



# **2017-2018 PARENT AND STUDENT HANDBOOK**

**BLESSED SACRAMENT CATHOLIC SCHOOL**  
7 SAINT TERESA DRIVE  
CHARLESTON, SC 29407

Phone: 843-766-2128

Fax: 843-766-2154

[www.scbss.org](http://www.scbss.org)



**BLESSED SACRAMENT  
CATHOLIC SCHOOL**

7 Saint Teresa Drive  
Charleston, SC 29407  
www.scbss.org  
843-766-2128, Phone  
843-766-2154, Fax

School Office Ext 1000  
Tuition Office Ext 1001  
Facilities Ext 1005  
Admissions Ext 1007

**BLESSED SACRAMENT  
CATHOLIC CHURCH**

5 Saint Teresa Drive  
Charleston, SC 29407  
www.blsac.org  
843-556-0801, Phone  
843-556-2851, Fax

*Reverend Joseph V. Romanoski, Pastor*

**SAINT JOSEPH  
CATHOLIC CHURCH**

1695 Wallenberg Boulevard  
Charleston, SC 29407  
www.saintjosephchas.com  
843-556-4611, Phone  
843-556-4612, Fax

*Reverend Gabe Smith, Pastor*

**SCHOOL ADVISORY COUNCIL**

Father Joseph Romanoski (Pastor)  
Father Gabe Smith (Pastor)  
Katharine Murphy (Principal)  
Kathleen Ferri (Development)

**Rotating Appointments**

Zaneta Baczmaga  
Russell Campbell  
Michele Crull  
Christine Davis  
Theresa Dryden  
Pietro Giardini  
Dan Hardy  
Laurie Holscher  
Everette Reynolds, President  
Laura Tregner (HSA)

**ATHLETIC DIRECTORS**

*Blessed Sacrament Parish*  
Randy Teegardin (teegardin1977@gmail.com)  
Trey Davis (treydavis@bellsouth.net)

*Saint Joseph Parish*  
Joe Byrd 843-371-7841

**BSCS PERSONNEL**

Father Joseph Romanoski, Pastor, Blessed Sacrament  
Father Gabe Smith, Pastor, St. Joseph  
Katharine Murphy, Principal

**Teachers**

Katie Arthurs (Academic Support) ..... karthurs@scbss.org  
Lori Barabas (Music, Choir) ..... lbarabas@scbss.org  
Rebecca Cantley (PE, Science 6)..... rcantley@scbss.org  
Kathryn Dabney (3D) ..... kdabney@scbss.org  
Katherine Davis (1D)..... kdavis@scbss.org  
Sophie Fulmer (K3F)..... sfulmer@scbss.org  
Sarah Hemingway (K5H) ..... shemingway@scbss.org  
Patty Kelly (LEAP, STEM)..... pkelly@scbss.org  
Jessica King (2K) ..... jking@scbss.org  
Kristy King (5K) ..... kking@scbss.org  
Alicia Mikell (K4M)..... amikell@scbss.org  
Tina Moore (8M, Religion)..... tmoore@scbss.org  
Bonnie Perry (Library) ..... bperry@scbss.org  
Kathy Romer (6R, Math/Algebra I, Science 7/8).... kromer@scbss.org  
Sandra Sanford (K4S)..... ssanford@scbss.org  
Amanda Stover (4S)..... astover@scbss.org  
Summer Teegardin (K5T) ..... steegardin@scbss.org  
Maryann Testa (7T, English, History) ..... jwhite@scbss.org  
Angelynne Tracy (Art) ..... atracy@scbss.org  
Jim White (Computer, Social Studies, Literature) .. jwhite@scbss.org  
Susan Wilkin (Spanish, Spanish I) ..... swilkin@scbss.org  
Alyssa Yesalavich (K3Y) ..... ayesalavich@scbss.org

**Assistants**

Erin Bellinder (K3Y)..... ebellinder@scbss.org  
Andi Campbell (K3F)..... acampbell@scbss.org  
Cathy Delpit (K5H/K5T)..... cdelpit@scbss.org  
Whitney Engel (K4S)..... wengel@scbss.org  
Jean Shorter (K4M)..... jshorter@scbss.org  
Daria Tompkins (3D, 5K) ..... dtompkins@scbss.org

**Administrative Staff**

Stephen Appen (Facilities Director) .. bscmaintenance@bellsouth.net  
Sallie Bendt (Secretary) ..... sbendt@scbss.org  
Harley Cantrell (Extended Day Director) ..... hcantrell@scbss.org  
Christy Clarey (Administrative Assistant) ..... cclarey@scbss.org  
Kathleen Ferri (Admissions/Development) ..... kferri@scbss.org  
Linda McHugh (Tuition) ..... lmchugh@scbss.org  
Katharine Murphy (Principal) ..... kmurphy@scbss.org

**Office of Child Protective Services Liaisons**

Linda McHugh (School)..... lmchugh@scbss.org  
Sharon Perkins (Church)..... blesssac@bellsouth.net

**Home and School Association (HSA)**

Laura Tregner (President) - laura.tregner@gmail.com  
Katie Arthurs (Vice President)  
Abbie Von Dollen (Secretary)  
Lisa Layne (Treasurer)  
Jackie Wilkinson (Member at Large)  
Callie Powell (Member at Large)

## DAILY SCHEDULE

Non-Mass Days		Mass Days		Buddy Days and Performance Thursdays	
7:15	Carline begins	7:15	Carline begins	7:15	Carline begins
7:40	Carline ends	7:40	Carline ends	7:40	Carline ends
7:45	School begins (homeroom)	7:45	School begins (homeroom)	7:45	School begins (homeroom)
7:48	<i>Morning Scripture, Prayer, and Pledges</i>	7:48	<i>Morning Scripture, Prayer, and Pledges</i>	7:48	<i>Morning Scripture, Prayer, and Pledges</i>
7:53	1st period begins	8:00	Mass	7:53	1st period begins
8:41	1st period ends	9:05	1st period begins	8:41	1st period ends
8:43	2nd period begins	9:38	1st period ends	8:43	2nd period begins
9:31	2nd period ends	9:40	2nd period begins	9:31	2nd period ends
9:33	3rd period begins	10:13	2nd period ends	9:33	3rd period begins
9:45	K3 recess	9:45	K3 recess	9:45	K3 recess
10:21	3rd period ends	10:15	3rd period begins	10:21	3rd period ends
10:23	4th period begins	10:48	3rd period ends	10:23	4th period begins
11:11	4th period ends	10:50	4th period begins	11:11	4th period ends
11:15	K4 recess	11:15	K4 recess	11:15	K4 recess
11:30	K4, K5 lunch	11:23	4th period ends	11:30	K4, K5 lunch
12:00	K3 lunch	11:25	5th period begins	12:00	K3 lunch
12:00	K5 recess	11:30	K4, K5 lunch	12:00	K5 recess
11:13	5th period begins	11:58	5th period ends	11:13	5th period begins
12:01	5th period ends	12:01	Grades 6-8 recess/1-5 lunch	12:01	5th period ends
12:01	Grades 6-8 recess/1-5 lunch	12:20	Grades 6-8 lunch/1-5 recess	12:01	Grades 6-8 recess/1-5 lunch
12:20	Grades 6-8 lunch/1-5 recess			12:20	Grades 6-8 lunch/1-5 recess
<i>Lunch/Recess Periods completed by 12:40 p.m.</i>					
12:43	6th period begins	12:43	6th period begins	12:43	6th period begins
1:31	6th period ends	1:31	6th period ends	1:31	6th period ends
1:33	7th period begins	1:33	7th period begins	1:33	7th period begins
2:21	7th period ends	2:21	7th period ends	2:21	7th period ends
2:23	Enrichment begins	2:23	Enrichment begins	2:23	Performance Thursday/ Buddy Day
2:53	Enrichment ends	2:53	Enrichment ends	2:53	
2:55	Homeroom	2:55	Homeroom	2:55	Homeroom
2:55	<i>Announcements, Afternoon prayer</i>	2:55	<i>Announcements, Afternoon prayer</i>	2:55	<i>Announcements, Afternoon Prayers</i>
3:00	Dismissal	3:00	Dismissal	3:00	Dismissal
3:00	Carline begins	3:00	Carline begins	3:00	Carline begins
3:15	Carline ends	3:15	Carline ends	3:15	Carline ends
3:45	Extended Day Study Hall ends	3:45	Extended Day Study Hall ends	3:45	Extended Day Study Hall ends

## BSCS DAILY HOURS

**School Office**                      7:30 a.m. - 3:30 p.m.

**Tuition Office**                     7:30 a.m. - 1:00 p.m.

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### **Carline**

Morning            7:15 a.m. - 7:40 a.m.      Students arriving before 7:15 a.m. go to Early Bird (Extended Day).

Afternoon        3:00 p.m. - 3:15 p.m.      Students remaining after 3:15 p.m. go to Study Hall/Extended Day

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**School Hours**                      7:45 a.m. - 2:55 p.m.      Students not in their classrooms at 7:45 a.m. are tardy.

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### **Lunch and Recess Times**

K3                    9:00 a.m. - 9:30 a.m.      Recess

12:00 noon - 12:30 p.m.      Lunch

K4                    11:30 a.m. - 12:00 noon      Recess

12:00 p.m. - 12:30 p.m.      Lunch

K5                    11:30 a.m. - 12:00 noon      Lunch

12:00 noon - 12:30 p.m.      Recess

1st-5th Grades    12:00 noon - 12:20 p.m.      Lunch

12:20 p.m. - 12:40 p.m.      Recess

6<sup>th</sup>-8<sup>th</sup> Grades    12:00 noon - 12:20 p.m.      Recess

12:20 p.m. - 12:40 p.m.      Lunch

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### **Extended Day**

Early Bird            6:30 a.m. - 7:20 a.m.      Kindergarten Building

Study Hall            3:00 p.m. - 3:45 p.m.      Various classrooms

Extended Day        3:45 p.m. - 6:00 p.m.      Extended Day rooms & Kindergarten Building

## **INTRODUCTION**

Blessed Sacrament Catholic School (BSCS) is supported by the Catholic parishes: of Blessed Sacrament Catholic Church and Saint Joseph Catholic Church. BSCS is accredited by the Diocese of Charleston through the Southern Association of Colleges and Schools (SACS) and the National Catholic Education Association (NCEA).

BSCS serves students academically in K3 through 8th grades and in participation areas of academic support, art, computer, LEAP, library, music, physical education, Spanish, and STEM. High school credit for Algebra I and Spanish I is offered to qualifying 8th graders. The curriculum standards are developed by the Diocese of Charleston. The listing of approved curriculum is found at <http://sccatholic.org/curriculum>. The curriculum guidelines are based upon National Educational Association standards and satisfy the requirements of the State of South Carolina.

BSCS adheres specifically, but may not be limited to, the following South Carolina Department of Education policies: minimum age for admission to school, number of teaching hours required for each subject, number of in-school days, number of absences allowed, and compliance to the South Carolina Department of Health and Environmental Control (DHEC) immunization requirements.

### **Notes**

Throughout this handbook, the term “parent” also applies to legal guardian and/or family – the adult responsible for the welfare of the child.

The terms “child” and “student” – for the purpose of this handbook – may be used interchangeably.

The abbreviation “BSCS” refers to Blessed Sacrament Catholic School.

Situations in the policies may refer to the “principal’s discretion.” If the principal is not available, the faculty member designated as the acting principal makes the decision.

The mention of “2012 Diocesan Policy of Sexual Misconduct” references the “Policy Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel (2012)” which was implemented by the Most Reverend Robert E. Guglielmone, Bishop of The Catholic Diocese of Charleston in April 2012.

According to Diocesan policy, “church personnel” includes all employees *and* volunteers

of the Diocese, including those affiliated with Catholic schools within The Diocese of Charleston.

## **MISSION STATEMENT**

BSCS is focused on educating each student by emphasizing our Catholic faith and upholding academic excellence through engaging the mind, challenging the body, and enlightening the soul. *Accepted by the Blessed Sacrament Catholic School Advisory Council (2016).*

## **OUR HISTORY**

Blessed Sacrament Catholic Parish was established in 1944 by Monsignor John McCarthy, who is known for having said, “A church without a school is only half a church.” In early 1948, construction of BSCS began with the original building - two classrooms (and room for two additional classrooms). St. Patrick’s convent (downtown Charleston) provided two nuns, Sister Carina and Sister Theophane, to assist Mrs. Swistak with opening Blessed Sacrament School with 108 students in kindergarten, first, and second grades - thus began Blessed Sacrament School (now Blessed Sacrament Catholic School)!

Five years later, in September 1953, the main school building was completed with five new classrooms and an assembly room. The school had kindergarten and Grades 1 through 6. The addition also included a convent on the second story of the building for the Sisters of Saints Cyril and Methodius. (This area is now middle school classrooms.) Later in 1953, an annex was added to provide four more classrooms.

In January 1999, “Building for the New Millennium” campaign was launched to provide for major repairs and modernization of the Blessed Sacrament Church and School buildings. Through the generosity of parishioners, this project provided modernization and expansion of the school, construction of the Father Joseph F. Hanley Early Childhood Development Center (kindergarten building), handicapped access for the school buildings, conversion of the convent into classrooms, renovation and renewal of the Father McCarthy (Parish) Hall, improvement of the school grounds, and much more.

The area connecting the “annex” and the main school building is dedicated to the enrichment areas of music, art, PE, and computer. The “annex hallway” was renovated in 2009 from its 1953 “style.”

From its beginning and until June 2013, the Sisters of Saints Cyril and Methodius had a continued presence at BSCS.

On April 2, 2014, under the leadership of Father Joseph Romanoski, Pastor of Blessed Sacrament Parish, the Father McCarthy Catholic Education Society was established with approximately 70 founding members. Their mission has established the foundation “so that, one day, finances will not deny any child a Catholic education.”

Among our distinctions is that our former pastor, Monsignor Joseph F. Hanley, was a member of the first graduating class at BSCS!

### **OBJECTIVE**

To provide our students a foundation to thrive, emphasizing the importance of faith, academic and intellectual achievement, physical, psychological and social development.

### **GOALS**

#### **Religious**

- Include religious values in all learning
- Instill in students a love of God and the Catholic faith.
- Enable Catholic students to prepare for and participate in the Sacraments.
- Offer religious experiences to students of every faith.
- Encourage all students to develop a religious outlook and internalize faith values.

#### **Moral**

- Encourage students to make wise choices and accept responsibility for their actions.
- Develop an appreciation for the necessity of rules in society.
- Develop an awareness of the rights of others and respect the opinions of others.

#### **Intellectual**

- Utilize teaching methods which impart knowledge, develop intellectual skills, deepen insight, and encourage aesthetic appreciation.
- Develop effective and lifelong habits of learning.
- Encourage a desire for excellence in achievement with each student's ability.
- Provide opportunities for students that stimulate critical and creative thinking.

#### **Psychological**

- Help students understand themselves as persons and develop a positive self-concept.
- Enable students to form relationships based on mutual respect and love.
- Recognize the individuality of each student, teacher, and staff member, and the value that each has in our Catholic school community.
- Generate understanding and cooperation between the school and community.
- Help students broaden their understanding and appreciation of all people in our society and respect everyone's right to lead a meaningful and dignified life.

#### **Physical**

- Foster a suitable level of physical fitness in students.
- Develop safety practices and habits for the students' everyday lives.
- Increase the students' awareness of good health habits in daily living.

### **LOGO**

Our logo is reflective of our traditions and who we are! Including the Eucharist symbol is representative of our beliefs – that Jesus is present in our lives and in our school – showing similarity with the stained-glass window at Blessed Sacrament Church. Blue has been the main color of BSCS throughout the history of the school. Green has been the athletics color for the school and is indicative of the sports ministry of the parish and school.

### **MOTTO**

***Engaging the Mind,  
Challenging the Body,  
and Enlightening the Soul.  
Helping students reach  
their God-given potential  
since 1948.***

### **ACCREDITATION**

BSCS is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS and CASI) and in compliance with the Diocese of Charleston and affiliated with the National Catholic Education Association (NCEA).

## **PARENT COLLABORATION**

At BSCS, we believe that:

- Parents are the primary teachers of their child(ren)
- The school supports the parents' efforts to foster the development of the child
- Students, as members of God's family, have obligations to church, family, country, community, and those less fortunate than themselves
- The school is a Christian community where students, administration, faculty, clergy, parents, staff, and parish organizations work together in an environment of mutual respect, honesty, and support

It is important for parents to:

- Build religion and prayer into the family by regular Mass attendance and participation
- Insist that principles of good behavior are obeyed
- Provide proper and adequate home space for their child(ren) to complete their homework and study
- Fulfill responsibilities on time

## **OFFICE OF CHILD PROTECTION SERVICES**

The Office of Child Protection Services oversees the programs and criteria for employees and volunteers within the Diocese of Charleston. The Office of Child Protection Services manages the Safe Haven (formerly Virtus) program, background screenings, Code of Conduct, and Policy Acknowledgement for all schools and parishes within the Diocese. This Diocesan office also manages the Touching Safety Program offered each fall to schools within the Diocese of Charleston.

### **TOUCHING SAFETY PROGRAM**

As BSCS continues its presentation of sexual abuse prevention, "Protecting God's Children" (Touching Safety Program) is provided to schools within the Diocese of Charleston. This program is designed to help create and maintain a safe environment for children and to protect all children from sexual abuse.

The lessons are offered to all students in K5 through 8th grades. The parents receive advanced notice of the scheduled date, and make-up date, of the program. Details about accessing the program guide and an opportunity to "opt out" of the presentation to your child is provided.

## **2012 DIOCESAN POLICY ON SEXUAL MISCONDUCT**

On December 12, 2011, the Most Reverend Robert E. Guglielmone, Bishop of the Diocese of Charleston, signed an updated policy, "Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel (2012)." This policy is more inclusive than previous policies and embraces circumstances of child and sexual abuse, reporting procedures, and electronic world elements – such as the internet, social networking, texting, gaming, etc., - that were not as problematic in years past. This 2012 policy is concurrent with an updated Code of Conduct.

A copy of the policy may be downloaded from the school website or downloaded from the Diocese of Charleston website ([www.catholic-doc.org](http://www.catholic-doc.org); Office of Child Protection Services link). The school-specific form that acknowledges your compliance is available on the school website and at the school office.

## **BUCKLEY AMENDMENT/CHILD CUSTODY**

BSCS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents: In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a situation where two "originals" are needed, please let the school office know.

## **ADMINISTRATIVE COMMITTEES**

Administrative committees are instrumental in our overall management. Depending on the committee, members may be elected or appointed.

### **Athletic Associations (Parish)**

The athletic functions of BSCS are monitored by Blessed Sacrament and St. Joseph parishes. Each parish has its own athletic director to establish the policies of the sport teams involved at BSCS.

### **Finance Committee**

The BSCS Finance Committee is appointed by the pastors. The objective of the Finance Committee is to make recommendations on matters of finance that will aid in the budgetary matters of the school.

The Finance Committee establishes the tuition rates with approval by the pastors and principal.

### Home and School Association (HSA)

The HSA is the parent-teacher organization of BSCS. The objectives of the HSA are to promote the welfare of students by fostering fellowship and a closer relationship between the home and school in training of children in accordance with Catholic philosophy; and to raise funds to support school improvements and needs.

### School Advisory Council

The School Advisory Council consists of the Pastor of Blessed Sacrament Parish, the Pastor of St. Joseph Parish, the BSCS principal, the HSA president, and lay members from Blessed Sacrament and St. Joseph Parishes. Members serve 3-year terms and may serve consecutive terms.

The School Advisory Council is appointed by the pastors of St. Joseph and Blessed Sacrament Parishes with equal representation from each parish. The objective of the School Advisory Council is to make recommendations to the pastors and principal on matters of policy that will aid in the operations of the school and will assist them in implementing the policies of the Diocese of Charleston at the local level. The School Advisory Council is not constituted to serve either as a grievance committee or as an arbiter in school disputes.

## **ADMISSION POLICIES AND PROCEDURES**

The schools of the Diocese of Charleston follow a non-discriminatory policy in regard to race, color, and national origin. Admission is open to all religious denominations.

Acceptance is contingent upon space availability and other factors, including an applicant's academic and disciplinary records. Because Catholic education is the primary mission of all Catholic schools of the Diocese of Charleston, priority may be given to Catholic parishioners. As support for BSCS is provided by Blessed Sacrament and St. Joseph Catholic Churches, additional priority may be given to families of those parishes, followed by members of other parishes, then non-Catholic students.

### **ENROLLMENT (NEW STUDENTS)**

Although enrollment of new students begins in January, prospective families may call the school

office for information or a tour of the school at any time during the school year.

**Students entering the K3 program must be 3 years old on or before September 1st and totally toilet trained - no exceptions.**

BSCS adheres to the South Carolina Department of Education age requirements for admission.

- Students entering K4 must be 4 years old on or before September 1st.
- Students entering K5 must be 5 years old on or before September 1st.
- Students entering first-grade must be 6 years old on or before September 1st.

Students are evaluated throughout the year on their ability to handle and meet the academic and disciplinary requirements of BSCS. Enrollment and re-enrollment preference is given to current BSCS families in good standing (academic, disciplinary, and financial).

All transfer students, especially in 4th through 8th grades, will be placed on a probationary period for approximately one semester (90 days of attendance). The terms of probation will be stated in writing. This allows the school and the student (family) the opportunity to be sure BSCS is the right placement.

### **Documentation for Enrollment**

At the time of registration, all new students seeking admission to BSCS must submit the following documents:

- Application Fee
- Copy of Birth Certificate
- SC Immunization Certificate
- Copy of Baptismal Certificate (Catholic applicants only)
- Parishioner Verification Form (Catholic applicants only)
- Current Report Card (grades 1-8)
- Standardized Testing (grades 1-8)
- Documentation related to medical, cognitive, behavioral, special needs, etc.

### **TRANSFER/WITHDRAWAL**

In the best interest of the students, the school and family should work together in partnership. Just as the parent has the right to withdraw a child, so too, does the school reserve the right to require the withdrawal of a student.

Should a student need to withdraw before the school year ends, all books and materials belonging to the school must be returned.



All fees paid to BSCS are nonrefundable. All financial obligations must be met before records are sent to another school.

### **RE-ENROLLMENT**

Information on re-enrollment is distributed in November. Current students are the first to be re-enrolled. Siblings of current students can be enrolled at that time.

### **ACADEMICS**

#### **CURRICULUM**

The curriculum has been approved by the Catholic Schools Office of The Catholic Diocese of Charleston.

The program in the pre-kindergarten and kindergarten classes recognizes the developmental needs of young children, including. Readiness skills in religion, math, reading (including phonics) language arts (including handwriting), social studies, along with exploration of art, music, physical education, library, Spanish.

Students in 1st through 8th grades study: religion, math, English, reading (Grades 1-4), literature (Grades 5-8), spelling, phonics (Grades 1-3), handwriting (Grades 1-5), science, social studies (Grades 1-6), American history (Grades 7, 8), SC History (Grades 3, 8), Pre-Algebra (Grade 7), Pre-Algebra II (Grade 8), and special areas of art, computer, library, music, physical education, and Spanish. High school Algebra I and Spanish I are options for qualifying 8th graders.

#### **SPECIAL AREA SUBJECTS**

Special area classes (art, computer, library, music, PE, and Spanish) are considered participation subjects. In grades 1-8, students receive S+, S-, S, or U as determined by their participation and effort.

A participation grade of "U" in any Special Area prohibits a student from being awarded the Principal's List, First Honors, Second Honors, or Beta Club membership.

Teachers of special area subjects can assign projects for their classes. These projects will be graded for content, quality, and effort.

#### **ACCELERATED READER (AR)**

Accelerated Reader is a computerized reading program for students to earn "points" for books read. The online program includes tests to assess comprehension. Teachers may include the AR points earned when determining the reading grade.

Computers for the AR tests are in the 1st-5th grade classrooms. AR tests are taken with permission of the homeroom teacher. The tests may not be taken during lunch and/or recess periods.

#### **LEAP**

LEAP is for qualifying students in grades 2-5 and provides challenging coursework to strengthen reasoning skills, critical thinking, creativity, and problem solving. The classes meet twice a week during the school day. Students in LEAP receive grades for that class.

#### **STEM**

Stem (Science, Technology, Engineering, Math) is incorporated through subject areas in grades K5-8<sup>th</sup>. Incorporating "engineering design" into the curriculum allows students to examine practical solutions to real world situations.

#### **Algebra I**

Math courses for 8th grade students are Pre-Algebra II or Algebra I. To determine the appropriate placement, permanent records for each rising 8th grader are reviewed. The overall and area-specific MAP scores and the class-specific 7th grade averages are used to determine placement.

Algebra I is not an 8th grade requirement but may be taken for high school credit. Before the end of the first quarter, placement of Algebra I students is re-evaluated. If a student is not showing adequate proficiency, a parent-teacher conference will be scheduled to discuss whether the student should continue in that placement.

Algebra I students with averages 75 or below at the end of the first quarter may be moved to Pre-Algebra II. After the second quarter, Algebra I students can opt to transfer to Pre-Algebra II.

Although an average of 70 is considered passing, a final average of 80 in Algebra I is required for a recommendation to geometry in high school.

If a student is not recommended for Algebra I but the family selects the high school credit class, a Course Change Authorization form must be signed by the parent and student. Likewise, if the family chooses for a student not to take Algebra I when recommended, a parent must sign a form of refusal.

#### **Spanish I**

Qualifying 8th grade students may take Spanish I for high school credit. This course will be taken in

place of the 8th grade literature class. Students in Spanish I are required to complete 8th grade summer reading.

To determine appropriate placement, permanent records for each rising 8th grader are evaluated. The overall and area-specific MAP scores and subject-specific 7th grade averages are utilized in determining the placement.

The assignment to Spanish I is re-evaluated prior to the end of the first quarter. If a student is not showing adequate proficiency, a parent-teacher conference will be scheduled to discuss whether the placement is appropriate.

If a student is not recommended for Spanish I but the family selects the high school credit class, a Course Change Authorization form must be signed by the parent and student. Likewise, if the family chooses for a student not to take Spanish I when recommended, a parent must sign a form of refusal.

## **HOMEWORK**

Homework reinforces what is taught in school and gives the student an opportunity for independent practice. Parents are expected to emphasize and support completion of homework. Teachers do their best to structure homework and test schedules in the best interest of the students. We realize students have different capabilities and interests, and the teachers try to stay within the guidelines listed. Below are rules of thumb for what is considered reasonable for daily homework assignments:

- Kindergarten: 15 minutes
- Grades 1-3 30 minutes
- Grades 4-6 45-60 minutes
- Grades 7-8 60-90 minutes

If a student is having difficulty completing the assignments, parents should contact the teacher to discuss the matter.

## **MISSED ASSIGNMENTS**

The school policy is that "if the child is too sick to come to school, the child is too sick to do missed work." However, there are instances when a student may be absent from school and still capable of doing missed work. These would include the student's contagiousness more than ill feeling; a prolonged illness; the grave illness or death of a relative.

***Credit for missed work is given only if the student has had less than 10 absences.***

It is the parent's responsibility to email the teacher(s) directly for missed class assignments. Most teachers have the homework assignments posted on their class pages. Otherwise, the student must get the assignments immediately upon returning to school.

**Whether and when missed work is completed and the timeframe given to complete the work is at the discretion of the teacher.** Needed books will be in the school office after **3:30 p.m.**

## **EXAMS**

Students in the 7th and 8th grades take mid-term and final exams. Students with a 92 (or above) final average in a subject may exempt the final exam. Regardless of the grade average, students must take Algebra I or Spanish I exams.

Absences for situations other than significant illnesses may result in a zero grade for the exam. Only students who are ill on exam days are allowed to make up the exam.

Although initially tentative, the exam dates are posted on the yearly school calendar and on the monthly homepage for December and May. Students receive the exact dates and times of their exams several weeks before those tests begin. No more than two exams per day are scheduled (except for make-up exams).

Completed/graded exams are not distributed to parents or students. If a parent would like to see the exam, this can be arranged with the teacher after all students have taken the exam.

## **GRADING SYSTEM**

In grades 1 through 4, letter grades of A, B, C, D, F are issued. In grades 5 through 8, numerical grades are given. Special area subjects receive participation grades of S+, S, S-, or U.

A+ = 98-100    C+ = 79-82

A = 95-97    C = 77-78

A- = 92-94    C- = 74-76

B+ = 89-91    D = 70-73

B = 86-88    F = Below 70 (unsatisfactory)

B- = 83-85

## **REPORT CARDS/**

## **PARENT-TEACHER CONFERENCES**

### **REPORT CARDS**

Report cards (Grades 1-8) are issued four times during the school year. **Starting with the 2017-2018 school year, we will use RenWeb, an online grading management system. You, as**

parents, will be able to access your child's grades; and, when the quarter ends, access your child's report card.

### **K3/K4/K5 Report Cards**

K3, K4 and K5 students receive their report cards two times a year – in January and at the end of the school year. K3, K4 and K5 parents will have access to RenWeb and will be able to receive the child's report card on RenWeb.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are not limited to report card time. It is important for parents to keep track of the child's work, especially if it is felt that the student is not managing school work capably.

If there becomes a need for a conference, the parent or teacher may request it. By having this communication between home and school, parents and teachers, the goals of education can be achieved. We encourage parents to email teachers with concerns, for conferences, etc. Teachers are asked to respond to email correspondence within 24 hours.

*Teachers do not meet with parents without appointments. The occasions of Open House, Meet the Teacher, HSA meetings, fundraising activities, and/or school functions are not appropriate times to talk about a student's academic progress or behavior.*

### **AWARDS AND HONORS**

Opportunities for recognition are presented through possible participation in spelling bees, history fairs, science fairs, essay contests, math competitions, sporting events, art competitions, and other projects endorsed by BSCS. Additionally, the following are part of the school award program and curriculum:

- Honor Roll (quarterly)
- St. Thomas Aquinas Award (quarterly)
- Knights of Columbus Essay Award (Grades 6-8)
- National Junior Beta Club Membership (Grades 6-8)
- Duke Talent Identification Program (Grade 7)
- Outstanding Eighth Grade Scholars (Grade 8)

### **HONOR ROLL**

The three levels of honor roll include:

- Principal's List: A's (92-100) in major subjects
- First Honors: A/B, combination in major subjects
- Second Honors: a grade of B (83-91) in all major subjects

To qualify for any honor roll levels, there cannot be a "U" (unsatisfactory) in any special area (participation) subject. Supplementary Information and Work Study Habits must have "O" for outstanding or satisfactory (unmarked or "S").

### **SAINT THOMAS AQUINAS AWARD**

Each quarter, the teacher in each homeroom chooses two students for the St. Thomas Aquinas Awards. This award is for exceptional conduct. Efforts are made for the award to be received by different students each quarter.

### **NATIONAL JUNIOR BETA CLUB**

The Junior Beta Club is a nationally recognized service organization for qualifying 7th and 8th graders. Criteria include academic and behavioral expectations. To qualify for Junior Beta Club membership, the student must have a combination of A's and/or B's in all major and minor subjects and receive "Satisfactory" (or above) assessments in special area subjects. A student may be removed from the Beta Club if he/she no longer meets the academic and/or behavioral requirements.

### **ACADEMIC PROBATION (MIDDLE SCHOOL)**

Failing one or more major subjects may result in academic probation for middle school students, which, in turn, could result in the student not being allowed to participate in school-sponsored extra-curricular or sport activities. Academic probation, like behavioral probation, may result in dismissal from the school.

### **ACADEMIC SUPPORT**

Academic Support is available to all students. There are three ways a student can be referred for academic support: (1) a parent completes a referral form; (2) the teacher completes a referral form; (3) the parent provides documentation of the need for academic support and/or accommodations. Please email [karthurs@scbss.org](mailto:karthurs@scbss.org) for a referral form.

Referrals are reviewed by the Academic Support teacher, principal, and homeroom teacher. The Academic Support teacher will meet with the parent to determine how the student's needs can be best met. *A Student Improvement*

Plan will be created to outline services and/or accommodations the student will receive.

### **Who qualifies for Academic Support?**

- Students in grades 1-8 who score below the 30th percentile on the MAP Reading and/or MAP Math assessment
- Students with an active IEP or 504 plan (documentation required).
- Student Action Team referrals

Since MAP Testing occurs three times a year, students may "graduate" from Academic Support or be added for support throughout the school year.

All parents will participate in an initial conference prior to beginning services.

### **Can a student qualify for accommodations without Academic Support?**

- Yes, classroom accommodations can be implemented without qualifying for Academic Support.
- Yes, students who have previously received accommodations based on doctor and/or teacher recommendations can receive accommodations
- The Academic Support teacher monitors and adjusts accommodations as needed.

### **If a student received services in prior years, does s/he automatically qualify for Academic Support?**

- No, students must meet requirements to receive Academic Support. The Academic Support teacher will continue to monitor students who previously received services to ensure that academic growth continues.

### **Is there a fee for Academic Support?**

- No fee for Reading
- \$25 fee for Math materials

### **TESTING (at an outside facility)**

If a student needs evaluation by an outside agency and academic records and/or behavioral observation forms are required, the request to send the information must be approved by the principal, who may authorize the school office to comply as indicated. These forms are sent from the school directly to the agency/evaluator.

These completed forms are not considered part of the school record and are maintained in a separate folder.

## **PROMOTION/RETENTION/TRANSFER**

### **Promotion**

A student is promoted if he/she has successfully completed the requirements of the grade.

### **Retention**

Students may be retained if either or both of the following conditions exist:

- Has not passed all major subjects in that grade
- Is socially, emotionally, or physically unready for the next grade

Failure in one major subject requires summer school or 30 hours of mandatory tutoring. A student may not remain more than 2 years in the same grade and may not be retained more than twice during the elementary grade tenure; i.e., one retention is allowed in the primary grades (1-3); one retention is allowed in the intermediate grades (4-5). Students in middle school (Grades 6-8) who need to be retained will do so at another educational institution. Failure in two major subjects requires repetition of the grade. Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content and only if the child would substantially benefit from the opportunity to repeat the grade. The principal and the teacher in consultation with the parents make the decision of promotion, conditional promotion, and retention. The decision of the principal is final and binding. Retention decisions will be carried over into alternative school placement, if applicable.

### **Transfer**

In the event that a parent wishes his/her child to be in the next grade and the school believes that retention is in the child's best academic interest, the parent must provide justifying documentation which will be maintained in the permanent record. However, the permanent record will indicate that the student was "transferred" – not promoted - to the next grade and against academic advice.

## **STANDARDIZED TESTING**

Beginning in the school year 2017-2018, Grades 1-8 will have MAP Testing. The students will have this testing three times a year - Fall, Winter, and Spring.

Parents are notified of the testing dates for these tests (website, and monthly and yearly calendars). It is important that the student be present for these tests and that no medical or dental appointments be scheduled on the testing days. **Homework is allowed on the testing days.**

Kindergarten students will take the Gates-MacGinitie Reading Test the first week in May.

## **FIELD TRIPS**

Field trips are highly educational. At least one field trip is planned for each grade. All field trips have approval from the principal, and the expense and educational value is considered. The cost of the field trip is the responsibility of the parent.

If a student has a specific health, behavioral, or learning issue, the teacher may require that the parent attend the field trip.

**A field trip is a privilege extended to each student. Students on academic and/or behavioral probation, or who the Principal and/or the teacher determine cannot attend the field trip and/or the field day activities, must still attend school.**

### **Parent Attendance on Field Trips**

Accompanying parents must have completed the requirements of the Diocese of Charleston for volunteers. Accompanying parents must also complete the Adult Liability Waiver. Parents are responsible for their cost, must provide their own transportation, and may follow the bus or meet the class at the field trip destination. *If a field trip has limited space or if additional supervision is not needed, parental participation may be limited or denied.*

*Accompanying parents need to remember that they are there to assist with the entire class and that the field trip is for the students. The conduct of the parents should be professional, not intrusive (allow students to answer the questions), and not distracting (no cell phone usage, limited parent to parent socialization). The focus of the accompanying parents needs to be the students and the benefit of the field trip.*

An accompanying parent may take his/her child home after a field trip. The parent must provide a "leaving early" note (as if it were a regular

school day). Depending on the time, the school absence policy may apply.

Non-BSCS students (including siblings, visitors, etc.) cannot attend school-sponsored field trips - even as guests of accompanying parents.

### **Transportation for Field Trips**

Transportation to and from the field trips and field days has been provided by a chartered bus service. If a bus is used for a field trip, it is included in the cost of the trip.

**Consideration is being given for parent-provided transportation on field trips and activities. Parental drivers for any school-sponsored activity must complete the Driver History section of the background screening form. There are insurance coverage requirements. Drivers also must watch the Defensive Driving and Church Transportation videos on the Catholic Mutual website.**

### **Permission Slips for Field Trips**

Permission slips for field days and field trips are required for students. The permission slip forms typically accompany the information about the field trip and include a "return by" date. Faxed copies of the student permission forms are acceptable. Electronic permission and handwritten notes are not acceptable.

### **Non-Attendance of Field Trips**

Since field trips are part of the BSCS curriculum that coordinates with learning, student participation is required. If a student chooses not to attend the field trip, he/she cannot attend school that day and will be marked unexcused absent. A project may be assigned to the student. The homeroom teacher will determine the project and its due date.

## **ATHLETICS**

Participation in the athletic programs is available to all BSCS students. The sports teams are parish-sponsored, and the students must register on the teams of their parish. Each parish has an athletic director who arranges for sign-up periods, tryouts, and practice schedules. With approval from athletic directors of both parishes, exceptions may be made. Non-Catholic students and students from other Catholic parishes must contact an athletic director since league guidelines may apply.

Academic and behavioral eligibility requirements are issued and managed by the athletic directors. Enforcement of and adherence to their policies are the responsibilities of the athletic

directors and coaches. All coaches must meet the criteria for volunteers established by the Office of Child Protection Services. Certification of coaches is managed by the parish liaisons for the Diocesan Office of Child Protection Services.

Qualifying 7th and 8th grade students may be eligible to participate in certain sports programs offered by Bishop England High School. Please contact [www.behs.com](http://www.behs.com) for more information.

The sports opportunity depends on the number of interested participants and the availability of coaches.

**Fall Sport:** Volleyball (girls)

**Winter Sports:** Basketball (boys and girls)  
Spirit Team (girls)

**Spring Sports:** Tennis (girls and boys)

### **ACADEMIC SPORTS PROBATION GRADES 5-8**

We expect student-athletes to maintain academic and behavioral standards keeping with the Blessed Sacrament Catholic School Parent and Student Handbook. A student will be considered *ELIGIBLE* to participate in interscholastic athletics for BSCS teams if their most recent academic report reflects:

- A passing grade in all core subjects
- A *Satisfactory* grade or better in all special area subjects
- A *Satisfactory* grade or better in conduct for all subjects

A student-athlete is *on probation* should his/her most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. One or more failing grades in any subject
2. Below Satisfactory in any special area subject
3. Disciplinary action resulting in excessive detentions, demerits, or suspension

### **Sports Probation**

**Probation** is a 2-week period during which a student-athlete works to improve his/her grades and/or conduct. During this two-week period, a student is still considered a full, participating member of the athletic team, but *time should be spent wisely in improving one's grades and conduct*. Student-athletes are encouraged to seek

extra help from those teachers in courses where he/she is struggling.

### **Evaluating Probationary Improvement**

A student-athlete remains a full, participating member of a team if his/her grades at the end of the probationary two-week reflect a passing average or better in every class, and the student-athlete maintained conduct in keeping with the BSCS Parent Student Handbook.

### **Ineligibility**

A student-athlete will be considered **ineligible** for sports at BSCS Sports Program should there no improvement after the 2-week probationary period. They will remain ineligible until the next report card is issued. Ineligibility means that a student-athlete cannot participate in practices or games.

### **FINANCE (TUITION AND FEES)**

BSCS operates on tuition payments and support from Blessed Sacrament Parish. The tuition and fees are set annually and approved by the BSCS Finance Committee.

Please contact the principal or Tuition Director for questions about payment schedules, fees, tuition, late payments, etc.

### **TUITION**

The tuition rates are based on parishioner status confirmed by Blessed Sacrament Parish. Rates for the upcoming school year may not be available at the time of enrollment and re-enrollment.

### **FEES**

Beginning with school year 2017-2018, Tuition, Technology Fee and Capital Improvement Fee may be paid online or through the FACTS Tuition Program.

### **Capital Improvement Fee**

Each family is required to pay the Capital Improvement fee. This yearly fee is per family.

### **Technology Fee**

Families in K4-8th grades are required to pay the Technology Fee. This yearly fee is per family.

### **Graduation Fee**

Families of students in 8th grade are responsible for the graduation fee. Graduates wear caps and gowns. The fee covers the cost of the cap and

gown, diploma and frame, pins, and a color 8th-grade page in the yearbook. This fee and any delinquent fees and/or tuition must be paid in full before the student can graduate.

### **Tuition Agreement**

For all students, new and returning, Catholic and non-Catholic, the Tuition Agreement is a contract that must be completed by each family at BSCS. Dependent on the parish (if Catholic), it may require the pastor's signature. The Tuition Agreement delineates the amount that the family agrees to pay. The completed Tuition Agreement is on file at the school and a copy can be provided to the family upon request.

### **Tuition Assistance**

Tuition assistance may be provided to active parishioners of Blessed Sacrament and other Catholic parishes. The application for consideration for tuition assistance is made through the Parishes, not the school. The request should be made early during enrollment or re-enrollment.

The Father McCarthy Scholarship Fund generates funds for emergency tuition assistance for current families at BSCS. Financial assistance may also be available through the Exceptional South Carolina program ([www.exceptionalsc.org](http://www.exceptionalsc.org)) and the Elizabeth Ann Seton program administered by The Diocese of Charleston. Please contact the school principal for information.

### **Delinquent Payments**

The school budget requires that families stay current with tuition and fees payments; timely payments are essential to the school's operation. It is also a matter of justice for families to pay the amounts to which they committed on their tuition agreement forms.

- Families who are more than 15 days late with their tuition payment will be charged a \$25 late fee.
- Report cards are held for students whose families are delinquent in their payments.
- Records will not be sent to other schools for students whose families are delinquent in their payments.
- Families who are more than 2 months behind in their tuition payments may be asked to make a workable payment plan or asked to withdraw from BSCS.
- If a financial problem may affect payment of any of the school fees, the situation

should be brought to the attention of the Tuition Director and/or the principal.

### **Returned Checks**

If a check is returned for insufficient funds, future payments be requested by cashier's check or in cash. A fee may be added for returned checks.

### **Overpayment**

Overpayments are donations to BSCS.

### **Refund Policies**

All tuition and fees are non-refundable.

## **TECHNOLOGY**

### **ELECTRONIC DEVICES**

Personal electronic devices are disruptive to the student and the class. Having expensive items at school is tempting for others to use, borrow, harm, damage, etc. Thus, students cannot have electronic devices at school during the school day.

Electronic devices include, but are not limited to: cell phones, iPhones, iPads, Kindles, CD players, DVD players, radios, cameras, laptop computers, pagers/beepers, laser pointers, headsets, electronic games, MP3 players, iPods, etc.

Should a student bring an electronic device to school and it is visible, used, heard, etc., the item is brought to the office and the student will be subject to disciplinary action. Only the student's parent may retrieve the item.

At no time is a student allowed to text, post, etc., to any social media site including, but not limited to, facebook, Twitter, Instagram, Storybook, etc., during the school day.

BSCS is not responsible for items or contents of items confiscated from students.

***BSCS reserves the right to inspect the contents of any electronic device that has been confiscated, since at that point, it is in the possession of the school office and/or principal.***

### **COMPUTER USAGE**

Most families have home computers. So, use of the school computer for homework and projects is not often needed. Using BSCS computers outside of the assigned Computer class time is allowed with the direction of the teacher and permission from computer teacher. No one is allowed in the computer classroom without permission from the computer teacher and the presence of a BSCS teacher.

Specifics of BSCS computer usage is detailed in the Internet Usage Policy. Although

compliance with the policy is implied by enrollment at BSCS, a signed “hard-copy” of the agreement to the policy remains on file at the school.

Users of the school computers are responsible for damages to the equipment caused by negligent actions. Any attempt by the student or family member to enter or alter the school network may result in the student’s expulsion from school.

School computers, like school lockers, belong to the school and may be inspected without notice. The network administrator or principal may review files to maintain system integrity and insure that the system is used responsibly. Students should not consider that the files are private.

### **iPADs/iPAD**

Classes who have been issued iPads must comply with the iPad Agreement. The agreement must be signed by the student and parent.

### **CHROMEBOOK**

In the 2017-2018 school year, Chromebooks have been issued to some upper grades with the plan to make additional ones available each year. The students assigned Chromebooks must comply with the Chromebook Agreement. The agreement must be signed by the student and the parent.

### **PERSONAL COMPUTERS**

Personal laptop computers, like other electronic devices, are not allowed in school. It will be brought to the school office and the student will be subject to disciplinary action. Only a parent may retrieve the confiscated item.

On occasion, a student may be allowed to use a personal computer for a specific presentation, but this permission is only granted by the principal. BSCS is not responsible for the computer, either confiscated or bought with permission.

### **INTERNET**

Access to the internet enables students to explore thousands of libraries, databases, and websites throughout the world. While the intent at BSCS is to make Internet access available to further the educational goals and objectives, the parents are responsible for setting, conveying, and instilling the standards for their children. In addition to the Internet and Computer Usage Policy, the school utilizes an approved filtering program that limits the sites available for student use. The computer

teacher has real-time visibility of the sites accessed by the students.

The Internet Acceptable Use Policy indicates parental permission for their child(ren)’s internet use. Although implied by enrollment at BSCS, a “hard copy” of the consent is on file at the school office.

The school reserves the right to refuse internet access to any student; this may be a result of inappropriate internet usage – onsite and off-campus, by BSCS or any other, including personal, computers.

### **SOCIAL NETWORKING SITES**

Teachers are professional and their relationships with students and/or families must remain professional and respectful. Teachers have been advised to avoid “friending” students and/or their parents in social networking sites.

*“Friending” is addressed in the 2012 Diocesan Policy on Sexual Misconduct implemented by Bishop Guglielmone. The policy prohibits all personnel, which includes Diocesan employees and volunteers, from friending minors through social networking sites.*

Students should use social networking with care. Students are cautioned on what is included on their personal social networking sites. The internet, especially social networking sites, holds no secrets – hence, “www” – the worldwide web.

From time-to-time, teachers and parents may hear of derogatory remarks and distasteful pictures posted about BSCS students, faculty, staff, parents, etc. Although these issues may have been posted “in jest,” from frustration, or merely as conversation, it can be characterized as slander or harassment. Parents will be notified of the postings and students will be required to remove them. Otherwise, disciplinary and/or legal actions may follow. These types of posts may, by law, be considered “cyberbullying.”

Social networking sites are not available within the school. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in defamatory light face detention, suspension, or expulsion.

### **BLOGS/SOCIAL MEDIA**

Engagement in online blogs, such as, but not limited to, Facebook®, Instagram, Snapchat, KiK,



MySpace.com®, Xanga®, Friendster®, Twitter®, etc., may result in disciplinary actions if the content of a student's or parent's blog includes defamatory comments regarding the school, faculty or other students of the school.

No parent should open a Facebook® or any other online account under the name of the school or a particular grade or class. The only official BSCS Facebook® page is the one created and monitored by the school. A parent who chooses to create such an account may subject his/her child to dismissal from the school.

## **FACEBOOK**

BSCS is on facebook (www.facebook.com/blessedsacramentschoolsc) Postings are reviewed. Parental approval has been received for students whose pictures are posted.

## **INSTAGRAM**

**BSCS is on Instagram and this account is controlled by BSCS.** Approval has been given for all students whose pictures are posted on the site.

Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

## **CAMERAS**

Personal cameras, including those on cell phones and other electronic devices, are disruptive and not allowed during the school day. Should the camera become visible, be used, etc., it will be brought to the school office and the student will be subject to disciplinary action. Only a parent may retrieve the confiscated item. There may be occasions (i.e., field trips) where students may have cameras, and this is with specific permission from the principal.

## **CELL PHONES (STUDENTS)**

Personal cell phones, like other electronic devices, are disruptive and not allowed in view in the school building. Although cell phones may be a contact method for some households, should the cell phone become visible, be used, ring, etc., it will be brought to the school office and the student will be subject to disciplinary action. The discipline issued will depend on the amount of disruption. Only a parent may retrieve the confiscated item.

Students are not allowed to use cell phones at any time, for any reason, on school premises (during school or Extended Day). If a student needs to make a call home while at school or

Extended Day, approval must be made by the principal.

On occasions (i.e., field trips) students may have electronic devices, and this is with specific permission from the principal. Even in these circumstances, the cell phone is used for its camera function. Texting and/or posting to any social media site are not allowed.

## **TEXTING**

Students must not text or receive texts during the school day. Students involved in texting at school face detention, and/or suspension.

## **SEXTING**

Students involved in possession or transmission of inappropriate photos or messages on their cell phones or other electronic devices (iPads, etc.) face suspension and/or expulsion.

## **ELECTRONIC READERS**

Electronic readers may be brought to school but used only for the reading of books. Should the reader be used otherwise, it will be considered an electronic device and subject to the above policy.

*BSCS reserves the right to inspect and disallow the book or informational material that the student is reading on the electronic reader or another electronic device.*

## **OUR PRAYER LIFE**

### **MASS**

Grades 1 through 8 attend Mass throughout the year. School Mass is celebrated weekly on Thursdays at 8:00 a.m. School Mass is also celebrated on Holy Days of Obligation, Ash Wednesday, and days when Father Joseph's schedule necessitates a different day. All parents, grandparents, guests, etc., are invited to school Mass. K5 students attend school Mass beginning in September. In January, Father Joseph begins a weekly prayer service for the K3 and K4 students.

### **MEDITATION**

Our students, led by their teachers, take time out of their day to focus on Our Lord. During the 2016-2017 school year, we meditated as a school twice a week. We look forward to increasing that time during the 2017-2018 school year.

### **RELIGIOUS ACTIVITIES**

As a Catholic school, BSCS is committed to providing a sound religious foundation. As part of their

daily religion classes, students are taught the customs and traditions of the Catholic community. Included are ways of prayer and liturgical worship that are distinctively Catholic.

All BSCS students must study religion as part of their academic program and attend the religious services scheduled by the school.

At BSCS, religion is a major subject.

### **SERVICE PROJECTS**

The purpose of the stewardship program for the students in BSCS is to provide the students with the opportunity to make a difference in our school, parish and surrounding communities. This is done by each grade having a specific saint-related service project that is researched and developed. The projects are spread throughout the school year.

### **OUR SCHOOL DAY**

As a Christian community of faith, and a community within the United States of America, BSCS begins and ends each school day with prayers by the faculty, staff, and students. Each morning, the prayers are followed by reciting the Pledge of Allegiance and the Student Pledge.

### **PRAYERS**

Father Joseph joins the office in the mornings to start the school day with a brief scripture reading and a morning prayer. The morning prayer may be the Lord's Prayer or a prayer that is specific to the church season (Advent, Lent, Easter, etc.). We end the day with the Act of Contrition or another prayer. Each class offers a prayer of thanksgiving at lunch. **The morning prayer time is at 7:48 a.m., the dismissal prayer is at 2:50 p.m. during our afternoon homeroom period.**

### **Student Pledge**

As a BSCS student,

- I will show respect for myself and others at all times.
- I will honor my work and the work of others.
- I will show integrity and honor in all of my accomplishments
- I will treat all that I meet with the kindness of Jesus.

### **SCHOOL HOURS**

The daily bell schedule and hours of operation – the carline, Extended Day, lunch/ recess, school

office, and tuition office – are included in the front of this handbook (Daily Schedule).

## **ATTENDANCE/ABSENCES**

### **ATTENDANCE**

The South Carolina laws on school attendance mandate a joint responsibility between parents, students, and school. Title 59 of the South Carolina Code of Law holds parents directly responsible for assuring that their children attend school regularly. This responsibility starts with kindergarten enrollment. Penalties for truancy are strict and can include fines to jail sentences for parents.

In conformity with state regulations, school is in session 180 days unless a weather or national emergency forces closing. South Carolina state law requires that students attend school for 170 of the 180 days of attendance. Excessive absences or tardiness may cause the school to take action for failure to attend.

### **ABSENCES**

When your child is absent from school, please notify the school office by phone (843-766-2128) or email (sbendt@scbss.org or the student's teacher) by 9:00 a.m. It is permissible to leave a message concerning the absence on voice mail. If a call is not received, the office may call the parents to inquire about the absence. Any incident of a communicable disease must be reported to the school office.

**Excused absences from school may occur for these reasons:**

- Student illness where attendance would endanger the health of others
- Appointment for professional evaluations
- Serious illness or death in immediate family
- A reason deemed appropriate by the principal

On the first day that a student returns to school after an absence, the student must present to his/her teacher a **written excuse** from the parent. This note needs to list the child's full name, date(s) and reason for absence, and parent signature. Absences without a note documenting the absence is considered unexcused. If a child is absent three or more consecutive days, a medical excuse from a doctor must accompany the absence note.

Students are allowed **10 days of absence** regardless of the classification or justification of the absence. The 10 days include accumulated partial day absences. Absences in excess of 10 days per year may result in retention of the student. After the 10th absence, the parent will be required to meet with the administration.

If a student accumulates 10 absences during the school year, additional absences must be due to illness and the illness documented by a physician (not parent).

"Optional" absences (vacations, family trips) could make the student vulnerable for retention or lower grade should an illness occur later in the year. Should a significant illness occur after 10 absences, the parent will meet with the principal to determine whether the missed work will be completed for a grade.

**Students not present at school may not participate in extracurricular activities on the day of the absence.**

### Missed Work

Students are required to take any tests that are scheduled the day returned. Long-term work or projects that are due during the absence may receive a late penalty.

**After any absence, it is the student's responsibility to request the missed work from the teacher and to work with the teacher to establish a timeline to makeup missed assignments, tests, and quizzes.** Depending on the number of days missed, the make-up period should not exceed one week. Although the teacher may choose to do so, it is not his/her responsibility to reteach lessons missed during absences.

### Anticipated Absence (Family trips, vacations)

Absences interrupt learning and can hamper progress during the school year. Family trips should be scheduled in advance, so the teacher and parent can plan to make up missed work. Parents are expected to notify the **principal** and teacher *in advance* to obtain as much of the work as possible. All work will be made up upon the student's return to school. Teachers will establish a reasonable time frame for the work to be completed. Work not made up will result in lower grades.

**If parents are going out of town and leaving another adult in charge of the children, they must notify the school office in writing and provide in advance the name, address, phone numbers and**

**other necessary information regarding the care of the children while they are absent.**

### Part-Day Absences

Part-day absences are half-day or whole-day, depending on the amount of time missed. All absences, including half-day absences, are included in the total. The breakdown is as follows:

- Arrives after 7:45 a.m. and before 10:00 a.m.: Tardy/Late
- Arrives after 10:00 a.m.: half-day absence (morning)
- Leaves before 11:30 a.m. and does not return: full day absence (afternoon)
- Leaves after 11:30 a.m. and does not return: half day absence (afternoon)

### Appointments (Medical, Dental, Etc.)

Late Arrival and leaving early, including medical appointments and out-of-town trips, cause class interruption; therefore, any type of early dismissal is discouraged. Likewise, medical appointments should be scheduled after school hours.

Medical appointments before school are considered "tardy excused" if a note is brought from the doctor or dentist.

When leaving early, a written note must be sent to the student's homeroom on the morning of the planned early dismissal. We cannot assure prompt dismissal when the school office did not receive adequate advance notification. Leaving early for appointments during the school day are excused if a note is brought from the doctor or dentist. Appointments without documentation are unexcused.

Students in grades K3 through 5th will be called to the office once the designated adult arrives at the school office to sign for the student. *Students in middle school (Grades 6-8) can only be called to the office at the beginning and/or at the end of a class period. Should the desired sign-out time be during class, the student reports to the office prior the start of the class.*

### Part-Day Absences (not-Medical/Dental)

- Participation in a pre-approved activity representing the school
- Participation in a pre-approved activity that is not part of BSCS and has been approved by the principal

## **Sign-Out Procedure**

Upon arrival to the school office, the parent completes an entry in the “sign-out” book, giving the time of and the reason for early dismissal. If returning to school after the appointment that day, the student reports to the school office to sign-in before returning to his/her classroom.

## **ARRIVAL/DISMISSAL**

BSCS does not have bus service. Students come in the morning and leave in the afternoon by automobile, walking, or bicycles.

### **ARRIVAL**

The first bell rings at 7:40 a.m. as notification that carline has ended. The next bell rings at 7:45 a.m. to begin the school day. Students must be in their classrooms at 7:45 a.m. or will be marked tardy.

### **TARDIES**

To be on time, students need to be in their classrooms when the 7:45 a.m. bell rings. Students arriving inside the building after 7:45 a.m. are tardy. If a student arrives as prayers are being said, the student will remain in the office for prayers and then report to the classroom.

Although the gates may remain open until the line of traffic ceases, this is a courtesy that saves time for the parents. Thus, being “inside the gate” at 7:45 a.m. is tardy.

All non-medical tardies are “unexcused.”

### **DISMISSAL**

The dismissal bell rings at 2:55 p.m. Students line up in the assigned hallways at 3:00 p.m. when carline begins. Carline ends at 3:15 p.m.

## **CARLINE**

Although “on paper” the carline procedure appears complicated, it is quite organized. It works best when all families “obey the rules” and use common courtesy. Each family signs the Transportation Agreement as agreement to the carline policy and to the route that must be followed.

### **CARLINE COURTESY**

While in carline (morning and afternoon), it is important that we, BSCS families and employees, continue to be “good neighbors” – not blocking driveways, and proceeding slowly with caution.

**Do not enter the carline from Savannah Highway at Blessed Sacrament Church.** That

street is designated for the safety of walkers and bike-riders.

Please note that neither Morton Drive or Brennon Street is part of the BSCS route – morning or afternoon – and using either one of these streets is a violation of the Transportation Agreement.

Families who are abusive to others (including neighbors) in the morning and/or afternoon carline and/or anyone affiliated with the arrival or dismissal of the students may lose the opportunity to participate in the dismissal procedure. Dismissal of children of families who do not obey the route and courtesy rules will be picked up from Extended Day after 3:30 p.m., and the Extended Day rates will be charged. “Repeat offenders” will conference with administrators of the school and church and the family may be asked to withdraw their child(ren) from BSCS.

*Just a few reminders!*

- *The neighbors call the office when their driveways are blocked!*
- *The neighbors call the office to report excessive speed – most in the mornings and when approaching the Extended Day closing time.*
- *The neighbors (and BSCS drivers) call the office when the route is not followed – especially if using Morton Drive or Brennon Street or turning at Blessed Sacrament Church.*
- *BSCS drivers call the office when someone “cuts” in line – either while waiting or as the line begins.*
- *The person letting you “cut” in line is likely the one who calls the office to let us know that YOU are not following the rules!*

### **CARLINE NUMBERS**

For the safe dismissal of students, each family is issued a carline number. The carline number is used in the afternoon for dismissal. Emergency evacuation procedures are on the back of the carline number card.

Two authorized carline cards are issued to each family. A parent may contact the school office for additional carline cards.

Each car must have the authorized card when picking up the student. That number is displayed in the windshield or by holding it outside of the window. Handwritten cards are not accepted.

If the BSCS issued carline number is not available or displayed, the driver must park in a

designated area (for odd: between middle school and lower school; for even: on St. Teresa Drive), come to the school office, and sign for the students.

Although this policy can be frustrating as many families are well-known to many at the school. However, we must be consistent in enforcing this policy. It is for the safe and careful dismissal of our students – your children!

Parents cannot pick up their children from the carline halls while carline is in process.

### **CARLINE ROUTE**

Cars that enter the carline from Saint Andrews Boulevard turn at Moore Drive. Cars entering from Savannah Highway should turn at John Wesley United Methodist Church (also Moore Drive) and continue to the car line. Cars line up along the right-hand side of Moore Drive and wait until directed to enter the school property.

### **MORNING CARLINE (7:15-7:40 a.m.)**

The morning carline begins promptly at 7:15 a.m. and ends promptly at 7:40 a.m. Students arriving before 7:15 must report directly to the Extended Day/Early Bird Program in the Kindergarten Building. There is a fee for this service.

### **Morning Carline Procedure**

Following the approved BSCS carline route, drivers wait until being directed that carline can begin. At that time, carline travels in single file, across Saint Teresa Drive, through the parking lot between the church and the Parish Hall, around the Parish Hall to the basketball goal, where students exit. Drivers should proceed in line in order and pull up to the next stopped car. Students should be prepared to exit when the car has stopped.

### **K3/K4/K5 Students**

Since K3/K4/K5 students are escorted by hand to the kindergarten building, **drivers should lower the window on the driver's (left) side of the vehicle as a notification that a kindergarten student is in the car.** K3/K4/K5 students must exit from the back seat of the vehicles and from the left (driver's) side. K3/K4/K5 students wait in the car until someone is available to accompany them to the kindergarten building.

### **1st-8th Graders**

Students in 1st-8th grades exit the cars from the right (passenger's) side. Younger students may initially be escorted to their building. In those situa-

tions, drivers should *lower a window on the passenger's (right) side of the vehicle as a notification that a younger student will exit from that side of the car.*

### **AFTERNOON CARLINE (3:00-3:15 pm)**

Students are dismissed in the following order:

- Extended Day students to their assigned areas
- Carline riders
- Walkers and bicycle riders, after the carline ends

### **Afternoon Carline Procedure**

The afternoon (dismissal) carline begins at 3:00 p.m. Drivers should not arrive before 2:30 p.m. Carline numbers are used for dismissal (afternoon) pick-up. Students who are not going to Extended Day line up in the middle school (odd numbers) or lower school (even numbers) buildings.

Following the approved BSCS carline route, drivers wait until being directed that carline can begin. At that time, drivers will be directed to cross Saint Teresa Drive and enter the parking lot between the church and Parish Hall, separating into two lines – “odd carline numbers” (outer lane) and “even carline numbers” (inside lane). Both lanes proceed to the area between the Parish Hall and the school with the “odd” line on the right and the “even” line on the left.

Drivers should proceed in line as directed, stopping and proceeding as indicated. When in line, please pull up to the next stopped car unless instructed otherwise. Student escorts will assist the students into the cars.

### **TRANSPORTATION AGREEMENT**

All drivers who participate in the arrival and dismissal of students at BSCS – including “regulars” at Extended Day - are expected to exhibit proper “auto” etiquette and safety while in the carline and to abide by the transportation policies outlined in the Transportation Agreement. Each family is required to sign the Transportation Agreement at the start of the school year or upon enrollment.

### **ANIMALS IN SCHOOL**

Animals may provide good educational experience and may only be brought onto the school campus for that purpose. Thus, advance approval must be obtained from the principal before any pets or other animals are brought onto the school campus or into

the school buildings. The behavior of the animals and/or the students cannot be predicted or guaranteed. In addition, students and/or teachers may have allergies to specific animals.

### **BANK-IN-SCHOOL**

Bank-in-School is a program for students to open an account with South State Bank and make deposits with the “banker” during recess/lunch periods on designated days.

### **BIRTHDAYS**

Students celebrating birthdays and half-birthdays may wear TAG day clothing on their birthday or half-birthday. *The student must let the homeroom teacher know before the birthday/half-birthday the date that he/she will not be in school uniform.*

If the birthday/half-birthday is on a weekend day, the student may wear TAG day clothing on the Friday before or the Monday after. If a student’s birthday/half-birthday is on a Mass day, Ash Wednesday, or any Friday during Lent, the student may wear TAG day clothing any other day during that week. If the student’s birthday/half-birthday is on a designated TAG day, the student may wear TAG day clothing on the next day.

Students may bring a snack to share on their actual birthday or half-birthday. The treat is delivered to the school office if brought by a parent. It is the teacher’s discretion when the treat may be shared.

Students may not celebrate both a half-birthday and their actual birthday in the same school year!

Distribution of private party invitations is discouraged at school. Under no circumstances are invitations to be distributed at school unless every student of the same gender in the class receives one.

The school office does not provide addresses, email addresses, or phone numbers of school families. The school directory provides information for those who wish to be listed. To obtain an electronic copy of the school directory, please contact the school office.

### **BUDDY DAYS**

Buddy Day is scheduled monthly, typically on a Thursday, toward the end of the school day (2:21-2:53 pm). Each class has a corresponding Buddy class. Teachers of both classes coordinate the

activities for Buddy Day. Exchange of gifts for Buddy Day is not allowed.

### **CHOIR**

The children’s choirs at BSCS provide music for school Masses and specific weekend Masses at Blessed Sacrament Church. Typically, the practices are weekly after school. BSCS students (2nd-8th grades), regardless of parish or religious affiliation, may participate in choir.

### **HEADSETS**

Headsets are only allowed while in the computer class. When not being used, the headset should be in a zip-loc bag labeled with the student’s name and kept in the student’s classroom.

### **LIBRARY USAGE**

Although the BSCS library does not charge fines for overdue books, the parent is responsible for paying for books that, at the end of the school year, are damaged or not returned. The final report card may be held until the payment is received.

### **PERFORMANCE THURSDAYS**

Mini-performances are scheduled throughout the year. The performances are monthly on Thursday afternoons – although the time may vary, depending on the class schedules. Primarily, the activities are by specific classes and may be poetry recitations, musical performances, etc.

### **COMMUNICATION**

There are many ways of communication for BSCS, to share information about the “Happenings” at school as well as communication between parents and teachers.

#### **For Information on School Activities**

- School website ([www.scbss.org](http://www.scbss.org))
- *Monthly school calendar (school website)*
- *School Messenger*
- *Student folders*
- *Phone call or email to the school office ([sbendt@scbss.org](mailto:sbendt@scbss.org))*
- *HSA Meetings (September, January, March, May)*
- *School Happenings and updates via School Messenger*

## **SCHOOL MESSENGER**

Specific announcements for BSCS are distributed through School Messenger – a telephone and email message service. School Messenger is used for emergencies (cancellation of school) and for weekly updates (School Happenings) from the principal. **All families are automatically enrolled in this program.**

## **COMMUNICATION WITH TEACHERS**

Good communication between the parent and teacher is vital to the student's success in school.

### For Information on Student Performance

- Email teacher (addresses in handbook)
- Parent-Teacher Conferences (appointments arranged by email)

***Students and parents must never contact teachers at their home or cell phone numbers.***

## **STUDENT PHONE CALLS**

Students will not be called from class for phone calls. In an emergency, the call should be made to the school office, and the message will be given to the student at an appropriate time. Emergency messages to students do NOT include “don't forget to bring home....”, “what's the password for the computer?”, etc.

Students often request to use the phone to call for forgotten homework, books, projects, etc., or for permission and/or confirmation of “who rides home with whom,” for non-school issues (regarding sports uniforms, etc.), etc. This type of calls home should not be the routine. Whether these calls are allowed is at the discretion of the principal.

BSCS may request that a student call home for a specific purpose: permission to serve a service, transportation change because of a cancellation, etc.

## **CALENDAR**

The online school calendars show the day-to-day activities for students and families. The monthly school calendar is updated daily - as the information becomes available.

The yearly calendar shows the specific dates established prior to the start of the school year and highlights early dismissal days, “no school” days, and specific testing days. This calendar is linked on the school home page. **All calendars are subject to change.**

## **CANCELLATION OF SCHOOL**

In case of school closings due to bad weather, or for any other reason, BSCS families will be notified through School Messenger. Depending on the situation, the notification may be by email or by phone and email contacts. We also utilize area radio and television stations to announce an unanticipated closing as well as make every effort to post emergency situations on the BSCS website and on our facebook page.

## **CHANGE OF CONTACT INFORMATION AND ADDRESS**

It is very important that we are able to contact parents for emergency and/or administrative reasons. Thus, the **contact information needs to be up-to-date**. This includes home address, **phone numbers** (home, work, cell), **email addresses**, and places of employment. It is the parent's responsibility to notify the school office immediately if there is a change of information. You may email, call, or send a note to the office about information changes.

## **STUDENT INFORMATION SHEET**

The Student Information Sheet is also registration for Extended Day. *The Student Information Sheet also contains statements of compliance with BSCS policies and serves as a contract between the student and parents with the school. Please make sure that the information provided is current. Please update the information should your address, contact information, etc., change.*

## **CLUBS/ACTIVITIES (NON-ATHLETIC)**

A variety of school-sponsored clubs and activities meet during the year. Participation depends upon meeting both academic and behavioral eligibility requirements - i.e., to participate, students must be in “good standing”. Teachers/Sponsors of the activities must request (in writing or by email) and receive permission from the principal before the activity can be considered school-sponsored. The request must include the list of all students who participate. Absences for school-sponsored activities do not count toward the number of days missed. The availability of certain clubs may depend on faculty and/or parental sponsors.

## **CONFIDENTIALITY**

Every effort is made to maintain confidentiality of the contents of each student's permanent school record, including any current situation that may affect the wellbeing of the student. All school and church personnel (staff, volunteers, etc.) must sign a Confidentiality Agreement.

*As you would not want the information concerning your child discussed with other parents, information concerning other students will not be discussed with you!*

## **DIRECTORY**

The school directory is available electronically and only available to BSCS families upon email request. No paper copies are printed. A notation is made on the homepage when the directory is available for request.

Although inclusion in the directory can be assumed by enrollment at BSCS, the Student Directory Information has an "opt out" opportunity.

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS AND OTHER SAFETY MEASURES**

Emergency drills (fire, earthquake, tornado, lock-downs) are held periodically so that teachers and students are familiar with procedures and able to respond quickly in the event of a real emergency. Fire drills are held monthly to ensure that each student is aware of fire exits. Evacuation exits are posted in every classroom, and students are instructed in the proper procedure.

### **EVACUATION**

If evacuation of the school is required, all students will be escorted to John Wesley United Methodist Church and dismissed from that location. (John Wesley United Methodist Church is at the corner of Savannah Highway and Saint Teresa Drive. The physical address is 626 Savannah Highway.) The evacuation procedure is on the back of the carline number cards.

*In the case of an emergency early dismissal, the parents are notified by School Messenger. We take all reasonable measures to keep our students safe and calm in the event that a crisis situation develops during the school day. Each teacher has a copy of The Red Book/School Critical Incident Plan, an in-house procedural policy guide for medical and non-medical emergencies.*

## **MEDICAL**

### **MEDICATIONS**

The Diocese of Charleston does **NOT** allow the school (staff or volunteers) to administer medications – prescription (including inhalers) and over-the-counter (including cough syrup, ibuprofen, acetaminophen, antihistamine) on a one-time or recurrent basis without the Diocese-issued authorization form. This form is completed by the parent and physician. Without the authorization, the parent must come to the school to give the medicine.

The specific medications indicated on these authorizations must be brought to the office by a parent and will be kept in the school office.

**Otherwise, parents should not send any type of medicine to school.** Students, regardless of the grade, are not allowed to have medication in their lockers, backpacks, book bags, purses, pockets, etc., while at school. This applies to eye drops, aspirin, Tylenol, cough syrup, cold medicines, cough drops, and, of course, prescription drugs. Should a teacher notice medicine in a student's possession, the medicine will be brought to the office. This may result in disciplinary action of the student.

**At no time should a student share medications (prescription and/or over-the-counter) with another student.** This is dangerous for any medicine and unlawful for prescription drugs.

### **SICK ROOM**

If a student does not feel well in class, he/she should notify a teacher immediately. If the student needs specific attention, he/she is brought directly to the school office by an adult or another student.

If student's illness is non-emergent, care is provided by the school office. Basic first-aid can be provided. This includes applying ice, cleaning abrasions with water, applying bandages, flushing eyes with saline or water to remove irritants, gargling with salt water to relieve sore throats, providing crackers and/or ginger ale for upset stomachs, and utilizing other comfort measures.

NO invasive procedures are performed (including removal of under-skin splinters). NO medication is given unless authorized by the Diocesan Medication form.

Afterwards, the student either returns to class or the parents are contacted to take the student home. Students are encouraged to return to class as soon as possible unless the condition



determines otherwise. The school does not have a place for a sick student to remain for more than a short time; so, for the student's well-being, the parent, or someone designated by the parent, should come immediately when called. When a parent is notified to pick up a sick child from school, the student is considered absent from time called, not the time dismissed.

## **ILLNESSES**

**When should my child stay home? A good rule of thumb is: "Would I want a child with these symptoms sitting next to my child?"** BSCS is not equipped to take care of sick students, so please do not send your child to school when he/she is ill. Please use good judgment when deciding if your child should be kept home.

The student who attends school while sick or returns to school and not completely recovered usually prolongs his/her own return to health and places the health of others in jeopardy.

**A student cannot come to school if she/he:**

- Vomited during the night or morning before school
- Had/has a fever the evening or morning before school
- Had/has symptoms of any contagious disease (including, but not limited to, flu or flu-like symptoms)
- Has pink-eye (can return after 2 doses of antibiotic)
- Has head lice (can return after initial treatment)

**Please realize that dosing a child with an anti-fever medicine only remedies the situation for a few hours. Around lunch the fever will return.**

## **ALLERGIES**

Students with a significant allergy must provide documentation describing any accommodations needed while the student is at school.

### **EpiPen Authorization/Inhaler Authorization**

If a student suffers from allergic reactions, asthma, and/or breathing difficulties that require access to an EpiPen and/or inhaler, the student will be allowed to keep it in his/her possession or with the homeroom teacher (younger students primarily).

*A completed Diocesan Inhaler Authorization or Diocesan EpiPen Authorization is needed to allow use*

*of the treatment while in school. EpiPens and inhalers are the only medications that a student may have in his/her possession or in the classroom.*

## **EMERGENCY INFORMATION**

Emergency contacts and physician information are requested on the Student Information Sheet.

## **EMS**

If a student requires extensive medical intervention, the emergency may preclude calling the family before EMS. Efforts will be made, however, to contact the family during the emergency. The EMS charge is billed to the parent or parent's insurance. If EMS determines that transport to a hospital is necessary, every attempt is made to contact a parent for consent to transport. However, if a parent cannot be reached, EMS is required to take the student to the nearest hospital (Charleston County EMS policy).

## **ACCIDENTS/INJURIES**

The school's insurance coverage assists with medical expenses of students, employees, and non-employees who receive an injury during the school day while at BSCS. The school office must be notified immediately in these situations. The school office is responsible for completing the paperwork to document the injury/accident and notifying the school insurance carrier.

### **Student Accidents/Injuries**

If a student is injured (major or minor) at BSCS during school hours, the school office must be notified immediately. First-aid will be performed. If the parent(s) and/ guardian(s) cannot be reached, the emergency party will be called. This person's name should be on the Emergency Information sheet, which is filled out at the beginning of the school year and returned to school. Please instruct this person as to what to do in your absence, especially if both parents work. Inform the school of a NEW emergency party if a change occurs.

### **Property Damage**

Should property on the school premises be significantly damaged, the school office should be notified and a report is completed. Police involvement and photographs may be required.

## **DISCIPLINE**

BSCS is committed to providing an environment for the student to achieve his/her potential and develop

the values of reverence, respect, and responsibility. The BSCS disciplinary rules have been established to maintain the values of our school community and the safety and continued welfare of our students, faculty, and staff. Students are held accountable for their actions. The consequence of their actions is determined by the infraction and the recurrence of the infraction.

A discipline program works best when supported at home; parents and students are expected to support the discipline policy. Trust is essential for the effectiveness of discipline.

Discipline promotes an environment where learning can occur.

- It trains children in appropriate social conduct.
- It helps develop the moral conscience of the child.

In all grades, disciplinary situations are ordinarily handled by the homeroom or subject teacher. As the primary disciplinarians at school, the teachers are responsible for maintaining good behavior and respect in the classroom. The teachers help students adopt behaviors that promote learning, compassion, and consideration of others.

For repeated infractions or consistent disruptive behavior, the teacher may refer the student to the principal after all ordinary means of discipline have been exhausted. If conduct does not improve, a conference with the parent(s), student, teacher, and principal may be required.

*The school may also hold a student accountable for conduct at school-sponsored or school-related events, on or off the premises, and/or outside of regular school hours. The school also reserves the right to deny continued attendance to a student whose behavior in a public setting damages the reputation of the school.*

### **LUNCH-RECESS DETENTION**

A Lunch-Recess Detention is issued for minor offenses. The detention requires that a student has his/her lunch and recess in a classroom designated for detention. The detention is served on either the day of or the day after the infraction – depending on when the misbehavior occurred.

A Lunch-Recess Detention Notice is sent to the parents for signature. The Lunch-Recess Detention Notice must be signed by a parent and returned to the principal by 8:00 a.m. on the next school morning or a demerit may be issued. *By*

*signing the form, the parent acknowledges that he/she is aware of the misconduct and lunch-recess detention and has seen the notice of detention. The parent's signature does not indicate parental agreement with the specifics of the infraction or with the detention.*

### **DEMERITS/DISCIPLINARY ACTION**

For continued misbehavior and/or very serious infractions, demerits may be issued. The number of demerits depends on the severity and repetitiveness of the infraction. Repeated incidents of the same misbehavior/infraction increase the number of demerits issued. Accumulation of demerits results in Saturday School.

If a student reaches 5 demerits, the principal may request a conference with the parent. For repeated disciplinary infractions, and/or the accrual of 10 demerits, the student will be on behavioral probation and participation in field trips and other special programs may be denied. Students on behavioral probation must attend school and do assigned classwork. Mechanisms are in place for students to “earn” their way back to “good standing.”

The Disciplinary Action Required form notifies the parent of the disciplinary incident and the corrective measures taken. The student must return the signed copy of the form to the principal by 8:00 a.m. on the following school day or additional demerits may be issued. *By signing the Disciplinary Action Required Form, the parent acknowledges that he/she is aware of the infraction and has seen the form. The parent signature does not indicate parental agreement with the specifics of the infraction or consequence.*

The unacceptable behavior and consequential demerits are included below. Any of these and other very serious infractions may result in the student's suspension and/or expulsion.

*The policy governing these activities extends beyond the school day, on and off campus.*

### **Unacceptable Behavior and Consequential Demerits**

<b>Behavior/Infraction</b>	<b>Demerits</b>
Being unprepared for school	1
Failing to attend a scheduled lunch/recess detention	1
Failing to return Disciplinary Form as scheduled	1

Passing notes in school and/or texting at any time	1
Disrespecting rights and property of others, including others' right to learn	1-2
Disturbing, disrupting, and/or misbehaving in class or hallways	1-2
Failing to comply with school procedures and regulations (including dress code, hair length, facial hair, tattoos, fingernail polish, etc.)	1-2
Defacing or damaging property of teacher or another student or individual	1-3
Defacing or damaging school property	1-3
Forging another's signature	1-3
Lying	1-3
Using profanity	1-3
Verbally threatening harm to others (seriously or in jest)	1-3
Writing threatening messages (seriously, in jest, or online)	1-3
Writing, showing, or demonstrating obscene notes, writing, or gestures	1-3
Being in an unauthorized area	1-5
Fighting or any inappropriate physical contact	1-5
Misbehaving in church	2
Damaging another's reputation	2-4
Harassing, bullying (seriously, in jest, or online)	2-4
Leaving school property or assigned area	2-4
Having electronic device (including cell phone) visible	2-5
Using the internet in school in an unauthorized manner (personal use; MySpace, facebook, Twitter, gaming, Instagram, etc.)	2-5
Cheating	2-7
Stealing	2-7
Using personal electronic device (including cell phone) during school	2-7

Skipping a class	5
Public display of affection	Infraction dependent
Using electronic means to threaten someone	Infraction dependent
Possessing a dangerous or prohibitive object such as but not limited to weapon, matches, lighter, laser, and/or knife	Infraction dependent
Possessing tobacco, alcohol, or drugs	Infraction dependent
Participating in sexual harassment (seriously, in jest, or online)	Infraction dependent

### **SATURDAY SCHOOL**

Accumulation of 3 or more demerits results in Saturday School attendance by the student. The date of the Saturday School will be indicated on the Disciplinary Action Form. In addition, a "reminder" will be sent to the parents about one week before the Saturday School is to be served.

Saturday School is from 9:00 to 10:00 a.m. Students must attend Saturday School in full school uniform. (No PE uniforms allowed in Saturday School.) A fee of \$10 cash per student is required attendance and paid to the teacher at that time. A parent must accompany and "sign-in" at the school office prior to 9:00 a.m. The student will be assigned work that will be done in the teacher's classroom. Dismissal is promptly at 10:00 a.m. Late arrivals for dismissal are charged \$10 for every 5 minutes after 10:10 a.m. A parent must sign to dismiss the student at that time.

Students arriving late for Saturday School (after 9:00 am) are "no shows" and must attend two additional Saturday School dates.

At the end of the school year, students who still "owe" Saturday School attendance will not receive their report cards. Eighth-grade students who "owe" Saturday School attendance may not participate in graduation activities.

### **BEHAVIORAL PROBATION**

For serious misconduct, a student will be placed on probation; the student will be given a specific amount of time to demonstrate that he/she will observe the policies of the school.

Behavioral probation may result in the student's not being allowed to participate in extra-curricular, school-sponsored, or sport activities. A

consequence of behavioral probation can be dismissal from BSCS.

## **SUSPENSION**

Actions that constitute a major disciplinary infraction viewed as contrary to the good order of BSCS warrants suspension of the student. The two types of suspension are:

1. Denial of class privileges  
(In-School Suspension)
2. Denial of school privileges  
(Out-of-School Suspension)

When the behavior warrants suspension, the principal and parents will seek a corrective program for the student.

## **EXPULSION**

Some behavioral situations may result in expulsion. Examples of these situations include:

- Accumulating 30 demerits
- Using or possessing tobacco, drugs, or alcohol
- Using the computer inappropriately
- Possessing a prohibited object or weapon
- Being involved in sexual harassment
- Threatening and/or endangering the moral or physical well-being of others

Any student accused of serious wrongdoing, one or off campus, at any time K4 through the 8th grades - during school or after school hours - may be removed immediately, asked to withdraw, or to be placed on home study. A disciplinary conference is called after the principal has spoken with the student, parents, teachers, and/or other involved parties. The canonical administrator (pastor), principal, parents, and student will discuss the course of action. If expulsion is warranted, it is effective immediately. *The final decision for expulsion is made by the pastor.*

Certain behaviors and infractions are more socially unacceptable than others and may require notification of authorities.

## **BULLYING**

BSCS has a "NO BULLYING" policy. Our Christian values teach us to respect others, regardless of our differences. Serious disciplinary action will be taken against any student found to engage in bullying practices of any kind. We honor God by treating others with kindness and respect.

Bullying happens when someone hurts or threatens another person on purpose, and the person being bullied has a hard time defending him/herself. Examples of bullying include:

- Hitting, shoving, and other acts that hurt physically
- Spreading rumors about others
- Keeping certain people out of a "group"
- Teasing or making fun of someone
- Encouraging others to "gang up" on someone
- Sending inappropriate text, email or instant messages about another person
- Taking, posting or drawing inappropriate pictures or photographs
- Defacing someone's photograph

Bullying behavior is considered a major infraction at BSCS. Every effort will be made by the principal to discuss and resolve problems between bullies and their targets. If a solution cannot be reached in a reasonable amount of time and the bullying behavior persists to the interruption of the good order of any classroom or the school, the bully may be subjected to probation, detention, suspension, or expulsion.

The basic rules of the school reinforce self-control and accountability for one's self.

## **ALCOHOL/DRUGS (SUBSTANCE ABUSE)**

The definition of "controlled substance", "counterfeit controlled substance", and "imitation controlled substance" is contained in the South Carolina Code of Law for 1976, as amended, at Section 44-53-110, and applies to the BSCS Substance Abuse Policy.

While engaging or having engaged in activities on school property or at school-sanctioned/sponsored activities, the following policy applies:

No student shall possess, use, manufacture, sell, dispense, or distribute a prescription drug, controlled substance, counterfeit controlled substance, imitation controlled substance (as defined by South Carolina Code of Law), or illegal drug or narcotic.

- No student shall possess, use, manufacture, dispense, or sell alcoholic beverages.
- No student shall be under the influence of any illegal drug, narcotic, controlled substance, or alcoholic beverage.

The following actions are taken, as needed, on behalf of the student if the principal determines any part of the BSCS substance abuse policy has been violated. The school will:

- Insure emergency medical care
- Notify legal guardian
- Notify appropriate Diocesan officials
- File an Incident Report in student's permanent file
- Notify appropriate law enforcement officials

These are the consequences for violating any part of the BSCS substance abuse policy.

First Offense: The student and his/her parents or the parents' designee must have the student attend a licensed/accredited drug/alcohol treatment center and have progress reported to the principal as the counselor/physician deems appropriate. Failure to comply results in automatic expulsion. When drug counseling is successfully completed and no other violation has occurred prior to the last day of 8th grade, the student's permanent record is expunged.

Second Offense: The second offense results in the student's permanent expulsion from BSCS. The principal will provide alternative recommendations for the student's continuing education

### **DRESS CODE/UNIFORMS**

BSCS day-to-day and PE uniforms are required for K4-8th grades and the authorized vendors for purchasing the school uniforms are:

#### **Read's Uniforms**

946 Orleans Road (across from Citadel Mall)  
843-852-7878  
<https://shopreadsuniforms.net/Education>  
(Code BSCSSC)

#### **Land's End**

<http://www.landsend.com/pp/schoolsearch.html?action=landing&selectedschoolnum=900171224>

#### **Special Notes**

- ***Logo items - polo shirts, PE shirts, PE shorts, PE sweatpants, middle school hoodies, and fleece jackets – must have the chalice logo! No other BSCS logo is acceptable.***
- ***K4 through 8th grade boys and girls – tailored and logo polo shirts must be neatly tucked in at all times.***

- ***Belts must be worn on shorts and slacks.***
- ***Students must wear socks or tights – no bare feet inside shoes!***

#### **K3**

All K3 students are to wear play clothes. School uniforms are not required or recommended.

#### **GIRLS**

##### **K4-5th Grade Girls**

In August-October and April-May/June, girls have these options for day-to-day uniforms:

1. Chalice logo polo shirt with belted, navy blue, knee-length shorts.
2. Chalice logo polo shirt with the navy, uniform skirt.
3. BSCS-issued, blue-green, wide-plaid jumper with a white blouse (no lace) that has a tailored or Peter Pan collar. The blouse may have long or short sleeves.

From November to March-April, girls in K4 to 5th grades wear the BSCS-issued, blue-green, wide-plaid jumper with a white blouse (no lace) that has a tailored or Peter Pan collar. The blouse may have long or short sleeves.

##### **6th-8th Grade Girls**

In August-October and April-May/June, girls have these options for day-to-day uniforms.

1. "Chalice" logo polo shirt with belted, navy blue, knee-length shorts.
2. "Chalice" logo polo shirt with the navy, uniform skirt.
3. BSCS-issued, blue-green, wide-plaid skirt with the chalice logo polo shirt or a white tailored blouse.

From November to March-April, girls in the 6th-8th grades wear the BSCS-issued, blue-green, wide-plaid skirt with white tailored blouse or the "chalice" logo polo shirt. The skirt must be knee length. Blouse/shirt must be neatly tucked in at all times and the skirt waistband visible.

##### **K4-8th Grade Girls**

- **Belts** must be brown, black, or navy leather or leather-like material. Belts cannot have ornamentation or decoration.
- **Shoes** must be solid black, brown, cordovan, navy; either leather, suede, or canvas. Dockside and Wallabee-style

are acceptable. Dansko shoes are not acceptable. Sandals or open toe shoes, heels higher than 1½ inches are not acceptable. **Boots and high tops are not permitted except with a doctor's medical excuse.**

- **Socks** must be solid white, navy, or black and **cover the ankle. Footed tights (black, white or navy) are permitted. Sports socks are not permitted. Tights and socks are not to be worn together. Leggings are not allowed.**
- **Jewelry** can consist of one pair of small earrings and holy medals worn inside the blouse or shirt. Watches are permitted. *Watches are not permitted.* Students with health problems may wear the medical alert ID jewelry.
- **Hair** must be clean and styled in a moderate fashion. It may not be dyed, streaked, or multi-colored. Hair cannot hang in eyes. No extreme haircuts allowed.
- **Hats** may not be worn inside the school, Parish Hall, or church buildings.
- **Makeup** (including eyeliner, mascara, eye-shadow, lipstick), nail polish, fake nails, French nails, etc. are not permitted.

### Sweatshirts/Hoodies

Only navy blue cardigans or navy blue sweatshirts with the BSCS “chalice” logo can be worn in the school buildings, Parish Hall, and church. The authorized BSCS “chalice” hoodies may be worn by middle school students (6th-8th grades).

## **BOYS**

### K4 through 8th Grade Boys

In August-October and April-May/June, boys have these options for day-to-day uniforms.

1. Belted, navy blue shorts and the polo shirt with the chalice logo. The shirts may be short or long sleeve.
2. Belted, navy blue slacks and the polo shirt with the chalice logo. The shirts may be short or long sleeve.

From November to March-April, boys wear belted, navy blue slacks with the chalice logo polo shirt – either long or short sleeve. Shirt must be neatly tucked in at all times.

### K4-8th Grade Boys

- **Belts** must be brown, black, or navy leather or leather-like material. Belts cannot have ornamentation or decoration.
- **Shoes** must be solid black, brown, cordovan, navy; either leather, suede, or canvas. Docksidiers and Wallabee-style are acceptable. Dansko shoes are not acceptable. **Boots and hightops are not permitted except with a doctor's medical excuse.**
- **Socks** must be solid white, navy, or black and **cover the ankle. Sports socks are not permitted.**
- **Jewelry** is restricted to one holy medal worn inside the shirt. Boys are not permitted to wear earrings. Watches are permitted. *Watches are not permitted.* Students with health problems may wear the medical ID jewelry.
- **Hair** must be clean and styled in a moderate fashion. Hair should be tapered, must not touch the collar, must be cut above the ears (not pushed behind the ears), and must not extend to the eyebrows when combed down. All males must be clean-shaven; no facial hair or sideburns are permitted.
- **Hats** may not be worn inside the school, Parish Hall, or church buildings.

### Sweatshirts (K4-8th Grade Boys)

Only navy blue BSCS logo (chalice) sweatshirts can be worn in the school buildings, Parish Hall, and church. **The authorized BSCS (chalice) logo “hoodies” may only be worn by middle school students, grades 6th-8th grades!**

### PE Uniforms - Girls and Boys

All students, K3 through 8th, have PE once a week. K4 through 8th grades must wear PE uniforms on their PE days.

The students wear solid navy blue, knee length, logo (chalice) shorts, and grey or white, logo t-shirt. In cooler weather, navy blue sweatshirts and sweatpants may be worn. All of these garment items must have the screen-printed chalice logo.

For middle school boys and girls, PE sweatpants do not need to be elasticized.

PE socks may be navy, black, or white - sport, crew, or ankle. **Socks must be worn!**

PE sneakers must be athletic or tennis shoes (closed heel, closed toe, no wheels) of any

standard color – either leather, suede, or canvas. Remember that PE shoes should be safe for running, exercising, and performing other physical education activities. No Dansko, Wallabees, or Converse All-star hightop (Chuck Taylors) shoes are allowed for PE – they are not safe for physical activities. (Wallabee shoes may be worn with the day-to-day uniforms but not for PE.)

### **Outerwear - Girls and Boys**

Students may wear any type of coat or jacket outside. However, the “outerwear” must be acceptable and not advertise drugs, alcohol, weapons, or anything suggestively profane, obscene, or derogatory. Winter hats may be worn outside during colder weather.

### **TAG DAYS**

On days when alternate attire is permitted (TAG days), students are to dress modestly and, in a manner appropriate for a Catholic school. **Failure to comply with directives results in the student’s calling a parent for his/her uniform.** If a second TAG day violation occurs, the student’s TAG day privileges may be lost for the remainder of the school year.

There are opportunities for TAG days throughout the year, including a designated date (specified by principal) for parents’ attendance at HSA meetings and designated dates (specified by principal) as contest or fundraising incentives. There are no refunds or credit for unused or paid TAG days. Students may also wear TAG day clothes on their birthdays and half-birthdays.

### **TAG Day Guidelines/Limitations**

**These guidelines apply for all TAG days. Please keep in mind that “if you have to question whether your attire is acceptable, it likely is NOT!”**

- Clothing may not advertise alcohol, cigarettes, drugs, entertainment groups, or the like.
- Athletic shorts (mid-thigh), pants, or athletic suits are allowed, as long as they are the appropriate length and not oversized.
- All shorts must be knee-length.
- **Running shorts are not permitted.**
- Jeans may be worn if they are not ripped, frayed, oversized, or “low riders”.
- Girls’ shirts and dresses that expose the midriff may not be worn.

- Girls’ shirts, dresses, blouses, etc., cannot have an open back, keyhole back, or any type of opening that shows bare skin at shoulder level or further down.
- Appropriate undergarments must be worn.
- Undergarments must not be visible.
- See-through garments may not be worn.
- Skirts, skorts, and dresses must be at least the same length as uniform skirts.
- Capri pants may be worn.
- Regulations regarding make-up and jewelry still apply unless special consideration has been authorized by the principal.
- Girls’ shirts and dresses must have straps that are at least 2 inches wide.
- Girls’ tops cannot be low cut.
- No flip-flops, sandals, open-toed shoes, or skateboard shoes.
- All shoes must be securely tied or fastened.
- No midriff skin may be shown.
- Shirts/tops must be long enough to be tucked in.
- NO muscle shirts or tank tops are allowed

### **EXTENDED DAY**

The Extended Day program is for the convenience of the BSCS families.

- The Early Bird program begins at 6:30 a.m. and ends at 7:20 a.m.
- The Afterschool program begins at 3:00 p.m. and ends at 6:00 p.m.

Extended Day attendees (Grades 1-8) attend study hall (managed by various faculty and staff) to assist with homework. Once the study hall has ended, students go to one of the Extended Day rooms and **are not allowed back in the classrooms or hallways.**

Extended Day begins the first full day of school and ends the last full day of school.

Students who arrive at school before 7:15 a.m. or are not picked up by 3:15 p.m. are taken to Extended Day for supervision.

**Beginning with the 2017-2018 school year, families will be charged \$10 per student remaining after carline ends. No child can wait for their parent in the office for their parent after school hours.**

## **EXTRACURRICULAR ACTIVITIES**

### **SCHOOL-SPONSORED ACTIVITIES**

Students are not permitted back into the school or classroom after the school day ends. There may be specific afterschool activities that have a faculty organizer and/or representative. The teachers involved with these activities are responsible for the conduct and safe dismissal of the students.

### **LOST AND FOUND**

All items found on school premises, regardless of value, are brought to the school office. Students may claim them after proper identification. **Please label all items with the student's names and grade.** Unidentified or unclaimed clothing is given to those in need.

### **LUNCHES**

Students eat in their homerooms unless otherwise specified. Students may bring their own lunches or order online through Schoolhouse Fare, the school lunch program.

Lunches from home should not require heating or cooling. Eating utensils and condiments are not provided. Students may not have carbonated beverages at the school at any time.

### **LUNCH PERIODS**

The lunch schedule for all grades is included in "BSCS Hours" at the beginning of this handbook.

### **FAST FOOD LUNCHES**

Parents should not make it a regular occurrence to bring lunch for their children. This is very disruptive when parents frequently bring lunches – especially from fast-food restaurants, etc. The lunch program provides a variety of choices that should be appetizing to most students.

### **FORGETTING LUNCH**

If a student forgets to bring his/her lunch, efforts are made to contact the parent to bring lunch or another student may be asked to share. "Forgetting lunch" should not become a habit. The parent should bring the "forgotten lunch" to the office for delivery to the student.

### **LUNCH MONITORS**

Parents and grandparents are encouraged to be lunch and recess monitors for their child(ren)'s classes. Their presence in the classroom allows the teachers to join other faculty for their lunches. The students are

expected to treat the lunch monitors with respect and appreciation. Lunch monitors should report any misconduct and/or disrespect to the teacher.

## **PARENT INFORMATION**

### **VISITORS**

Visitors are welcome at BSCS. All visitors must enter at the school office entrance, sign in at the school office immediately, and receive a visitor badge. The visitor badge must be displayed while at the school.

### **VOLUNTEERS**

BSCS considers volunteers a very special resource. Parents, grandparents, aunts, uncles, alumni are all encouraged to help with school activities and HSA projects.

All volunteers must enter at the school office entrance, sign in at the school office immediately, and receive a volunteer badge. The volunteer badge must be displayed while at the school.

Insurance regulations may restrict the number of concurrent hours that a non-employee (volunteer) may be at the school. Unless indicated and approved by the principal, volunteer hours are limited to 11:00 a.m. to 12:30 p.m. Accordingly, volunteers must not remain on the school campus when not volunteering.

Specific reminders include:

- Volunteers must not use cell phones while "on the volunteer clock" – including field trips and field days.
- Volunteers must not lend their cell phones to students while on school grounds.
- Volunteers need to dress appropriately when volunteering.
- Volunteers need to be cognizant and respectful of the BSCS confidentiality policies.
- Volunteers must not use the computers within the individual classrooms.
- Volunteers need to comply with all school regulations.

### **Volunteer Eligibility**

The school office must maintain a file on every volunteer at BSCS. The file includes confirmation each volunteer has met the requirements of the Office of Child Protection Services.

Volunteers must have completed these essential elements before volunteering.



- Volunteers must complete Safe Haven Training and provide the school office with a copy of the certificate verifying completion.
- Volunteers must complete paperwork to have a background screening done through the Diocese of Charleston. The volunteer must provide his/her Social Security number and have a South Carolina residence to be screened.
- Volunteers, such as HSA officers, who manage fundraising, need to complete the Credit History section of the background screening form.
- Volunteers must sign to acknowledge reading and to abide by the elements included in the updated policy, “Concerning Allegations of Sexual Misconduct or abuse of a Minor by Church personnel (2012)”. This handbook is online at the Diocese of Charleston website ([www.catholic-doc.org](http://www.catholic-doc.org), Office of Child Protection Services link).
- Volunteers must sign that they agree to abide by the updated Code of Conduct.
- Volunteers must sign that they agree to the Diocesan Confidentiality Agreement.

### **CELL PHONES (PARENTS/VISITORS)**

Personal cell phones, like other electronic devices, *even when used by adults*, are disruptive. Use of a cell phone (either talking or texting) is dangerous when driving and especially unsafe during carline.

When visiting the school for volunteer or other activities, parents should not use their cell phones while on BSCS premises – playground, school office, classrooms, hallways, etc.

### **CHILD ABUSE POLICY**

BSCS abides by the Child Abuse Prevention, Adoption, and Family Services Act of 1988, which mandates that all cases of suspected abuse and/or neglect be reported to the Office of Child Protection Services. Diocesan policy for prevention of Child abuse, especially sexual abuse, is detailed in the 2012 Diocesan Policy of Sexual Misconduct, Office of Protection Services.

### **CHURCH PERSONNEL**

The Diocese of Charleston designates all administrators, faculty, staff, and volunteers as “church personnel.”

### **CLASSROOM PARTIES**

Class parties may be held to celebrate specific holidays throughout the school year. The party dates are determined by the principal with assistance from the head room parent. The preferred party time should be discussed with the homeroom teacher. Organization of the parties is the responsibility of the room-mothers. The items for the parties are provided by the parents of the class. There will be no classroom parties scheduled during Lent.

### **FORGOTTEN/LEFT ITEMS**

If a student forgets something that a parent chooses to deliver (eyeglasses, lunch box, snack, homework, books, etc.), the item(s) is placed in the teacher’s mailbox for pick-up during a planning period. Other than for “forgotten” eyeglasses, we cannot interrupt a class to make the delivery. Except for lunches, we cannot guarantee that the student receives the item when needed.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

HSA is the parent-teacher organization of BSCS. The objectives of the association include promoting the welfare of students by fostering fellowship and a closer relationship between the home and the school in the training of children in accordance with Catholic philosophy; and raising funds to support school improvements and needs. All families are expected to participate in fundraising events. HSA dues are payable at the first of the school year and are supplemental to those funds raised for projects and classroom needs.

Fundraising activities vary from year-to-year. Although the activities are planned as “fund-raisers,” a focus of the events is to foster fellowship at BSCS. Families are expected to support these functions.

Officers serve a one-year term and can be re-elected. If needed, officers may be elected at the last HSA meeting for the upcoming year; or at the first HSA meeting of the school year. The officers, committees, and events are managed by the HSA. Volunteers (parents, grandparents, alumni) are welcomed and encouraged to participate in the HSA functions.

HSA ordinarily meets in September, January, March, and May at 7:00 p.m. in the Parish Hall. Efforts are made for the meeting to last no more than one hour! Parents are notified of the meeting date, time, and details by school web-

site. If it becomes necessary to reschedule a meeting, parents are notified as soon as possible. HSA agendas, minutes, and activity schedule are on the school website.

Other than for the high school credit courses (Algebra I, Spanish I), no homework is assigned on HSA meeting nights.

### **NOTICES/FLYERS/ANNOUNCEMENTS**

Any notices sent through the school must be approved by the principal and distributed by the school office. The “sender” is responsible for photocopying and counting the notices.

*Since not all of the presented notices/announcements are accepted for distribution to the students/families, please get approval before copying the flyer.*

The notices should be separated into classes and labeled with the homeroom names. The homeroom names and the total number needed per class can be obtained from the school office.

### **LAW OF SUBSIDIARITY**

This law states that if a parent has a concern about a teacher that the parent must go to the teacher first - before approaching the principal, pastor, school board, superintendent, Diocese Office, or Bishop.

### **PARENTAL BEHAVIOR**

Abusive behavior by families during the day-to-day or specific school-sponsored activities will not be tolerated. Not only is it disruptive and upsetting to those involved, it is especially embarrassing for the child(ren) of the family.

If the unacceptable behavior occurs at school, the adult will not be allowed to return onto the premises.

If the unacceptable behavior involves the carline and/or anyone affiliated with the arrival or dismissal of the students, the adult may lose the opportunity to participate in carline procedures.

If the unacceptable behavior occurs at a school-sponsored activity, the adult will no longer be able to attend the school functions.

If the unacceptable behavior occurs at an athletic event, the parish Athletic Association is responsible for the investigation and consequences involved.

### **PUBLICATION OF STUDENTS' WORK (INCLUDING PHOTOGRAPHS)**

BSCS provides information, including student photographs, accomplishments, and honors, as well as activities at BSCS for publication that may include, but not limited to the BSCS facebook site, BSCS, Blessed Sacrament Parish/St. Joseph Parish, and/or Diocese of Charleston websites, BSCS and/or Blessed Sacrament Parish/St. Joseph Parish mailers and/or brochures, Diocese of Charleston publications, church bulletins, newspapers, TV, yearbook, etc.

Parental approval/disapproval for the student to be “published” is indicated on the Publication Policy Permission Form.

### **PUBLICATION POLICY PERMISSION FORM**

Permission for a student’s work and/or photograph to be published in local and/or other publications (electronic and otherwise) is given or denied by the Publication Policy Permission Form.

Although consent may be implied by enrollment at BSCS, a “hard copy” of the form must be on file at the school office within 7 days of the student’s first day at BSCS.

The Publication Policy Permission Form allows for the “right to be published,” “no right to be published,” and “the right to be published” only in the school yearbook.

Whether names, no names, names and initials, etc., are provided is outlined in detail on the Publication Policy Permission Form. The form can be downloaded from the school website.

*Please note that BSCS is only responsible for the information that the school, itself, provides.*

### **SCHOOL PICTURES – Individual and Class**

Individual student pictures are taken near the beginning of the school year and are available for purchase. Parents are notified of the day, time, and other pertinent facts, including what is acceptable attire for the pictures – typically “church clothes.” The pictures are taken by a professional photographer and these photographs are used in the school yearbook. Later in the school year, class pictures will be taken. For the class pictures, students wear their day-to-day school uniforms.

### **SEARCH**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices, lockers, and backpacks.

### **TEXTBOOKS**

Workbooks are purchased for the student and for the student's use. Although the hardback books remain the property of the school, the student is responsible for these books. Full replacement cost for lost books or repair cost for damaged books is the responsibility of the student. As with other unpaid financial obligations, report cards of students who have not returned or paid for damaged rented books are held.

### **VOICE RECORDINGS OF MEETINGS AND CONFERENCES**

Recording a parent-teacher meeting or conference (including those involving the principal) is **not permitted**. Should the recording be discovered, it will be deleted. It is at the discretion of the principal to decide if a meeting will be rescheduled.

### **NOTIFICATION TO PARENTS OF STUDENTS AT BSCS REGARDING THE DIOCESAN POLICY ON SEXUAL ABUSE REPORTING**

The Diocese of Charleston specifically provides a Victim Assistance Minister to provide pastoral outreach within a setting of compassion, acceptance, privacy and respect. The focus of the Victim Assistance Coordinator is primarily the emotional and spiritual well-being and healing of those affected by the sexually abusive conduct of a priest, deacon, or lay person working within the Diocese. An individual who wishes to report an allegation to the Diocese is encouraged to contact the Director of Child Protection Services at 843-853-2130, x206, or the Victim Assistance Coordinator at 843-856-0748 or the toll-free number, 1-800-921-8122.

### **NOTIFICATION TO PARENTS AND STAFF OF BSCS REGARDING AHERA ASBESTOS MANAGEMENT PLAN**

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), in 1988 BSCS performed inspections of each of its school

buildings for asbestos-containing materials. The inspections findings and Asbestos Management Plan are on file in the school's administrative office. As per the requirements, qualified personnel have also conducted additional re-inspections and periodic surveillance.

All of the above-referenced reports are a matter of public record. As such, any interested party may review the documents by simply contacting or visiting the school office during normal business hours.

### **FINAL NOTE**

The BSCS Handbook is intended to describe the philosophy, services, and structure of the school's education program to parents and students. The changes to the handbook are the result of a committee that included lower school and middle school faculty, administration, parents, and School Advisory Council members.

As indicated in this handbook, parents share the responsibility for their children's understanding of the mission of BSCS and the rules and regulations that flow from this mission. The enrollment of your child at BSCS insures that you, the parents, and the students, understand the rules and mission and agree to be governed by the provisions in this handbook.

### **RIGHT TO AMEND**

*The Diocese of Charleston and the BSCS administration reserve the right, at any time, to amend, adjust, and adapt the policies and procedures outlined in the BSCS Parent-Student Handbook – based on the needs of the Diocese and the school. Notification of changes will be through the School Messenger and posted on the school website.*

Please contact the school office, principal, or teacher for clarification or if you have a situation that is not addressed in this handbook.