a time to run or play. Students walking home may leave upon dismissal.

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 above 100 degrees, severe cold, or continuous coughing 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 clear signs of major illness. 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 for lunch recess when the temperature or the wind chill is below 15° F. Outside

recess will be optional for teachers in the morning and afternoon as long as the windchill is above 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.

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. 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

Medication will only be administered to your child during the school day if 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, Tums, 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 Policy

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 a safe educational environment. It is the policy of Blessed Sacrament School that any form of bullying behavior, whether in the classroom, on school property, or at a school-sponsored event is unacceptable.

- *Definition of Bullying* – Bullying is a deliberate, hurtful act of aggression repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. Bullying may take on various forms. It includes but is not limited to the following:

    - Physical Bullying: hitting, kicking, pushing, biting, choking, spitting, taking belongings, destruction of property, sexual harassment
    - Verbal Bullying: insults, name-calling, threatening statements, taunting, offensive remarks, sexual comments.
    - Indirect Bullying: excluding others, spreading gossip and rumors, sending malicious notes, making faces or obscene gestures
    - Cyberbullying (online social aggression): flaming (online fight), harassment, denigration (gossip, rumors), impersonation, "outing" (sharing embarrassing secrets, posting embarrassing pictures), trickery, exclusion, cyberstalking, cyber threats.
- *Reporting Bullying*
    - Teachers/Staff: All school employees are required to document all bullying behaviors which they witness or which are reported to them using PowerSchool logs. The homeroom teacher, school counselor, and principal should be notified.
    - Other School Community Members: Students, parents, volunteers, and visitors are encouraged to report to a staff member any bullying behavior taking place on school property or at a school-sponsored event. For purpose of investigation and follow-up, it is important that such reports be made as soon as possible to the staff member on duty at the time of the incident.
    - Anonymous/Confidential Reports: Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Students who make a report may request that their name be maintained in confidence by the teacher and/or administrator who receives the report. In this case, confidentiality will be maintained as appropriate. If the person reporting the bullying chooses to keep names of witnesses confidential, he/she should understand that this may compromise investigation of the report, resolution of the problem, and possible disciplinary action.
- *Investigation of Reports of Bullying* – The teacher and/or principal (along with any relevant staff members) will conduct an investigation of the alleged bullying behavior. The investigation may include interview with students, parents, and school personnel; review of school records, and whatever other information may be necessary to determine an appropriate response. When a student/parent making a report has requested confidentiality, the investigation of such report shall be limited as is appropriate in the view of the confidentiality of the person reporting.
- *Consequences for Bullying* – Consequences for students who bully others will depend on the results of the investigation and may include loss of recess, aggressive behavior report, office referral, detention, a parent conference, behavior contract, recommendation of counseling, suspension, expulsion, or any other appropriate consequence. In determining the appropriate response to students who commit one or more acts of bullying, school administrators consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence will be determined.
- *Notification of Parents* – When serious bullying situations or bullying trends have been identifies, the school administration will notify both the parents of students who are bullying and the parents of students who are being bullied. Names of the opposite and consequences of the opposite parties may remain confidential.

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. 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 leave school property.
5. Those with boots may go on the snow.
6. Red rover and tackle football are not allowed.
7. No fighting, shoving, or running into others 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. They may also be asked to perform additional service hours.

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 and policies 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 & Readers

Catholic boys in grades 4-8 will have the privilege of serving Holy Mass. Junior High boys will sometimes be asked to serve funerals. Catholic students in grades 6-8 may volunteer to read for daily Mass. Students in grades 1-8 will have the opportunity to read petitions and take up the offertory gifts throughout the year.

Sacraments

The Sacrament of Reconciliation is scheduled for students monthly and is available daily before Mass (7:55-8:10).

Second graders are prepared to receive the Sacrament of Reconciliation near the beginning of second semester, and the Sacrament of the Holy Communion 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 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.

Faith Integration

1. Fostering a Catholic culture is essential in Catholic education. Our Catholic faith should be incorporated as much as possible into every subject area and every aspect of school family life. Teachers and Staff encourage wonder and awe at creation and the Creator.
2. Eucharistic Adoration is held once a month on first Fridays at 2:50pm.
3. Stations of the Cross will be on Fridays during Lent at 2:50pm.
4. There is an all-school rosary during the month of May.
5. All classes go to confession once a month on Wednesdays.
6. Pastor and Assistant Pastor alternate to visit classrooms once a week.

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

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 permitted through our school counselor or recorded in their 504 plan, IEP, or SAP. No additional keychains or toys should be attached to lanyards.

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 8:05am and 3:30pm. Skateboards, skates, and scooters are not allowed at school.

Electronic Communication Devices
Electronic communication devices (cell phones, smart watches with phone abilities, iPad's, etc.) are not allowed to be used on campus at any time without permission. Such items must be shut off and stored away. 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 if necessary. **Non-editable treats are encouraged.** Birthday invitations may be distributed at school as long as all in the class are invited. 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.

Behavior Intervention Support Team (BIST)
We use the BIST model of grace and accountability. Grace is the foundation of the relationship that provides unconditional care for children even when they struggle to allow adults to partner with them. As part of giving grace, we accept:

- You
- Your problems
- Your pain
- Your needs

Accountability is problem solving to learn and grow. It allows children to increase critical thinking skills, ability to overcome obstacles, increased resilience, increased confidence and therefore increased effort. The BIST model allows us to:

- Increase teaching time for all students.
- Facilitate lifelong change in skill sets for even the most challenging students.
- Decrease disruptive behavior in the classroom and at home.

Grades 3-8 Accountability

Each student will be issued a demerit card. Depending on the infraction, 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 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 area.
- JH Students should have their cards in their lanyards at all times during the school day.

Detentions can be earned by getting five/seven demerits as well as for the following behaviors:

- Fighting
- Bullying
- 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 inappropriate by any particular teacher or adult supervisor

Detentions may be served after school (3:25-3:55pm), depending on the teacher's availability and preference. During this time, the student will complete a self-reflection form and speak to a faculty member about making better choices. The reflection will be taken home and signed by a guardian to be returned to the teacher.

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

Referrals

- 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.
    - The principal will email the guardians about their accomplishment.
    - At the end of each quarter, the principal will draw three students' names from all the Positive Office Referral Tickets to win a prize.

- 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 sent/escorted to the office where they may be asked to fill out a "Think Sheet" and/or speak with an administrator or counselor. The Think Sheet will be emailed to the student's guardians.

- Chronic offenders or students with extreme behaviors 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
  - Vandalism

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

Grades 3-8 Homework Club

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 an assigned teacher's classroom daily.
2. Parents will be notified no later than 2:00pm that their child will stay that afternoon. If guardians are not able to make this work with their schedule, the student will stay the next available day.
3. If a student does not report to Homework Club, the student will have an extra day staying after school and will be issued a demerit.
4. If the student has a previously scheduled appointment or goes home sick, he/she will stay the next available day.
5. If a student does not come to Homework Club prepared with their work, they will automatically be assigned to stay the next day as well.
6. If the student finishes early, he/she is expected to work on other homework or read.
7. 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 3:40pm and work on other homework assignments or read.
8. Siblings are not allowed to stay on school grounds to wait for those in Homework Club unless they are with a guardian or at Extended Care.
9. Students will be sent to Extended Care at 3:40 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 after further review between the principal and pastor.

Levels of Contact
Whenever you experience a problem or have a concern, please first contact the teacher. If the problem is not getting resolved, then you can contact administration in the following order: Principal/Assistant Principal, Pastor, Diocesan Superintendent.

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 based on volunteers and student interest. Clubs may be proposed as long as there is interest and a willing sponsor.

Student Requirements for Participation

- Students participating in any sport need to submit a physical with a doctor's signature before the sport begins.
- Students participating in sports 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. If a student has an IEP or 504 Plan, certain exceptions may be made.
- 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 encouraged 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

Blessed Sacrament provides a breakfast and lunch program operated under the United States Department of Agriculture's (USDA's) National School Lunch Program and all its regulations.

Breakfast
Breakfast is served from 7:20-7:50am. Students will enter the cafeteria by ringing the bell at the northwest door no later than 7:40am. Breakfast is offered and students may bring their own breakfast. Students who come between 7:00-7:20am will pay for Extended Care services. Students present between 7:20-7:50am are not billed for Extended Care.

Lunch
Students may purchase lunch or bring a cold lunch from home. Fast food, pop, and energy drinks are not allowed as part of a cold lunch. Lunch on 12:00pm dismissal days is not provided. Lunch times begin at: PreK-1st 11:10am; 2nd-5th 11:45am; 6th-8th 12:15pm.

Costs
- breakfast is $2.50 per child; milk is $0.75
- student lunch is $3.50 per child; milk is included
- adult lunch is $5.25 per adult; milk is included
- 6th-8th grades may be offered a second lunch entrée for $1.50; second side or milk is $.75

Payment
Payment for meals is made in advance. Lunch payments are made separate from tuition payments.
The USDA requires all students participating in federal meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. An unpaid meal occurs when there are no funds available in the student lunch account. Federal guidelines do NOT allow the School Lunch Program to operate on credit. If your account is overdrawn, your payment is due immediately. If an individual student's account reaches a negative balance of $50, and you do not resolve it within a week of receiving the automated message, the household must meet with school administration to establish a re-payment plan.
It is necessary that families attend to student account balances. By working together, the Blessed Sacrament School Lunch Program will continue to operate and provide delicious and well-balanced lunches at a reasonable cost.

Payment Options
- Online access is available to check your child's meal account balance and make payments online through www.myschoolbucks.com.* Creating an account is free and simple. Use of the system is optional.
  **If you choose to make online payments, please be aware there is a transaction fee added to the amount you would like to deposit to your student's account.*
- Cash and check are accepted in the school office. Please include student's name and "lunch" in the memo line. There is no additional charge for payments made by cash or check.
- A notice will be emailed every two weeks when the account balance is negative.
- As stated above, if an individual student's account reaches a negative balance of $50, and you do not resolve it within a week of receiving the automated message, the household must meet with school administration to establish a re-payment plan.

Free or Reduced Meal Eligibility
ALL families are encouraged to complete the Free/Reduced meal application. A new application must be submitted each year, regardless of benefits received in previous years. Please ensure that the application is complete, including a signature and the last four (4) digits of the parent/guardian's social security number (or check the box). Incomplete applications cannot be processed. Approval or denial letters will be sent

via email once the application has been processed. Any information provided by families is strictly confidential.

Allergies
According to the guidelines of the Nebraska Department of Education (NDE), parents must notify the Food Service Manager with a doctor's note or prescription if a student has special diet concerns or allergies to foods, dyes, etc.

Competetive Foods
According to the competitive food policy of the USDA and the NDE, competitive foods (Runza, McDonalds, etc.) may not be brought to the school cafeteria. Additionally, groups or classrooms may not provide a competitive lunch one half hour before or after lunch is served (10:30 a.m.-1:30 p.m.).

Summer Food Assistance
The Summer Food Service Program provides free meals to all children ages 1-18 years at select locations statewide. The meals help ensure children continue to receive nutritious meals when school is out for the summer. There are numerous open summer meal sites throughout the state of Nebraska.
1. Call 2-1-1
2. Text FOOD to 877-877
3. Visit https://www.fns.usda.gov/meals4kids or http://www.education.ne.gov/NS/SFSP/index.html.

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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Mail Stop 9410, Washington, D.C. 20250-9410, fax (202) 690-7442, or email program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

UNIFORM & DRESSCODE POLICY FOR GRADES K-8

A student's general appearance ought to be modest, not attracting undue attention to self. Our uniform encourages attention to academic success and achievement while minimizing fashion. We are "temples of the Holy Spirit, God dwelling within" (see 1 Cor. 3:16). Our appearance reflects this conviction.

UNIFORMS – Lands' End
Please make sure your children tuck in their shirts as they get ready in the morning!

- Skirts/Skorts/Jumpers: They must be the maroon Blessed Sacrament plaid, navy, or khaki; which can be ordered through Lands' End. Skirts, skorts, and jumpers should be no more than two inches

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.
    - Leggings/tights must be worn November 1-the end of February.
- Pants/Shorts: They must be khaki or navy, not excessively tight, and shorts no higher than mid-thigh. Please no cargo-style. Pants/shorts are recommended to be from one of the following: Dickies, Cat & Jack, Land's End.
    - Shorts may be worn August-October 31 and March 1-May.
    - Leggings may not be worn under shorts.
- Polos: They must be gray, navy, or white (short or long-sleeve) polos.
    - Shirts must be tucked in.
    - Only short-sleeved, solid white t-shirts may be worn underneath.
    - Newly purchased polos are recommended from one of the following:
        - Land's End—use this link to access the Blessed Sacrament store
        - Dickies—*material*: pique/performance; *colors*: dark/night navy, heather gray, white
        - Cat & Jack—*material*: jersey/pique; *colors*: navy, white.
- Sweatshirts/Cardigan: Sweatshirts must be ordered through the school with the options of a crew neck, quarter zip, and full-zip jacket. A gray cardigan may also be worn in a Cat & Jack, or Land's End brand. Additional non-uniform sweatshirts may only be worn during recess.
    - Land's End: Charcoal Heather Women's Cotton Polyester V-neck Pocket Cardigan
    - 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. Socks must be solid black, white, navy, or gray.

Cosmetic

- Hair: No unnatural dye or unnatural 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 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 large or distracting earrings. Boys are not permitted to have earrings or nail polish.
- Make-up: No heavy 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, it will be addressed with the student and a note/email may 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 and the season (pants/leggings November-February). 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. During each Comet Family assembly day, students are encouraged to wear their themed t-shirt with uniform bottoms.

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
- Involvement in Fall Festival
- 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 hours each quarter for the first three quarter is recommended. Tracking sheets will be given to students during the first week of school.

Student service hours examples

- Collecting seatbacks during Husker games
- Volunteering at the Fall Festival
- 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 contact the principal, Sister Marie Caritas (sr.marie-caritas@cdolinc.net), or the PTO president, Jae Brungardt (jbrungardt2012@gmail.com), for school-related volunteer inquiries.

Good Shepherd and Parish Need-Based Scholarship Application Policy

Application Start Date: February 1, 2027
Deadline to Apply: March 31, 2027 (New families can apply for the Need-Based Scholarship at a later date)
Award Notifications: Applicants will be notified by August 2027

- 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, must arrive by 7:40am
3:20pm–5:45pm

Cost $25 per family for registration

- Breakfast is $2.50. Students may bring their own breakfast and must finish eating by 7:40am.
- Morning and afternoon care cost is $6.00 per hour for registered families and is billed every 20 minutes.
- 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 occur after 5:45pm.

PRE-KINDERGARTEN PROGRAM

Hours 8:00-11:10am morning session, 11:10-12:00pm lunch/recess, 12:00-3:15pm afternoon session

- The monthly cost is $275 for ½ days and $550 for full days.

Requirements The following must be true for a student to be eligible for the program:

- Students must be 4-years-old by July 31. Any student turning four after that date must be pre-approved and permitted to attend after a trial week.
- Students must be potty-trained. Please bring a second set of clothes in case of accidents. In cases of an accident (#2), guardians will be called.
- Students must be able to take a nap or lie down quietly for an hour in the afternoon. Please bring a blanket for nap time.