



Investing in the future of our children and our Catholic faith since 1922.

Parent–Student Handbook

2010- 2011 School Year

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CATHOLIC SCHOOL
TAKE ANOTHER LOOK

Mission Statement

Established in 1922, Blessed Sacrament Catholic School inspires the pursuit of excellence, maintains a safe, warm and caring environment, affirms the uniqueness and dignity of the individual, celebrates the diversity of community, and fosters family partnerships and a commitment to strong social and moral values.

BLESSED SACRAMENT CATHOLIC SCHOOL NON-DISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Charles J. Chaput, O.F.M. Cap. and the direction of the Secretary for Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school administered programs.

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School Schedule

Daily School Schedule

7:50am	First Bell
8:00am	Tardy Bell – Prayer and Announcements
11:00am	Preschool 1/2 day dismissal
3:00pm	Dismissal

Before and After School Care Program

Falcon’s Nest (5-11 year olds)
Fledgling Falcon’s Nest (2-5 year olds)

Falcon’s Nest and Fledgling Falcon’s Nest Regular Daily Scheduled Hours:

Before School: 7:00am-7:50am
After School: 3:00pm-6:00pm

Falcon’s Nest and Fledgling Falcon’s Nest Special Scheduled Hours:

As a convenience for our Blessed Sacrament Catholic School families, our Falcon’s Nest will be available on the dates listed below from 8:00am – 5:00pm:

Staff Development Days
Fall Break
Christmas Break (except Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day)
Martin Luther King Day
Presidents’ Day
Spring Break

Expectations of Students Attending Blessed Sacrament Catholic School:

Gospel values are to be promoted and practiced by all students of Blessed Sacrament Catholic School.

- 1) All Blessed Sacrament Catholic School students shall be respectful and obedient to all faculty (permanent or substitute), administrators, staff (including volunteers) and fellow students.
- 2) Students shall not use the Lord's name in vain, swear or curse, use obscene words or gestures at any time at Blessed Sacrament Catholic School.
- 3) Students are expected to attend and participate in scheduled Masses, devotions, and morning prayer.

Every student has a right to a learning environment free from disruption. Every student is responsible for contributing to this environment in all areas within the buildings, on school grounds and areas used by the school.

- 1) Students shall behave in such a way as to further the educational process in every class, including specials and enrichments.
- 2) Students should be prepared for class, arrive on time, and be responsible for bringing all necessary books and materials to class.
- 3) Students are expected to complete and submit all assigned homework on designated due dates.
- 4) Students are expected to behave in an appropriate and orderly manner while on school property and at any school function on or off school grounds.
- 5) Students are expected to abide by the dress code.
- 6) Students are to follow directives given by the teachers and follow individual classroom rules.
- 7) Students who disrupt any class will be subject to disciplinary action as determined by the teacher involved and the principal.

All materials and equipment shall be used with care and respect.

- 1) Blessed Sacrament Catholic School students shall not destroy, damage or deface property belonging to the Blessed Sacrament Catholic Church and School (including all portions of all buildings, playground equipment, desks, and textbooks), to parish or school personnel, or to other students. The student responsible for the damage will be required to replace/repair the damage or pay for the damage. The student may be suspended or dismissed from the school.
- 2) Students are not allowed to chew gum on the school premises.
- 3) Students are expected to take responsibility in keeping the school grounds neat and clean.

Students are responsible for the physical and mental well-being of themselves and others while on school/church property, during school hours, and at all school-related functions.

- 1) Blessed Sacrament Catholic School students shall not possess, use, transmit, provide or be under the influence of any tobacco products, alcohol or illegal substance during school hours, on Blessed Sacrament Catholic Church and School grounds at any time, or at any school-sponsored function (athletic events, field trips, retreats, etc.).
- 2) Students shall not have any object in their possession that is dangerous or endangers the safety of others on Blessed Sacrament Catholic Church and School grounds at any time, at any parish or school-sponsored function or event, and/or en route between home and school. This includes but is not limited to: firecrackers, matches, knives, guns, razors,

needles or any other normal item fashioned into a weapon (this includes toy items which mimic real items). The weapon in question will be confiscated, parents/guardians will be notified, and legal authorities may be notified if necessary.

- 3) Students shall not engage in fighting at any time at Blessed Sacrament Catholic School. All students involved in the fight will be suspended. If it can be determined who started the physical contact or acted as the aggressor, that student's discipline will escalate.
- 4) Students shall not take anything that does not belong to them at any time during the school day or at any Blessed Sacrament Catholic School function. Taking something belonging to someone else as a "joke" will be deemed inappropriate and consequences may be the same as for other incidents of stealing. If necessary, legal authorities may be notified. The Blessed Sacrament Catholic School student involved may be suspended or dismissed. Repayment/replacement of the item(s) is required.
- 5) Blessed Sacrament Catholic School students shall not throw any objects that could cause injury, including but not limited to the following: rocks, snowballs, icicles, water balloons, books, pencils/pens, book bags/backpacks, coats, baseballs, footballs, basketballs. Students should be aware that if any injury occurs as a result of the incident, they can be held financially responsible to pay for any treatment needed.
- 6) Students shall not use electronic gadgets including iPods, laser pens/pointers, pagers, cellular telephones, electronic games or similar items at school during the school day.

Expectations of Blessed Sacrament Families:

Family Participation and Values

All Blessed Sacrament Catholic School families are expected to participate and contribute to the school's growth in four major areas:

- Spiritual - Support the spiritual development of their children by active participation in the life of their church community, including school spiritual activities, when possible.
- Service - Participate in the volunteer service-hour program detailed below.
- Financial - Remain current with payment of all financial responsibilities to the school (as agreed to on the Financial Agreement Forms) and to the church (if parish members), and participate in annual fundraising programs.
- Family Values – All Blessed Sacrament Catholic School parents are expected to support our expectations for students. By mentoring their children's love for and devotion to our Lord as well as to good behavior and academics.

Parent Organizations

School Advisory Council (SAC)

The SAC supports the Pastor and Principal in accomplishing the mission of Blessed Sacrament Catholic School by providing guidance and establishing short and long-term goals for strategic planning and development for the school. The School Advisory Council meets on the 4th Tuesday of the month at 6:30pm.

Parent-Teacher-Student Association

The Parent-Teacher-Student Association (PTSA) provides financial and volunteer support to the school. By actively raising money for the school, we are able to provide our faculty with the best tools available to teach and, therefore, allow our children to become the beneficiaries of a quality education.

The Blessed Sacrament Catholic School PTSA is an organization of all parents and guardians,

which serves as a forum for the sharing of ideas and discussion of school-related issues, encourages parental participation, and provides both financial and volunteer support to the educational process at BSCS. In addition to the coordination of all parent volunteers, the PTSA also works to direct fundraising goals.

The PTSA strives to create a strong sense of Blessed Sacrament community through family and parent events on a regular schedule. There are special educational speakers for parents, cultural programs for children, teacher and volunteer appreciation events and much more throughout each year.

PTSA meetings are open to all parents. They are held the first Tuesday of each month at 6:30pm in the Teacher/Volunteer Lounge in the Preschool Building. Fundraising and volunteering opportunities are presented at all Back to School Events and are detailed in PTSA communication throughout the year.

Fundraising

Blessed Sacrament Catholic Church and School ask that all families support our school and students via fundraising, volunteer hours, and auction donations that are tracked annually from July to July.

Current Fundraising Goals: \$450 per family/\$250 per new or single-parent family*
*Equivalent to \$50/\$30 per month of school year.

Fundraising opportunities include but are not limited to:

Race for Education	Grocery Certificates
The Big Event Dinner, Dance and Auction	Box Tops for Education

Volunteering

Parents/guardians of students at Blessed Sacrament Catholic School have a goal of 25 hours of service to the school during the year per two-parent family (12.5 hours per one-parent family). Blessed Sacrament Catholic School welcomes any contributions of time and special talent.

Current Volunteer Hours Requested: 25 hours per 2-parent family/12.5 hours per 1 parent family*
*Equivalent to 3 hours/1.5 hours per month.

Opportunities to get involved include but are not limited to:	Coaching
Classroom Assistance	School Basketball Tournament
Parent Organization	Sock Hop
Back to School Night	Yearbook
Teacher Appreciation	Sacramental Celebrations
Field Day	Service Projects
Field Trip Supervision/Driving	Graduation
Fundraising Administration	Annual Parish/School Auction
Room Parent	Enrichment Programs
Halloween Costume Parade	Talent Show
Lunch Time Supervision	Science Fair
	Office Assistance

Please record your service hours when you sign in and out at school. Sign-In Books are at the entrance to both school offices.

Volunteer drivers need to have a copy of their driver's license and proof of valid insurance on file in the office annually BEFORE chaperoning any field trip.

Background Investigations

All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer. Each volunteer shall complete a volunteer application and authorization to obtain a criminal background check. All volunteers are required to produce their date of birth and Social Security number for the purpose of conducting this background check. Copies of the completed volunteer application, together with a copy of the results of the background check, are kept in a confidential file at the parish office. All volunteers who began service before September 27, 2002 shall also agree to a comprehensive background check, the cost of which is paid for by the school/parish.

Called to Protect by Praesidium Training

Called to Protect by Praesidium is a child protection course offered through the Archdiocese of Denver and is required of every person working or volunteering, including parents/guardians, in any capacity at Blessed Sacrament Catholic School. The class consists of a single, workshop-style session which lasts 1.5 to 2 hours. The course need only be taken once. Contact the school office for a list of area sessions. Once you complete your training, please make sure to provide the office a copy of your certificate.

Admission, Registration & Fees:

ARCHDIOCESE ADMISSION POLICY No. 2000

Admission priorities are based on the following criteria:

- 1) Siblings of students presently enrolled at Blessed Sacrament Catholic School
- 2) Catholic children whose parents are registered and contributing members of Blessed Sacrament Catholic Church
- 3) Catholic children whose parents are members of other Catholic parishes or are unregistered
- 4) Non-Catholic children

Enrollment of New Students

- Preschool – a child entering preschool must be 2½ by the first day of school for the 2 ½ year program; three (3) or four (4) years old by October 1st of the year entering school for the 3 and 4 year old classrooms.
- Kindergarten is open to all students five (5) years of age by October 1st. Legal verification of age must be provided to the school prior to admission. Students are expected to demonstrate social, emotional, and academic readiness for a full-day program. Readiness will be determined through personal interview with faculty members and the principal.
- For those wishing to enter other grades, students are given an interview and/or a readiness test prior to acceptance. Placement is based on the child's ability to demonstrate Christian manners, focus on the task given, appropriate learning behaviors, such as following teacher directions, etc., and grade-level achievement.

Appropriate previous report cards and/or standardized testing results are an important consideration for admission. Teacher and/or principal judgment of the above factors determine grade level entry.

Students with special needs will be considered for admission on an individual basis and the school's ability to provide facilities or resources to meet their needs.

Initial enrollment at Blessed Sacrament Catholic School is contingent upon an interview and/or evaluating process. During the initial weeks of school experience, it is important that students adjust well to the academic and behavior standards and we anticipate that new students will do well. However, in the event that appropriate standards are not met, a student will be asked to enroll in a different environment.

Student Classroom Placements

Students are placed in classes based upon several criteria which may include student learning level, classroom composition, age, sex, curriculum content, equity of class size, teacher recommendation, principal input, test scores, compatibility and motivation. All these criteria are considered, and the final determination of class placement rests with the principal.

Tuition

The tuition for Blessed Sacrament Catholic School is determined by the Parish Finance Committee every year. The party responsible for payment has the option to pay tuition in full by August 1 for a full 3% discount or enroll in the school's tuition management program. Please contact the business manager for this year's tuition rates.

A tuition discount is offered to members of Blessed Sacrament Catholic Church. In order to qualify for In-Parish Rate, a family must be registered members with the church office, attend Liturgies on a regular basis, make verifiable financial contributions to the parish, and support the parish and/or

school ministries with their time and talent. An affiliate rate is also offered to members that verifiably participate in the stewardship programs at any Catholic Church which does not have a parish school.

Payment

Lunch & Falcon's Nest programs require pre-payment (emergencies excepted). Your balances can be monitored via FastDirect. If your account becomes negative, emails will be sent out weekly via FastDirect to notify you of your balance deficit. Blessed Sacrament requests that you add money to your account within 5 days of notification.

Tuition payments can be managed in one of three ways: 1) pre-payment in full prior to August 11 for a 3% discount, 2) enrollment in the school's tuition management program to automatically withdraw monies from checking or savings accounts in four quarterly payments or 10 monthly payments on the 20th of the month, or 3) payment by cash, check, credit card or money order directly to the school by the 20th of each month. The late fee policy as per the Tuition Enrollment Form will apply. A \$20.00 late fee will be assessed if your payment is not received within 10 days of the payment due date.

Registration

Registration is conducted in November for the following year, and a Registration fee is due at that time. If not registered by the Christmas break in December, a family may be forfeiting their student's ability to attend Blessed Sacrament Catholic School the following year. After current students are registered, the school then opens registration to new students. Registration fees are non-refundable. If a delinquent tuition balance exists at the time of registration for the next academic year, the student(s) may not be permitted to enroll for the next academic year until the tuition balance has been paid.

Registration Fees: \$200 per student (\$400 per family with 2 or more children)

Other Fees

Before and after school care, the hot lunch program, and sports programs involve additional fees. Families may also be asked to contribute for classroom activities and field trips throughout the year. If a delinquent balance exists on either the student's before and after school care or hot lunch account for more than 2 months, the student may not be permitted to use these services.

General Information & Policies

Accreditation

Blessed Sacrament Catholic School is accredited by the North Central Association, an organization focused on school quality and improvement. The North Central Association Commission on Accreditation and School Improvement (NCA CASI) is one of six regional accrediting agencies recognized by the U.S. Department of Education for school accreditation. Schools participating in the North Central Association have demonstrated that they have earned the public trust for quality in education.

Absences/Attendance/Appointments

Regular and prompt attendance is necessary for success at school. When a student is absent, excused for appointments, or tardy, it is the student's responsibility to make up all work missed.

- Parents/guardians must notify the office by phone, email, or FastDirect by 8:30am if their student will be absent. If an absence is anticipated, please give the teacher and the office written notice prior to the absence. For absences due to illness, parents may request that assignments be sent home and, when appropriate, assignments or books will be prepared for the child and may be picked up after school.
- If the student has a sibling in school, arrangements may be made for him/her to pick up assignments from the appropriate teacher.
- If a student is absent fourteen (14) days or more in a grading period, he/she will not receive a report card until all work is satisfactorily completed.
- Parents/guardians are asked to send a written explanation in the morning if an early dismissal is necessary, and parents/guardians must come in and sign students out at the School Office.
- If the student returns to school on the same day, the parent/guardian must sign the student back in at the office.
- If a student is unable to participate in P.E. class due to injury or illness, a written excuse from a parent or doctor must be presented to the teacher and to the office.
- Students are supervised between 7:50am and 3:00pm. Students may enter the building at the 7:50am bell. Students will be considered tardy at the 8:00am bell when attendance is taken. Repeated unexcused tardies will necessitate a meeting between the parent, teacher and/or principal.

Accidents/Illness/First Aid

In the case of acute illness or injury, students will receive immediate and temporary first aid care necessary. An immediate effort will be made to call parents/guardians and other contact numbers listed on the family's FastDirect file. In the event of serious illness or injury and inability to contact a responsible party, the principal or adult supervisor will exercise reasonable judgment in contacting emergency services. Continued attempts will be made to contact the parents/guardians. An accident report will be filed in the office and a copy sent home to the parents.

There is not a "blanket insurance policy" that covers students attending Archdiocesan Catholic Schools. It is expected that parents/guardians carry health insurance on their children. Blessed Sacrament Catholic School is not responsible for injuries incurred during the normal activities on school grounds.

Academic Policies

Grading Policy

Report cards for Kindergarten through 3rd grade reflect levels of proficiency. 4th through 8th grade students receive "letter" grades based on the following scale:

A = 100 – 93 B+= 89 – 87 C+= 79 – 77 D+= 69 – 67 F = 59 & below
A- = 92 – 90 B = 86 – 83 C = 76 – 73 D = 66 – 63
B- = 82 – 80 C- = 72 – 70 D- = 62 – 60

Explanation of Grade Point Average (GPA) Calculation

The grades for 6th, 7th, and 8th grade students are based on a four-point scale; the scale is printed at the bottom of the report card along with the percentage equivalent. The grade point average for each trimester is calculated by weighting the “core” subjects of Religion, Language Arts, Mathematics or Algebra, Science, Social Studies, and Spanish with a weight of two, and the remaining subjects with a weight of one.

Academic Dishonesty

Blessed Sacrament Catholic School students are expected to do their own work. Academic Dishonesty is a very serious offense. Academic Dishonesty destroys the self-confidence of the individual involved and undermines the student’s relationship with teachers and peers. Academic Dishonesty is defined as not performing the required activity at the time, and/or in the manner and place designated by the faculty member in charge of the activity. It is our goal to address the spiritual, emotional and academic needs of the students at Blessed Sacrament Catholic School. Although discipline is a natural consequence of academic dishonesty, we are also interested in helping students understand the importance of honesty and personal integrity, assisting them in their emotional growth, and engendering self-respect. A “zero” on the assignment is the first consequence of academic dishonesty. Discipline will escalate with repeated offenses.

Appeal Process

Any appeal concerning any matter relating to Catholic preschools, elementary schools or Archdiocesan high schools shall be processed in accordance with the following regulations:

Resolution of Ordinary Differences within the School Community

- A. Every attempt will be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and strengthening of the community of faith, the following general guidelines shall be followed:
 - 1) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
 - 2) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director and pastor in

a parish school. The specific provisions for a fair process are to be contained in the local school handbooks.

- 3) If the conflict cannot be resolved following steps above, then a parent, student (18 years or older) or employee may have to recourse the school contact person who will attempt to initiate discussion between the parties and attempt to bring about a peaceful resolution.

Recognition of Local Authority

- B. In cases involving principal and pastor discretion, the Office of Catholic Schools recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

Process of Appeal

- A. When a parent, an employee or a student (18 years of age) believes his/her rights have been violated and/or the principal/pastor is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Office of Catholic Schools with the following information (provided steps one through three above have been followed):
 - 1) The subject of appeal
 - 2) What rights and/or policies have been violated
 - 3) Any factual data, other hearsay, the person considers appropriate
 - 4) The efforts that have been made to resolve the issue
- B. A parent, employee or student (18 years of age) may further appeal to the Superintendent if the complainant feels the Office of Catholic School's designee has not properly interpreted or applied policy or has failed to recognize that the complainant's rights have been violated. The Superintendent will review the materials submitted to the Office of Catholic Schools and may ask for further details. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate. The decision of the Superintendent is final and binding and concludes the appeal process.
- C. The appeal process is designed to support the Catholic Church's belief and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

Discipline

Consequences for behavior are intended to help develop responsible behavior in our students. Disciplinary action for inappropriate behavior may involve the following and could begin at any step depending on the severity of the behavior:

Student-Teacher conference
Parent-Teacher conference
Student-Principal conference
Parent-Principal conference
Detention

Probation
Suspension
Expulsion/Withdrawal
Other (as determined by Principal)

Each classroom teacher has his/her own discipline policy. Minor infractions will be addressed by classroom teachers. Consequences may include a verbal warning, the loss of lunchroom and/or recess privileges, parent/teacher conferences, or direct communications with the principal. Decisions involving student behavior and the consequences of that behavior ultimately rest with the principal. Genuine attempts will be made to understand the circumstances and possible other students' involvement. However, it is important that the principal's decision be respected.

Elementary School Promotion and Retention

- **Promotion**

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

- **Retention**

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s). In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school.

- The following are minimum procedures for retention:

1. There is a consultation between teachers and principal.
2. A conference is held with the parent no later than the end of the first trimester to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the progress of the student.
4. Evaluations and reports to parents must indicate lack of student progress.
5. Ordinarily, a decision will be made by the end of the second trimester regarding retention.

- No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).

Academic Accommodation

Blessed Sacrament Catholic School may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications will be regularly discussed with parents and use of significant modifications will be noted on the report card and in the permanent record. Records will say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

Student Permanent Records

Permanent records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools. Blessed Sacrament Catholic School shall use the official cumulative record form as designated by the Office of Catholic Schools.

- **Permanent Records**

A cumulative record is the student's official record and shall contain only academic transcripts including attendance, academic test results, health records (unless kept in the health office) and an emergency information form. An emergency information form shall be kept the school office. Cumulative records of students are kept permanently in a fireproof file.

- **Access to Records**

The office will preserve both the integrity and privacy of the required students' permanent records. Parents have the right to inspect and review the official record of their children. Parents are to make this request in writing to the principal. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of their children. In order to establish visitation rights, parents must provide a certified copy of the most recent court order. Students in foster homes may have been placed in the school by court order and frequently are supervised by a child placement agency. Blessed Sacrament Catholic School will consult with the agency regarding the parent's request and legal right to information. The Archdiocesan officials, teachers, clerical staff, and other persons who have a legitimate educational purpose in accordance with the regulations of the Office of Catholic Schools have access to student permanent records.

- **Release of Student Records**

Upon written request, Blessed Sacrament Catholic School will release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless the parent has initiated the request, a reasonable attempt will be made to notify the parent of the request for records. All other requests for release of student permanent records may be granted only with the written authorization of the parents or of the student if 18 years of age or older.

- **Maintenance of Student Permanent Records**

All student permanent records will be kept in perpetuity by the school or the parish if the school closed.

Academic Programs

Curriculum

Blessed Sacrament Catholic School offers a traditional Catholic education. The primary goal of the curriculum is to provide learning experiences which most effectively enhance worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student. The curriculum also provides students with a solid foundation in the skills of language arts, mathematics, reading, social studies, science, religion and Spanish. The Catholic faith is taught and practiced at all grade levels. Students also develop proficiencies in computer, art, library skills, music, choir, drama, writing, and speech.

Blessed Sacrament Catholic School adheres to the Archdiocese of Denver Office of Catholic Schools standards and follows the curriculum guides provided by the Office of Catholic Schools.

Blessed Sacrament Catholic School administration, staff and faculty are constantly enhancing the school's academic programs. Please see the school's website for current curriculum descriptions.

Homework

Homework assignments are an extension of classroom experiences. They provide practice and drills that reinforce classroom learning and opportunities for independent study, research, and creative thinking. Every Blessed Sacrament Catholic School student is expected to complete all assigned class work and homework to the satisfaction of his/her teacher, in the time allowed by that teacher. Work that is turned in late may not be accepted or the student may receive partial or no credit for that assignment, according to the individual teacher's policy.

Beginning with 1st grade, a half hour of homework and reading is to be expected. An increasing amount of homework as student's progress is also to be expected.

When students are absent, they must arrange with their teacher(s) to pickup and make up the missed work. Once arranged with the teacher, homework pick-up is at the end of the school day, after 3:00pm. Please arrange homework for planned absences well in advance.

Honor Roll

In the Middle School, two Honor Rolls, Pastor's and Principal's, honor the students' hard work and grades earned. The Pastor's Honor Roll is a 4.0 grade point average—all solid A's. The Principal's Honor Roll is defined as a grade point average of 3.5 or higher. The pluses and minuses impact the grade point average; consequently, all "A's" and "B's" if minuses are included, could result in a GPA of less than 3.5. The GPA is calculated to three decimals. The average must be at least 3.500 to be included on the Principal's Honor Roll; 3.499 would not be included.

Graduation

Graduation exercises will take place two weeks preceding the closure of school. Tuition must be paid in full by May 1st before a student may participate in graduation exercises. The graduation ceremony and the awarding of diplomas takes place within the context of the Mass. The dress code is at the discretion of the principal, but at all times shall be reasonable and appropriate for church. All aspects of graduation are to be kept simple and inexpensive in accordance with Archdiocesan Policy #2460.

Library

The library exists to provide a means for both informational and recreational reading and to enable students to learn how to use reference materials to their best advantage. It is our objective to instill in the students a love and appreciation for books.

Library time is scheduled as part of the teacher's regular class schedule at the beginning of the academic year. Checked out materials must be returned before additional material may be checked out. Students will be charged the cost of replacement for books that are lost or damaged beyond repair.

Parent –Teacher Conferences

School-wide parent conferences are held before the end of the first trimester in October and in the second trimester in February. Students may attend conferences with their parents. To schedule a conference outside of the regular conference time, please call the school and leave a message for the teacher or send a note directly to your student's teacher. Teachers' daily schedule demands do not allow for "spur-of-the-moment" conferences.

Progress/Interim Reports and Report Cards

Parents receive an evaluation of student progress at the end of each trimester in a Report Card. Progress reports are sent home halfway through the first trimester, and, if necessary, in the

second and third trimesters. Students' assignments are available at any time on FastDirect. Middle School grades are available at any time. The schedules for viewing 1st – 5th Grades on the FastDirect system will be announced during the school year.

Religious Education

The religion program of Blessed Sacrament Catholic School presents the central doctrines and morals of the Catholic faith clearly and accurately, and is supported and enhanced by community service and liturgical experiences. Blessed Sacrament Catholic School follows the Archdiocesan Religion Curriculum and has adopted textbooks from the approved list from the Archdiocese. The curriculum and textbooks provided by Blessed Sacrament Catholic School for the religious education and spiritual development of students is approved and periodically reviewed by the Superintendent, as determined by the Religion Curriculum guidelines.

Service Learning

At Blessed Sacrament Catholic School, we strive to guide children and adolescents not only to develop intellectually but also to learn to become responsible, caring people. Service projects offer experiences that would be impossible to duplicate in a classroom and encourage positive and altruistic qualities in our students. All students are expected to participate in service projects offered during the school year.

Special Subjects

In addition to our core academic subjects, Blessed Sacrament Catholic School offers Art, Computer/Technology, Music, Physical Education, Religion, and Spanish classes for the Kindergarten – 8th Grade. In the Middle School, Speech and Drama are also included, as well as a variety of elective courses.

Special Needs/Services

Students who need special help and/or testing may be referred to outside agencies or professionals for assistance when such services are found to be in the best interest of the total development of the child. Parents are notified if there is question of a need for assistance. Counseling services are available through Catholic Charities. Psychological testing and/or speech therapy services and referrals are made to outside agencies. Accommodations for test taking (including ITBS and CogAT) by students with an active Individual Educational Plan (IEP) may be made at the discretion of the teacher in consultation with the principal. Accommodations for daily testing/grades must be noted on the grade given on the report card.

Tutoring services may be offered by outside personnel and/or teachers approved by the principal. Payments for such services are between the parties involved. Any outside agency and/or person offering services must be in compliance with the "Safe Environment Training" requirements before he/she offers services.

Testing

The ITBS (Iowa Test of Basic Skills) is administered in February to 1st – 8th grades. The Cognitive Test is administered to 3rd, 5th, and 7th grades. Results of the test are made available to parents/guardians. Aggregate scores are published for the Blessed Sacrament Catholic School parent community.

Technology Education

Blessed Sacrament Catholic School offers Technology Education as part of our curriculum. Students in Kindergarten through 8th Grade learn computer skills ranging from PowerPoint

presentations, typing skills and internet searches. Teachers also incorporate technology usage across the curriculum.

Withdrawals

After we have attempted to meet their individual needs, students clearly unable to profit from the school because of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

- **Student Withdrawal on Grounds of Parental Behavior**

Normally a child is not be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

- Refusal to cooperate with school personnel or
- Refusal to adhere to Archdiocesan or local policies and regulations or
- Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal/director will verify that the parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on *Student Withdrawal on Grounds of Parental Behavior* would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent and in the case of elementary and preschools, the pastor, the principal/director may require the parents to withdraw their child(ren). Documentation signed by the principal/director and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, procedures for expulsion shall be followed as outlined in letters B-H in *Expulsion Policy*.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

In the event of a family move, the office should be notified in advance with the new address and the last day your child will be attending Blessed Sacrament Catholic School. Official school records will be forwarded directly to the new school when requested in writing and provided that all payments to Blessed Sacrament Catholic School are current.

Tardiness

Students are supervised between 7:50am and 3:00pm. Students may enter the building at the 7:50am bell. Students will be considered tardy at the 8:00am bell when attendance is taken. Students arriving after the 8:00am bell must come to the school office to check in before reporting to their classrooms. Repeated unexcused tardiness will necessitate a meeting between the parent, teacher and/or principal.

Academic Support

Parental Support of Rules

It is our desire to help your children grow spiritually and academically. God-given talents are encouraged and appreciated. Your support of our school and classroom rules provides stability in your child's life.

Parental Attitude Toward School Work

Parents are to be informed on a regular basis of their student's progress. In grades K-5, papers are sent home daily. We highly encourage you to do the following:

- Provide your children with a place to do homework.
- Encourage them to do their work, but do not do their work for them.
- Should your child fail an assignment or test, due to lack of preparation or effort, it is important for your child to accept responsibility for the choices he/she makes.

Asbestos

Our parish/school has conducted an extensive asbestos survey of all of our school buildings. Based on the findings of this inspection, a comprehensive Asbestos Management Plan was compiled in 1988. This plan details the response actions that the school took regarding asbestos-containing materials and their location. All information is available upon request for parent review. Please note the annual required letter in the Appendix of this handbook.

Arrival/Dismissal Procedures

Because there is no adult supervision provided until 7:50am, early arriving students, regardless of age, should be signed in at Falcon's Nest. NO EXCEPTIONS. Unsupervised children will be sent to Falcon's Nest and parents will be billed for this service.

Parents dropping off students in the morning should enter the school grounds using the Eudora Street entrance. Drive toward the school following the line of cars, stay within the orange cones, pull as far forward as possible, drop off your student(s), and exit back onto Eudora St. There is no parking allowed at any time in the fire lane; this area is for drop-off and pick-up only. If parents need to enter the school, they are asked to park in the south part of the parking lot.

Parents are to use the same procedure picking up their children as they use when dropping them off in the morning. Students not picked up by 3:10pm will be taken to Falcon's Nest for supervision and charges will be assessed.

Bicycles/Scooters

Bicycles/scooters are to be parked and locked in the designated bicycle areas. Bicycles/scooters must be walked when on the school/church property. Skateboards, roller blades and Heelies™ shoes are not permitted on the school grounds.

Birthdays & Invitations

A student's birthday may be celebrated with a snack for students in their homeroom with the permission of the homeroom teacher. Students may provide birthday treats for their class; the time of distribution will be determined by the classroom teacher. Party invitations distributed at school must include all students in the class or grade level. Delivery of gifts to individual children is not permitted.

Calendar

An annual calendar is published at the beginning of each school year and is subject to revision. The calendar is also posted on the school's website.

Cell Phones/Electronic Devices

Personal cell phones may not be used by students during the school day. Students that choose to bring cell phones to school are responsible for their phones; the school is not responsible for any loss or misplacement. Student cell phones are to be left in the student's locker or backpack and turned OFF. If a student does use a cell phone, electronic device, iPod, etc., at school, the item will be confiscated and a parent will have to pick it up from the school office. In the event of a second violation, the student will no longer be permitted to bring the item to school.

Child Custody Issues

Custodial parents shall be recognized by the school as the primary decision-makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial parent(s) at the time of registration. Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

Classroom Parties

Blessed Sacrament Catholic School celebrates various holidays throughout the year with classroom parties. Room parents coordinate these parties under the direction of the homeroom teacher. Party snacks and treats should be simple and inexpensive.

Closed Campus

Students may not leave the designated school grounds during school hours without specific permission from a teacher or the principal. The Parish Office and Parish Church are off-limits except as specifically permitted/requested by a teacher or the principal.

Closings/Delays

When conditions are such that the school might be closed, parents/guardians should check their FastDirect accounts for messages. The major radio and television stations listed below will also have our information.

Television: KCNC/Ch. 4; KUSA/Ch. 9; FOX/Ch. 31

Radio: KOA – 850 AM

The school office also uses the Global Connect Phone Tree to let families know about school closures.

Communications

FastDirect: FastDirect is the school's communications and billing software program that every family needs to have activated. If you have not yet activated your account, please contact the office for log-in information and assistance. Tuition, Lunch and Falcon's Nest statements will now be managed monthly via FastDirect. It is also a source of Emergency Contact information, the "Homework Hotline," classroom calendars, students' progress reports, and correspondence from teachers, staff and other parents/guardians. Our FastDirect address is <http://fastdir.com/blessedsacramentdenver>.

School Website: Our website is www.school.blessedsacrament.net. The school administration may be contacted on FastDirect or by email via the school website.

Open Door Policy: The administration serves to keep communication open between home and school. If a parent has a concern with something in the classroom, the normal

procedure is to contact the teacher; however, the principal may intervene at any time. If the concern is unable to be resolved, a conference with the parent, teacher and principal will be held.

Communicable Diseases

Any student having a communicable disease will be dealt with on a case-by case basis. The Superintendent must be consulted prior to any action on the part of the pastor or principal. In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

Contact With Students During School Hours

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal/director. The following policies shall apply to such situations.

- A. If contact is sought by a police officer or Social Services personnel, the principal/director must obtain prior parental consent when the student is a minor, except if the police or Social Services direct the principal/director not to contact the parents. In such cases, the school shall follow the directives of the police or Social Services, and the principal/director and placed in school files. The principal/director shall notify the pastor, in the case of elementary and preschools, and the Office of Catholic Schools.
- B. If contact is sought by anyone other than a police officer, Social Services or a custodial parent/legal guardian, the principal/director must first obtain parental consent.
- C. The principal/director shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, Social Services worker or medical counseling person not employed by the school. This does not include persons authorized by parents/legal guardians or principal/director as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position such as Child Find.
- D. Teachers shall not allow pupils to leave the classroom to speak to non-school personnel without the explicit permission of the principal/director or his/her designee.
- E. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.
- F. No organization, agency, or person (excluding police officers and Social Services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- G. The following procedures must be followed when custody of a pupil is requested by a police officer:
 - 1) Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials.
 - 2) Should a police officer produce a warrant for the arrest of a pupil, the pupil shall be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parents

- before removing the pupil from the premises. In all cases, the parents/legal guardians should be notified by the principal.
- 3) In instances not involving a warrant, parents/legal guardians may give telephone authorization to surrender the pupil to the police officer. The principal/director shall make a written notation of the time and summary of the conversation and retain the notation in a secured office file. The principal/director may then surrender the pupil to the police officer. If the parent/legal guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
 - 4) Whenever custody of a pupil is requested by a police officer, the principal/director shall notify the Office of Catholic Schools and, in case of elementary and preschools, the pastor, as soon as possible.
- H. The following procedures must be followed when custody of a pupil is requested by Social Services:
- 1) Examine and photocopy the official identification/credentials of the Social Services representative.
 - 2) Should the Social Services person request that the pupil be removed from the school, prior to notification of the parents, the principal shall:
 - ❖ Obtain a copy of authorization from an appropriate court or other legal authority.
 - ❖ Request information regarding when the parents will be notified and by whom.
 - ❖ Obtain all pertinent information from the Social Services person regarding where the child will be taken and how the parents can reach the caseworker.
 - ❖ Immediately make a written summary of the event and place it in a secured office file.
 - ❖ Whenever custody of a pupil is requested by Social Services, the principal/director shall notify the Office of Catholic schools and, in the case of elementary and preschools, the pastor, as soon as possible.

Controversial Issues

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Blessed Sacrament Catholic School has the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered. The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

Archdiocesan Policy on Off-Campus Misconduct

Since Catholic schools are partners with parents in their children's formation and in providing for their safety, school officials may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or

immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following: electronic/internet or cell phone threats/harassment, threats of violence, alcohol use, fighting, hazing, drug possession or sales, reckless driving, sexual assaults. Interventions may include, but are not limited to: required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school activities, class trips, student government and other leadership positions, and graduation ceremonies.

Dress Code

The K-8 students of Blessed Sacrament Catholic School have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect. Preschool students are not required to wear uniforms, but should adhere to the guidelines for appropriate clothing as described under Relaxed Dress Days. Used uniforms are for sale at school throughout the year for \$3.00 per non-logo item and \$5.00 per logo item. Uniform and dress code standards are not adhered to, the student will be sent to the school office, and a parent/guardian will be called to bring the correct uniform/clothing item to school. Please refer to the current year's dress code information for specific requirements.

Discretionary Clause/Right to Amend

Blessed Sacrament Catholic School reserves the right to amend these policies whenever it deems necessary. Notification of any amendments to the policies will be given in writing to the parents.

Eligibility for Extracurricular Activities/Sports

Blessed Sacrament Catholic School students are expected to perform to their capabilities in the classroom and are expected to display exemplary conduct. Students who cannot conduct themselves properly in the school environment will not represent Blessed Sacrament Catholic School at extracurricular events, speech meets and Middle School Socials.

The criteria for participating (in athletics or other Catholic School Activities such as Speech, Spelling Bee or Middle School Socials) is as follows for students in 5th through 8th grade: If a student has one failing grade or two "D's", that student has one week to raise their grade up to an acceptable level. If the student has not brought the grade up to an acceptable level the student may not practice, play or participate for the following week. The "F" needs to be at least a "D" and the "D's" brought up to "C's". The student may participate as soon as the teacher(s) involved communicate in writing that the grade(s) is (are) at an acceptable level. Parents are encouraged to determine their own acceptable level of academic performance for their students. Blessed Sacrament Catholic School will support any eligibility determination made by the parent.

For the younger students in 3rd and 4th grade, the establishment of an acceptable level of academic performance is a matter to be determined among the parent/guardian, teacher(s) and student.

A student who is absent more than a half day from school on a given day may not participate in practices, competitions, games, or social events that day.

Emergency Forms

Each family is required to complete an annual Emergency Contact Form which is kept on file and delegates permission for the school to take action on behalf of students in those cases when a parent/guardian cannot be reached. Families must also provide information on their family physician and preferred emergency treatment center. It is important that the school be notified

if a change of address or telephone number occurs. The school must have a current listing of parents'/guardians' work and home phone numbers in the event of an emergency.

Emergency Management Plan

Blessed Sacrament Catholic School maintains an Emergency/Safety Management Plan for reacting appropriately to emergencies. Safety/Fire drills will be held periodically to ensure knowledge of procedures and to help our students and faculty be prepared for the following: fire, tornado and blizzards, securing the building, danger in the neighborhood or city, and protection from chemical/biological dangers. See the appendix for specifics of the Plan for Parents and Guardians.

Email and Internet Use

All electronic communications to or from Blessed Sacrament Catholic School shall reflect the Christian principles upon which the school is founded, in support of our mission, Catholic identity and educational goals.

All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers.

Our email and internet use policy is located in the appendices.

Falcon's Nest/Extended Day Care

The Falcon's Nest, Blessed Sacrament Catholic School's extended care program, is available to students in the full day preschool through 8th grade.

- The program is licensed by the State of Colorado Department of Social Services and staffed by qualified caregivers. Falcon's Nest hours of operation are from 7:00am to 7:50am and from 3:00pm to 6:00pm on regular school days.
- Falcon's Nest is also available from 8:00am to 5:00pm for Teacher/Staff In-Service days and on some school holidays
- The cost is \$5.00 per hour per student.
- As Falcon's Nest is an extension of Blessed Sacrament Catholic School, school policies are in effect. Students enrolled in Falcon's Nest are subject to all school rules and responsibilities.

Field Trips

Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or conduct requirements as deemed appropriate by their classroom teacher or the principal. Field trips have specific goals most often directly related to the curriculum.

- **No student will be permitted to participate in a field trip unless a permission slip is signed by a parent or authorized guardian.** Slips will be sent home prior to the trip. If a student loses his/her field trip form, a parent can obtain a replacement from the student's teacher. When necessary, permission slips may be faxed to the school office at 303.321.7765. **No child will be permitted to participate in a field trip if permission is given over the telephone.**
- All fees for field trips must be paid by cash or check made payable to Blessed Sacrament Catholic School. In the case of a parent/guardian refusing their child's participation in any field trip, the details of the refusal need to be discussed with the student's teacher and principal.

Field Trip Transportation

Many of Blessed Sacrament Catholic School's field trips require volunteer parent/guardian drivers to transport the children in personal vehicles. A current, signed Volunteer Driver Agreement must be on file in the school office. Eligible drivers must hold a valid Colorado Driver's License and liability insurance that meets the minimum required by the State of Colorado. The vehicle in which the students are being transported must have a seat belt for every child. The driver must not have been convicted of, or pleaded guilty to, driving under the influence of alcohol, driving while ability-impaired, or driving in a reckless manner. Verification of license and insurance are required. Confirmation of attendance at "Called to Protect by Praesidium" is required of all volunteer drivers. Volunteer drivers are also responsible for supervision of students while at the field trip site. Non-scheduled stops may not be made when going to or returning from the field trip (e.g., fast food stores, bank, etc.). If your child arrives late and has missed the departure for the field trip, the parent will assume the responsibility for transporting the child to the group at the field trip location and locating staff to sign the child in (even if the child has a walking permission slip) or the child will be kept at school until the class returns from the field trip.

Gum

Blessed Sacrament Catholic School students shall not chew gum at any time during the school day or at any school-sponsored event.

Harassment

Every Blessed Sacrament Catholic School student has the right to feel safe, secure and protected in the school environment, free from any form of harassment. Blessed Sacrament Catholic School students shall not engage in any behavior, physical or verbal, which in effect intimidates, embarrasses or frightens another student. Bullying or harassment of any kind will not be tolerated.

Health and Cleanliness

Every effort is made to keep our school clean. Our bathrooms are cleaned and disinfected every day, and our classrooms, drinking fountains, and lunchroom are kept as clean and sanitary as possible. However, students need to take reasonable precautions to remain healthy. A child should be kept home when they are not well enough for complete and active participation in a full day, including recess and gym classes. Sick children also endanger the health of classmates and teachers. The school lacks the facilities to care for sick children. If a child becomes ill during the school day, the school office will contact a parent/guardian to pick up the child as soon as possible.

Immunization

All children entering Colorado elementary schools for the first time (e.g., Preschool, Kindergarten and out-of-state transfers) must show proof of immunization for diphtheria, tetanus, red measles, rubella (German measles), polio, and hepatitis. Exceptions will be made for medical or religious reasons. Verification forms may be obtained from a physician, local health department, or the school office. Proper immunization is REQUIRED by Colorado state law for all students in school. For our records, please make certain that teachers and the office have been notified in writing of any serious health conditions. Immunization records are due to the office on the first day of each school year.

Locker Use

Lockers provided to students are a privilege afforded by the school. The locker is loaned to the student for the school year and remains the property of Blessed Sacrament Catholic School. As with most privileges, use of a locker carries with it certain responsibilities as follows:

- Locker should be maintained appropriately. If the locker is damaged, defaced or broken because of ill treatment, the student will be expected to pay for the repair.
- A lock must be used for safety of books and personal items.
- Combinations should be kept private.
- Valuable items should be kept at home, not in the locker.

Liability Insurance Coverage

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

Lost Child

Every effort is made to keep all children safe. In the event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in the child's search. Parents, please assist us in educating your child of the importance of staying with the BSCS teachers and staff.

Lost and Found

It is important that all items brought to school have the child's name in or on them. All lost and found items are kept in the cafeteria for a limited time. Two to three times per year, we ask parents and students to look through the collected items carefully. Items not claimed are donated to Catholic Charities. Blessed Sacrament Catholic School is not responsible for lost or stolen items.

Lunch

• Hot Lunch

Hot lunch is available every day. Payments must be made in advance. Menu information is posted monthly on the school website. Once payment for lunches is received by the school, that amount is placed in the student's household lunch account. As the student checks in for lunch each day, a debit is made to their account. Parents/ guardians are apprised of their account balances on a regular basis via their FastDirect account.

• Milk

Milk is available every day and is billed per use.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 – or call (800) 795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

• Cold Lunch

Students should bring their lunches from home in soft-sided lunch boxes or recyclable bags. Please write your child's name somewhere on or in the lunch box. Students in 3rd – 8th Grade have access to microwaves for reheating purposes. It is the responsibility of the student to remember to bring lunch. Students are not allowed to call home for

forgotten lunches. In the case of a forgotten lunch, children are encouraged to share with one another. Every child will be provided a lunch.

Media Policy

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school.

Medication

Medication, including aspirin, cough and cold medications, decongestants, or any other over-the-counter medications, shall not be administered by any school personnel, except on the written orders of a physician. These medications shall be registered via the Authorization to Administer Medications form (see Appendix) and kept in the school office. Prescription medications must be in the original container with the pharmacy's name. Records will be kept of such medications administered by school personnel. Whenever possible, parents are requested to be present to administer medication.

The school administration is required to advise parents that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies or other conditions requiring medications are to sign the Medical Release Form in the Appendix and that form is to be maintained on file at the school.

If a student has a condition that might require medication on an emergency basis, the student's family shall provide all necessary information, including the written order of the physician, and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

Physical exams for Current School Year and Extracurricular Sports

The General Health Appraisal Form meets all state and Archdiocesan requirements for participation in Preschool, Falcon's Nest and Fledgling Falcon's Nest, and Catholic School Athletic League programs.

Playground

Students shall observe all playground rules. For the safety and protection of all students, no contact games of any kind (including wrestling and tackle football) are allowed on the playground. No hard balls or other potentially dangerous toys or games are to be brought to school or used on the playground or elsewhere. Snowball throwing or kicking snow, throwing or kicking rocks or any other object except for sports balls is never acceptable, since personal injury and/or property damage can result. Children should be dressed appropriately for daily outside recess.

Political Issues

The teaching of political matters shall evoke faithful citizenship, an obligation to study the issues and political involvement. Advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

Reporting Child Abuse and Neglect

Colorado statutes 19-10-102 to 115 require the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. Parents need NOT be informed by the school of any action taken in this area. The first concern will always be for the safety and welfare of the child.

Retreats

Blessed Sacrament Catholic Middle School retreats are an integral part of the religion and service curriculum and, as such, are considered part of the academic requirements for full participation in our school.

Sacramental Preparation

Students prepare for and receive the sacraments of Reconciliation and First Holy Communion in 2nd Grade and the sacrament of Confirmation in 8th Grade.

Searches of Students and Schools

A student assigned a locker or desk has use of, but not a proprietary right to, the locker or desk. Lockers and desks are school property. The principal, pastor, professional staff of the Office of Catholic Schools or the Superintendent for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, the inspection of personal property, e.g. pockets, handbags, books bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Office of Catholic Schools for further instructions.

After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, books bags, cars, etc., may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

The administration of a breathalyzer test to a student by a school official constitutes a search. Except as otherwise noted within this policy, a school official must have reasonable grounds to believe a student is under the influence of alcohol (i.e., looks, smells or acts intoxicated) before administering a breathalyzer test.

An effort should be made to administer the breathalyzer test in a private setting. If a student tests positive, the school official should contact the student's parent or legal guardian and the police if not involved already.

If a school/program chooses to make admittance to school-related functions for all students contingent upon submitting to a breathalyzer test, in addition to all other admittance requirements, a letter should be sent to all parents/guardians informing them of the practice. A permission slip signed by the parent/guardian and student, authorizing the breathalyzer test shall be required upon admission to each school-related function.

To facilitate compliance with this policy, schools shall publish in the school handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, or safety of students.

Sexual Harassment

Every Blessed Sacrament Catholic School student has the right to feel safe, secure and protected in the school environment free from any form of sexual harassment. Blessed Sacrament Catholic School students shall not engage in any behavior, physical or verbal, which in effect intimidates, embarrasses or frightens another student. Sexual harassment will not be tolerated. Violators will be liable for suspension or dismissal. If a student or parent believes that their child has been sexually harassed, it should be reported to the principal. All such information is treated confidentially. Retaliation in any form against a person filing a complaint related to sexual harassment is forbidden. Students engaging in sexual harassment will be subject to serious disciplinary measures including the possibility of dismissal, and adults engaging in sexual harassment will be subject to disciplinary measures according to the policies of the Archdiocese of Denver and the State of Colorado.

Social Activities

School-sponsored social activities, i.e., dances, may be held with the approval of the principal/director. All school-sponsored social activities will be appropriately supervised by faculty members and parents.

Sports Program

Sports at Blessed Sacrament Catholic School are extracurricular programs for students who wish to participate. Although the practices and games take place after school hours or on the weekends, it is Blessed Sacrament Catholic School's responsibility to make certain that the sports program supports the philosophy of our school and of the Archdiocese of Denver Sports Program.

Blessed Sacrament Catholic School is a participating member of the CSAL (Catholic Schools Athletic League). Eligible students in grades 3-8 may participate in basketball and volleyball. The CSAL is designed to contribute to the mission of Catholic schools, and to the health, well-being, citizenship, and character development of the youth of the League. Each participant is expected to display the Christian principles of fair play, courtesy, self-control and sportsman-like feelings for the opposing team or school. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly, and fair treatment to visiting players, school officials, spectators, and game officials. (CSAL By-Laws, Article 1).

Responsibility for the success of CSAL programs lies with the volunteer adult participants. Registration for all programs is announced several weeks prior to the first practices and all programs have a registration fee.

In addition, Blessed Sacrament Catholic Parish sponsors several CYRA (Catholic Youth Recreation Association) baseball, softball, and T-Ball teams during the summer. Registration is in April and a fee is required. It is not necessary to be either a student at Blessed Sacrament Catholic School or a member of Blessed Sacrament Parish to participate. Games are on weekday evenings through June with tournament play on weekends in July. Games are played against other parishes throughout the Denver area.

Student Directory Information

Blessed Sacrament Catholic School will obtain written permission for publication of student directories. Names and addresses of students and faculty shall not be made available to anyone outside of the school. The permission shall be kept on file for the school year.

Supervision of Students

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision.

Supervision requires both physical presence and attention to students. Since emergencies will occur, it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

- ❖ A basic or local in-service update on emergency procedures.
- ❖ A written list of all procedures and rules to be followed relating to the conduct of students in the schoolyard.
- ❖ A specific diagram of the yard to assist in stationing of supervisory personnel.

It is the responsibility of the principal to insure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

Tobacco, Alcohol and Drugs

Students' possession and/or use of tobacco, alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from school and notification of the proper authorities.

Telephone Calls

Teachers and/or students will not be called from class to answer the phone during school hours. If you wish to contact a teacher, you may leave a message with the school office or send a message to her/him on FastDirect.

Students may use the office phone only with permission from a teacher or in the case of an emergency. (The phone located in the elementary school building is for adult use only.)

Use of Name

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and pastor in parish schools and the principal and Superintendent in Archdiocesan high schools.

In appropriate cases determined by the principal/pastor or principal/Superintendent of Catholic Schools, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Use of School Facility by Outside Agencies

Blessed Sacrament Catholic School adheres to the Archdiocesan policies regarding the use of the school facilities as outlined in Archdiocese of Denver Catholic Schools Handbook, Appendix CC, Certificates of Insurance.

Vision and Hearing Tests

Early identification and treatment of vision, hearing and speech/language problems can support growth and development in learning, reading, social skills and behavior. Blessed Sacrament Catholic School in conjunction with The Center for Hearing, Speech and Language offers vision and hearing tests in January or February of each year. These tests are purely optional and there is a cost associated.

APPENDICES

1. Annual Asbestos Management Plan
Letter
2. Emergency/Safety Management Plan
3. Authorization to Administer Medication Return with signature if necessary when student requires medication/s
4. Archdiocese Medical Release Form
5. Internet Use Policy
6. Preschool and Before-and-After School Care Additional Policies and Procedures
7. Parent Agreement of Support Form



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August 23, 2010

Dear Parents and Guardians,

This is the annual required letter to inform our families that the Asbestos Hazard Emergency Response Management Plan is in place and is available for review in our school office. The management plan contains that locations and descriptions of all known asbestos-containing building materials in our school.

Regular inspections are conducted to assure that school buildings continue to meet safety requirements.

Please call me at 303-377-8835 for more information or to arrange an appointment for review of the plan.

A handwritten signature in black ink that reads "Gregory F. Kruthaupt". The signature is written in a cursive style.

Gregory F. Kruthaupt
Principal

CATHOLIC SCHOOL
TAKE ANOTHER LOOK

1973 Elm Street, Denver, Colorado 80220
Phone: 303.377.8835 Fax: 303.321.7765
www.school.blessedsacrament.net



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Emergency/Safety Crisis Management Plan

SHELTER-IN-PLACE (Soft Lockdown)

The following procedure will be used when an event occurs outside the school (i.e., weather related, criminal activity, chemical, biological):

- Students/Staff members and visitors who are outside will come into the buildings.
- All students, staff members and visitors will remain in the building.
- The media will be notified through the Office of Catholic Schools.
- No one will be permitted to enter or leave the building or classrooms until a public announcement of “All-clear” is made.
- After “All-clear” is given, parents or designee (on emergency form) will come to the school and sign out children. Every student will need to be signed out by a parent/designee. No student will be dismissed to walk home.

LOCKDOWN (HARD)

The procedure for danger/intruder in the school building or in close proximity to the school is as follows:

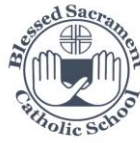
- School personnel will secure the classrooms and buildings. No student will be permitted outside their classroom. The doors will remain locked.
- The media will be notified through the Office of Catholic Schools.
- No one will be permitted to enter or leave the classrooms until a public announcement of “All-clear.”
- After “All-clear” is given, parents or designee will come to the school and sign out children. Every student will need to be signed out by a parent/designee. No student will be dismissed to walk home.

In both SHELTER-IN-PLACE and LOCKDOWN, students will be accounted for and remain with the adult in charge until there is an “All-clear.” Until the “All-clear,” no child will be signed out from the school.

EVACUATION

Montview Presbyterian Church & Community Preschool (1980 Dahlia, 303.322.7296) has been designated as the place the staff, teachers and students will move to if evacuation of the building is necessary.

- School Personnel will contact parents regarding evacuation and advise on the pick-up procedure for their child.
- When pick-up is appropriate, parents will be advised by telephone of the procedure.
- Students will be brought to the parent/designee.
- Parent/designee will sign out their child and the child will be released to their custody.



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Authorization to Administer Medication/s

Please copy or tear out and fill in requested information and signed as directed and return to your child's homeroom teacher.

Child's Name/Birth Date: _____

Name/Contact Information for Parent/Guardian: _____

Parents/guardians are requested to be present to administer any necessary medication/s to their children whenever possible.

If a child has a condition that might require medication on an emergency basis (e.g. allergic reactions, asthma, etc.), the child's parent/legal guardian must provide all necessary information, training and/or instructions to the Teacher/Principal who might be responsible for administering such medication or carrying out such medical procedures.

Written instructions from the child's physician must be provided and must state the following:

1. The child's name
2. The name of the medication
3. The proper dosage of the medication
4. The purpose of the medication
5. The time of day/circumstances in which the medication is to be administered
6. The anticipated number of days the medication must be administered
7. Any possible side effects of the medication

Any medication must be brought in a container and appropriately labeled by a pharmacy or the child's physician.

I certify that the above conditions have been met in their entirety. I hereby authorize any on-duty Teacher/Principal to administer medication to my child according to the written instructions of the child's physician.

I release The Archdiocese of Denver and any Teacher/Principal from liability for any adverse reaction suffered by my child as a result of the administration of medication to my child in accordance with the written instruction of the child's physician. I agree to indemnify The Archdiocese of Denver and any Teacher/Principal for any medical expenses, legal expenses or liability related to any adverse reaction suffered by my child as a result of the administration of medication to my child in accordance with the written instruction of the child's physician.

I have carefully read this Authorization to Administer Medication, and I understand and agree to each of the covenants and conditions set forth above. This Authorization to Administer Medication is effective for _____ [state the relevant time period, such as one day, one week, up to one year for chronic conditions], unless earlier revoked.

Dated this _____ day of _____, 20 _____

Parent or Guardian Signature



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Licensed Authorized Prescribing Practitioner Authorization to Administer Medication in School

Reference: Policy # 2240

Child's Name _____ Birth Date _____

Medication _____

Dosage _____

To be given at the following time(s) _____

Special Instructions _____

Purpose of Medication _____

Side effects that need to be reported _____

Starting Date _____ Ending Date _____

Signature of Licensed Authorized Prescribing Practitioner

Phone Number _____ Date _____

If a child has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the child's parent or legal guardian must provide all necessary information and training or instruction to the designated staff members who might be responsible for administering such medication or carrying out such medical procedures.

In-School Use of Internet Acceptable Use Policy

Please review this policy with your student/s to ensure their cooperation and understanding; the signatures of both parents and students on the Parental Agreement of Support indicate your support of the internet policy for each student enrolled and will remain on file in the school office.

Blessed Sacrament Catholic School offers Internet access to your child in the school setting; therefore it is incumbent upon the school's administration to issue a policy statement and require express parental/guardian permission for their student/s use of the Internet at school. Access to the Internet offers vast, diverse and unique resources that can promote educational opportunities to students as well as school personnel. However, as with all privileges, there are attendant responsibilities and expectations.

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and individuals all over the world and, thus, also includes information and materials that is not of educational value within the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. The use of such inappropriate material will not be tolerated.

Blessed Sacrament Catholic School has taken precautions to monitor all Internet activity. Responsible use of the Internet by all students is required at ALL TIMES.

Internet access is available on computers that are in highly visible areas such as computer labs, classrooms and library areas. However, parents/guardians must be aware that direct supervision by school personnel may not always be possible. Thus, students are expected to use the resources in a manner consistent with school policy. Every student will be held responsible for the appropriate use of the Internet resources while at school.

Use of Blessed Sacrament Catholic School's Internet connection is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Before using the Internet, every student will learn about proper use of the Internet, become familiar with netiquette and become familiar with BSCS's Internet Acceptable Use Policy.

Proper and acceptable use of the Internet must be in support of education and academic research and consistent with the mission statement and belief statements of Blessed Sacrament Catholic School.

Internet activities that are permitted and encouraged:

1. Investigation of topics being studied in school
2. Investigation of opportunities outside school related to community service, employment or further education

Internet activities that are not permitted:

1. Searching for, viewing or retrieving materials not related to school work, community service, employment or further education (i.e., searching for and viewing sexually explicit material)
2. Copying, saving, redistributing copyrighted material (users are to assume all material is copyrighted unless explicitly noted)
3. Subscription to any service or ordering of any goods or services
4. Playing games or using other interactive sites such as "chat rooms" unless specifically assigned by the teacher
5. Any activity that violates a school rule or a local, state or federal law

If a student has any questions about whether a specific activity is permitted, s/he should ask a teacher or administrator. If a student accidentally accessed inappropriate material, s/he should back out of that information at once.

Violations of the terms of this agreement may result in suspension or revocation of a student's access to the Internet at school. Any action taken by a student which is in violation of a school rule will be subject to the usual disciplinary actions. Parent and student signatures on the attached agreement are legally binding and the parties who signed have read the terms and conditions carefully and understand their significance.

Additional Policies and Procedures for Preschool and Before-and-After School Care

Updated August, 2010

Procedures

Sign In/Out

It is required by the Blessed Sacrament Catholic School and the Department of Social Services that only authorized persons sign their children in and out each day. **It is not acceptable for children to sign themselves in and out.**

Late Pick Up

Children are supervised at the Blessed Sacrament Catholic School until 6:00pm. If the Blessed Sacrament Catholic School is not contacted and your child is still present at 6:00pm, we will contact other individuals and emergency contacts authorized to pick up your child. In the event that no one can be reached by 7:00pm, Social Services will be contacted.

Late Pick Up Charge

Late pick-up is stressful for the child and staff. Please call if you anticipate being late. A late fee of \$1.00 per minute will be enforced after 6:00pm. This fee will be billed on your monthly Falcon's Nest bill. Repeated violation of this policy may result in the child's dismissal from the program.

Location of Children

Staff supervises children at all times and practice frequent "counting" to make sure classes stay together. Please call the school office if you child will not be in attendance. Attendance is taken each day and staff will make phone calls to account for all children. When restrooms are not located immediately adjacent to the childcare room, a staff member will accompany children. Any time the group is away from the school, parents will be a written agenda of the field trip.

Closing Procedures

Before a staff member closes the building, all rooms including bathrooms that the school utilizes will be searched to assure no child is left in the building or playground. The staff will review the sign in and out sheets to assure that an authorized individual signs out all children that were signed in. If there are any questions in these procedures, staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and well being of the child. (See Appendix J)

Policy Regarding Discussions Concerning Minor Children, Parents, Or Guardians with Third Parties

Discussion concerning any child, parent, or guardian with any third party will only be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the registration form.

Discussion concerning any child, parent or guardian with any third party not authorized on the registration form will occur only with a member of the Blessed Sacrament Catholic School administration present.

Prevention of Child Abuse

The Blessed Sacrament Catholic School is committed to a vigilant effort to safeguard and enhance the lives of young persons entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained, supervised and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence and effects of child abuse has created an enhanced

awareness for childcare providers, families and the general community. The Blessed Sacrament Catholic School has a detailed training and reporting program as outlined by the Archdiocese of Denver.

Reporting of Child Abuse

Blessed Sacrament Catholic School preschool program is a licensed program. The Blessed Sacrament Catholic School is mandated to report any suspicion of child abuse to Social Services.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone number to report abuse is: Denver County Hotline: 720-944-3000.

Lost Children

Every effort is made to keep all children safe. In the event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in this search. Parents, please assist us in educating your child of the importance of staying with the BSCS Preschool Staff.

Withdrawals/Refunds

A two (2) week written notice of withdrawal is required. Parents will be charged the regular tuition rates for this period if proper notice is not given. If Blessed Sacrament administrative staff deems it necessary to withdraw childcare services, a two-week notice will be given to allow parents adequate time to locate other suitable arrangements.

If a refund is due, it will be mailed directly to the address on record within 30 days of the student's withdrawal date.

Health

Diapering/Toilet Training

If your child wears diapers, please send a supply of disposable diapers, baby wipes, and whatever diaper cream or powder you prefer. You will be notified when your supply is low. All diapers and wipes that are provided by the parent must be labeled with each child's name. In addition to responding to your child's fresh diaper needs, his/her diaper will be checked and replaced every 2 hours.

Toilet training is a major event in the life of a child. We encourage open communication between teachers and parents in methods used for toilet training. For health and sanitation reasons, we do not use potty chairs. Our teachers will help your child feel comfortable on the toilet.

Immunization

The State of Colorado requires a certificate of immunization signed by the physician for every child. These are due the day the child starts school. Failure to follow this policy will result in dismissal of the child from the program.

Medication

Staff may administer prescription and non-prescription medication to you(r) children. The following procedures must be followed:

1. A Release for Administering Medication Form must be completed and signed by the parent.
2. The parent must deliver medication to the school (please do not send along with children).

3. The prescription label and doctor's statement must include the date, name of drug, name of child, name of doctor, dosage and times of administration. These instructions must be clearly written.
4. Medication will be stored in a closed, locked container and staff will document when medication is administered.

As of January 1, 2003 all childcare staff designated by the nurse consultant to give medications must complete the 4-hour Archdiocese approved medication administration training and have current first aid and universal precautions trainings. The Blessed Sacrament Catholic School is in compliance with the Nurse Practice act.

If a student has a condition that might require medication on an emergency basis, the student's family shall provide all necessary information, including the written order of the physician, and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

Sunscreen

Each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise application of sunscreen. If your child burns easily, send an extra shirt for him/her to wear.

Allergies

The school administration is required to advise parents that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies or other conditions requiring medications are to sign the Medical Release Form in the Appendix and that form is to be maintained on file at the school.

Illness

According to state licensing requirements and for the protection of all children, the Blessed Sacrament Catholic School cannot accept children with the following symptoms:

- Elevated temperature.
- Diarrhea or vomiting.
- Undiagnosed rash.
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox.

Sick children will be provided with a place to rest comfortably until they go home. Parents will be contacted and requested to pick up children within an hour.

If your child is sick, coughing, has a runny nose and is crying, please don't send them to school. You should have a back up plan if you can't stay home with them. It's not fair to the children, parents or teachers to send a sick child to school.

Please notify the Blessed Sacrament Catholic School if your child contracts a contagious disease, such as whooping cough or German or regular measles. It is a licensing requirement that signs be posted to notify families.

Additional Information

Financial Assistance

Tuition credits are available to families who qualify for the Denver Preschool Program (DPP). Payment of these credits is made directly to Blessed Sacrament Catholic School. The credit will be used to reduce the balance in your tuition account and/or your Falcon's Nest account.

Please see the office for application forms.

Receipts and Tax Information

Receipts are available after making payment and should be kept for families' records. Statements are available upon request or on FastDirect.

Snacks

During the school year, a morning and afternoon snack time will be taken. Please provide a snack for your child. **Make sure that staff is aware of any food allergies your child may have.**

Lost and Found

The Blessed Sacrament Catholic School will keep a lost and found at the school. Check for lost items daily, as we donate the unclaimed items to charity every trimester.

Weather

All children need to be prepared to go outside on a daily basis. Please send appropriate clothing for your child, e.g. snow boots, gloves, mittens, hats, jackets, and sunscreen. During hot weather, water is available at all times. Some activities are planned in the shade or indoors.

Movie and TV Policy

Movies and some television programs may be shown occasionally. They will be offered to children as an option and will be a G rating.

Discipline

- Children will be encouraged at all times and re-directed if necessary.
- Responsible behavior will be recognized.
- Self-esteem will be built through positive interaction.

The Blessed Sacrament Catholic School will not permit corporal or physical punishment against a child. While caring for a child, staff must be free of physical and psychological conditions that might adversely affect the children's physical and mental health.

Disruptive Behavior

Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, a behavior report (Parent Communication) is written and submitted to the Principal. A copy is given to the parent along with some discussion from the staff regarding the child's behavior. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, parents will be asked to find alternative care immediately. No child will be dismissed without the benefit of a conference between parent and staff first.

Babysitting

The Blessed Sacrament Catholic School staff and volunteers are not allowed to baby-sit or transport children at any time outside of the Blessed Sacrament Catholic School program. Please assist us by NOT requesting staff to baby-sit your child.

Communication with Staff

The Blessed Sacrament Catholic School has a teacher in charge of the classroom. If you have a message or concern and are unable to reach that person, the Program Director and/or Principal or the office may be contacted. Please ask the office for the necessary numbers.

Parent Involvement

Blessed Sacrament Catholic School recognizes and values parental support in our program. Daily communication with staff is very important. Donations of supplies for our classrooms are greatly appreciated.

Visitors

Parents/guardians are always welcome and visits do not need to be announced or arranged in advance. However, the observing parent/guardian must be listed on the child's authorization card in order to have access to the classroom. Any visitor entering the Blessed Sacrament Catholic School is required to sign in. A visitor will sign the "Visitor Register", write their name, date, purpose of visit at the office, as well as show identification.

Evaluation

During the year, you will be asked to evaluate our preschool and Falcon's Nest programs. However, we would appreciate your feedback on our school and welcome your comments at anytime. We are here to meet the needs of the community and welcome suggestions.

Social Services

The Blessed Sacrament Catholic School works in conjunction with the Colorado Department of Human Services, Division of Child Care. One of the functions of this department is to monitor childcare centers. The Blessed Sacrament Catholic School Preschool, Falcon's Nest Before and After School Program are licensed with the State of Colorado.

Colorado Department of Human Services
1575 Sherman Street
Denver, Co 80203-1714
(303) 866-5958

Parental Agreement

Please initial next to each applicable statement, sign and date at bottom.

Parent/guardian Full Name: _____

Child Name(s) and Grade Level(s): _____

_____ I have read and understand the school's policy regarding financial account management for the Lunch and Falcon's Nest programs and agree to maintain a pre-paid account, emergencies excepted.

_____ I have read and understand the school's policy regarding annual fundraising and volunteer service obligations.

_____ I have read and understand the school's policy on "Called to Protect by Praesidium Training." I agree to complete, or have completed, the training program prior to volunteering at Blessed Sacrament Catholic School. If I will be volunteering in the classroom to the extent that a background check is required, I am willing to undergo said background check.

_____ I have read and understand the school's policy on class walking trips. I hereby give permission for my child(ren) to join his/her class on neighborhood excursions. I understand adequate supervision will be provided.

_____ I have read and understand the school's policy on volunteer drivers for class field trips. I will provide a driver's license and proof of insurance to the school office prior to driving for any field trip. I understand that these documents must be recopied annually.

_____ I hereby give my permission for the Blessed Sacrament Catholic School staff to apply sunscreen to my child before going outdoors on an as needed basis. I understand that it is my responsibility to supply the sunscreen for my child. I am also aware that Blessed Sacrament Catholic School cannot supply sunscreen due to the Department of Human Services' rules and regulations.

_____ I hereby give my permission for my child to watch G movies or television at Blessed Sacrament Catholic School. Staff will determine the appropriateness of specific PG movies, and the movie titles will be made available to parents prior to showing. Alternate activities will be provided for children not viewing the program.

_____ **(Parents of students in K-8 only)** I have read and understand the school's policy on Internet Use and will allow will not allow my child(ren) to use the internet during school hours under the policy restrictions.

_____ **(Required for students attending Falcon's Nest)** Activities during Falcon's Nest may include outdoor play, homework, snacks, art activities, board games, dramatic play, age appropriate movies and/or television, building blocks, and legos. Please list any activities in which your child cannot participate below:

_____ We have read the Parent-Student Handbook and agree to support the policies, rules and the spirit of the school. We understand that Blessed Sacrament is a Catholic community of adults and children who work together for the outstanding education of children and will do our best to support and contribute to this important effort.

_____ **Parent Signature**

_____ **Date**

_____ **Student Signature**

_____ **Date**

_____ **Student Signature**

_____ **Date**

_____ **Student Signature**

_____ **Date**