



BLESSED SACRAMENT SCHOOL  
STUDENT/PARENT HANDBOOK  
2020-2021

Let your *School* be  
your safe harbor.



Let your *Faith* be your anchor.

REVISED 8/5/20

**PARENT HANDBOOK  
2020-2021**

One of the most powerful life habits our children will learn this year is to **begin with the end in mind**. The best place to **begin** is with our **Blessed Sacrament Handbook**. Within these pages you will find your blueprint for a successful school year. We ask that you **read this book carefully**, then review it with your children. Help them to see that following school policies and procedures is a proactive way to be in control of their **future**.

If you are a returning family, take special note of the items highlighted **NEW IN 2020-2021!**

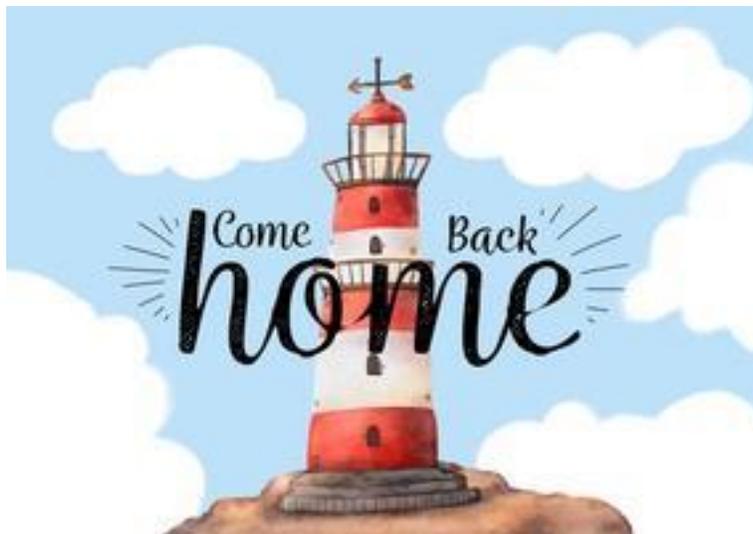
As rules and regulations change, there will be revisions made in our handbook for parents. Parents/guardians will receive electronic notices when any change occurs. We require that all parents/guardians and students sign an agreement stating that they have read the handbook each year and will abide by the school's rules and regulations.

In choosing to send your children to Blessed Sacrament, you have inherited a legacy in the biographies of the many priests, sisters, lay teachers, and families that have gone before you to make our school a very special place. May the courage and vision of those who have gone before you, guide you, inspire you, and live through you.

Due to the pandemic, some policies and procedures have been changed. All COVID changes have been made in **blue**.

Thank you for your support. Happy Reading!

Lynn Coleman Brown, Principal  
Blessed Sacrament Faculty and Staff



***Table of Contents***

- Absences	16
- Academic Policies/Homework	13
- Academic Program	10
- Accelerated Reader	10
- Accreditation	3
- Arrival	20
- Admission Policies	6
- Art Program	12
- Athletics	26
- Beliefs	4
- Bibliography	37
- Class Parties	24
- Communication Policies	9
- Discipline	25
- Dismissal	20
- Early Dismissal	16
- Educational Field Trips	29
- Electronic Devices	11
- Emergency Preparedness	30
- Emergency Procedures	30
- Entrance Requirements	6
- Extended Day Program	30
- Faculty and Staff	35
- Fees	8
- Fine Arts Program	12
- Fundraisers	34
- Graduation Policies	18
- Guidance Program	12
- Health and Safety Regulations	29
- History of BSS	3
- Home and School Association	34
- Illness	29
- Lunch Program	21
- Media Program	12

- Medication	29
- Mission Statement	4
- National Junior Honor Society	26
- Non-Custodial Parent	19
- Parent/Teacher Conferences	15
- Philosophy	4
- Physical Education	11
- Pre-Kindergarten Program	12
- Promotion/Retention	18
- Registration	7
- RenWeb	10
- Report Card and Grading System	14
- Safety Patrol	28
- School Board	33
- School Community	5
- School Foundation	33
- School Hours	19
- Service Hours	28
- Service Learning	29
- Social Networking	12
- Student Lighthouse Team	26
- Student Records	19
- Tardiness	16
- Technology Program	11
- Testing	18
- Textbook Usage	18
- The Leader In Me	10
- Transfer	9
- Transportation	22
- Tuition	7
- Uniform and Appearance	22
- Use of School Grounds	30
- Visitors	19
- Yearbook Advertisements	35

## **HISTORY OF BLESSED SACRAMENT SCHOOL**

Blessed Sacrament School has been a cornerstone of the Savannah Diocese dating back to 1920. For more than 95 years, our church and school have been ministering to the needs of our community. While facilities and faces have changed over the years, one thing remains the same - our commitment to Christ, to one another, and to making a difference in our community.

To know our school is to first know our parish. From the very beginning, the desire to continuously grow ourselves in the glory of God would be the hallmark of our church and school. In the early twenties, there were only 100 Catholics in the parish, territorial boundaries limited potential growth, and little funds were available to build a church. What would become a tradition at Blessed Sacrament, a small group of committed parishioners stepped in where they saw a need and acquired the money to build the first church. The first Mass was celebrated on May 21, 1921 and a Sunday school was established in 1922 with classes held in the church until a parish hall was erected in 1928. In these earliest days, while there were many fine schools in the Savannah area, our parishioners sought the opportunity for their children to receive a Catholic religious education. "Let us develop the character of our young through religious principles and morality." In 1939, the parish hall was converted into three classrooms to serve the sixty children whose parents desired a Catholic education for their children. Under the direction of the pastor, Father James Conlin, three Sisters of Mercy were assigned to serve as the first faculty. The Sisters of Mercy would continue to serve our school well into the eighties. The first lay teacher would not join our staff until 1951.

By 1940 with more than 1600 members, the parish badly needed a new church and school. Construction of the combination church-school began on October 13, 1941. We continued to be blessed with growth throughout the next decade. In 1958 some visionary parishioners and school parents came together to create a new school building adding eight classrooms and an auditorium-gymnasium that met the needs of our children for over half a century.

Phase I of our building project is complete and the campus was rededicated on April 27, 2018. We now have 38,701 new and/or renovated square feet of building space which includes a regulation gymnasium; new art, science, music classrooms, new administrative offices, clinic, reception area; fully renovated kitchen, cafeteria, and media center; and the creation of a lecture hall. Phase II funds are currently being raised. When 50% of the funding has been raised, all classrooms will undergo renovation. We are hoping for 100% participation from parents and faculty to help us make this goal.

Blessed Sacrament is regarded as one of the region's finest schools, offering a rigorous academic and faith-based education to students in grades Pre-K-Eighth grade. Our school has steadily grown from 336 students in 2000 to over 430 students in 2020. There are two sections of each grade level with the maximum desired class size of twenty-five in grades first through eight and a desired maximum of 20 in Kindergarten and Pre-K. We have a staff of nearly fifty-eight qualified professionals who strive to provide an environment where every child can learn and experience success.

## **ACCREDITATION**

We are accredited through AdvancEd in conjunction with the Diocese of Savannah and SACS (Southern Association of Colleges and Schools) Commission on Accreditation and School Improvement.

## BLESSED SACRAMENT SCHOOL PHILOSOPHY

We, the community of Blessed Sacrament Parish and School, believe in the education of the whole child through a partnership with our parents. We respect the dignity and uniqueness of each individual and hope to develop young men and women who recognize their worth as persons and respect this in others. This approach to education, reflected in the lives of the religious Sisters of Mercy and other religious communities who served Blessed Sacrament School, permeates the spirit of the school.

We believe in providing a Christian atmosphere whereby the students learn the truths of the Catholic faith and its meaning in daily living.

Through a sound academic program and a Catholic spirit, we hope to provide the students with the knowledge, wisdom, skills, attitudes, and values necessary to meet the demands of the society in which they will live and consequently shape.

### MISSION STATEMENT

Rooted in faith and committed to academic excellence, the community of Blessed Sacrament Catholic School *prepares* and *empowers* children to *lead, love, and serve* God, the Church, and the world.

### BELIEFS

- **We believe** the school's primary purpose is to foster a personal relationship with Jesus Christ while witnessing to the Gospel through doctrine, building community, and providing service to others.
- **We believe** each child is created by God and should be treated as a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.
- **We believe** the school community models social justice by recognizing and actively participating in the Gospel message promoting the dignity of the human person and the commandment to love thy neighbor.
- **We believe** parents are the primary, irreplaceable educators of their children in partnership with the whole school community.
- **We believe** all students have the ability to learn and are provided a supportive and challenging environment that increases their potential for moral, responsible decision making.
- **We believe** students become self-disciplined learners and realize that faith, like learning, is a life-long journey.
- **We believe** the school has a clearly articulated, rigorous curriculum.
- **We believe** the curriculum, instructional practices, and assessments incorporate a variety of challenging learning activities that accommodate different learning styles.
- **We believe** the school strives to be accessible to all who desire a quality Catholic education.

## SCHOOL COMMUNITY

The Blessed Sacrament School community is composed of a myriad of groups who strive to aid children in developing their full potential.

The **Bishop**, as Ordinary of the Diocese, is the Chief Teacher. He has the primary authority and responsibility for the educational ministry of the diocese. The **Superintendent of Schools** works in collaboration with the pastor and principal to oversee policies and guidelines within the Catholic Diocese.

The **Pastor** shares in the work of the Bishop of the Diocese. As a delegate of the Bishop, the pastor is the spiritual leader and the administrator of the parish. With regard to the management and the educational administrative and business operations of the school, the pastor delegates these responsibilities to the principal and the business manager.

The **Blessed Sacrament School Board** is an advisory group recommending changes in policy when needed. All proposed policies are subject to review by the proper parish, deanery and diocesan boards that are responsible for establishing policies at these levels. The Board is an active organization providing direction through the following three committees: Communications; Facilities Enhancement; Finance. The entire School Board meets every other month during the school year, with the committees meeting on the alternate months.

The **Principal** is the administrative and supervisory leader of the school. Together with the assistant principal, they are responsible for ensuring quality instruction, maintaining high standards, and promoting Catholic identity. The principal carries out the policies and regulations given by the Diocesan Superintendent of Schools, as well as the recommendations made by the Blessed Sacrament School Board.

**Blessed Sacrament School staff** consists of lay teachers, instructional aids, a director of religious education, technology instructor, music instructor, art instructor, physical education instructor, a school counselor, a media specialist, a Spanish teacher, a science lab instructor, a lower and upper school interrelated specialist, a secretary, an office manager, a bookkeeper, a receptionist, an administrative assistant, an assistant principal, a middle school assistant principal, a principal, a director of extended day, a custodian, a maintenance supervisor, a maintenance assistant, a head chef, and a cafeteria assistant. All staff members are concerned with the total development of the students and want them to assume responsible roles in society.

Our students are the reason for our existence. They are encouraged to strive to learn new ideas daily. Students are given a chance to develop a value system and use it in everyday situations. Many opportunities are available for personal growth. Our school is dependent on the support, cooperation, and interest of our parents/guardians, our students' first teachers. They provide volunteer services for our students and staff. Parents support the school staff in the maintenance of a quality education program.

The **Home and School Association** raises funds that go directly to the school budget to decrease tuition. This helps families enjoy a more affordable tuition than many other private schools in our area because you support our Home and School fundraisers. Meetings are held throughout the year and provide an opportunity for the involvement of the parents in the life of the school. These meetings enable the parents to converse with the teachers and parish priests to discuss ways of improving the school and increase their understanding of the association. The Home and School Executive Board meets once a month. Members include a president, vice-president, secretary, treasurer, volunteer chair, and room mother chairs.

## ADMISSION POLICIES

The primary objective of Blessed Sacrament School is to provide a Catholic education to Catholic students. All students, regardless of race, color, faith, or national or ethnic origins are welcome.

Registration of new students takes place year-round with a formal open house in January. Prior to this enrollment period, prospective pre-kindergarten and kindergarten may attend a school round-up in November and register at that time.

## ENTRANCE REQUIREMENTS

A child must be four years of age on or before September 1 to enter pre-kindergarten. A child must be five years of age on or before September 1 to enter kindergarten. A child must be six years of age on or before September 1 to enter first grade. Children entering Blessed Sacrament for grades kindergarten through eight may be given math, reading, and language arts tests prior to final acceptance and placement.

### **All new students must present the following documentation:**

1. Birth certificate- the original certificate or certified copy (Diocesan Policy – 5020)
2. School certificate of immunization (Form #3231)
3. Eye, Ear and Dental certificate (Form #3300 EED)

*According to Georgia law, both forms 3300 and 3231 must be on file when school starts. If forms are not in the permanent record folder, the student will not be permitted in class.*

Georgia law requires that all students in K-8 present documented proof of Hepatitis B series, a second MMR and second Varicella.

The last DPT and polio immunizations must have been given after a child is four (4) years old.

In addition, new Catholic students must also have:

1. Baptismal certificate
2. Other sacramental certificates, if applicable
3. Parish participation card

Parents of new students are responsible for making the school aware of any special needs the child may have.

The following priorities exist for admission to Blessed Sacrament School:

1. Participating members of the Blessed Sacrament Parish.
2. Siblings of participating Catholic families presently enrolled in the school.
3. Participating Catholics from all other parishes.
4. Siblings of students of other faiths presently enrolled in the school.
5. Non-participating Catholics.
6. Persons of other faiths.

## REGISTRATION

All students who wish to be considered for admission to Blessed Sacrament are required to present proof of adequate immunization, EED certificate, baptismal certificate, birth certificate, social security card, a copy of the last two report cards, and copies of the last two years of standardized testing. A **Parish Subsidy Request** signed by the pastor is required on all Catholic students who wish to register in our school at the **reduced tuition rate**. Registration, attendance, and participation at a local church is also required.

Pre-registration for the following school year will be scheduled in early January for students currently enrolled at Blessed Sacrament. A non-refundable per family pre-registration fee will be charged. The amount of this fee will be indicated on the pre-registration form for the current school year. This fee will be billed and scheduled for automatic payment through FACTS in February. A space will not be held for a student until the form is returned and payment is received. Forms will be sent home with the oldest student in each family, pre-kindergarten through seventh grade.

Registration will be scheduled in January for new students wishing to enter Blessed Sacrament the following school year. A per-family registration fee is charged to new families applying for admission. The fee is refundable if the student is not accepted. In the event that an accepted student decides not to attend our school, the registration fee will not be refunded.

Students who seek readmission to the school will be charged a registration fee. Families who have a lag between children entering the school will be charged the amount designated for the registration fee. Children entering from another school during the school year will be admitted only if appropriate records can be obtained, there is no outstanding debt with the previous school, and all entrance fees are paid in full at the time of request.

## TUITION

One of these three payment options must be chosen:

**Option #1:** Full tuition payment due July 1.

**Option #2:** Two equal payments due July 1 and December 1.

**Option #3:** Ten monthly payments, August through May.

**All options will be billed and scheduled for automatic payment through FACTS.**

The Deanery School Board is of the opinion that only families who support the church spiritually and materially should be the beneficiaries of the parish subsidy and be eligible for the tuition rate listed under "Participating Catholic Tuition Rate." This tuition rate is applicable to all Catholic families who receive a Parish Subsidy Form from their pastor. Each pastor determines the eligibility for receiving this form.

"Out of Parish Rate" - The Deanery pastors have set a policy that families who belong to other parishes with Catholic schools, but choose to send their children to a school in another parish, will be charged an out of parish rate, which is the Catholic rate plus \$1,000.00. Families that fit into this category should speak with their pastors to clarify financial expectations.

"Full Tuition Rate" - This rate is as near as possible to the per-student operating cost of educating one child for the school year. It does not include the capital investment in the school that Blessed Sacrament Church has made in support of the school. This rate is applicable to the following:

1. Catholic families who are not endorsed by their pastor with a Parish Subsidy Request
2. Families of other faiths

No student will be allowed to begin a new school year if an unpaid balance remains from the previous school year. All school accounts are to be current. Parents who do not keep their accounts current may be asked to withdraw their children. Delinquent accounts are factors that will be considered in evaluating continued placement in the school. At the end of each quarter, if any outstanding tuition, EDP, cafeteria, or library charges exist, report cards will not be given, and parent/student/teacher conferences will not be held.

All financial responsibilities must be completed at the time of withdrawal. No transfer of records will be given or released until a financial settlement has been made. Former students with unsatisfactory payment records will not be permitted into the school until past payments have been brought up to date. If at any time a parent has difficulty making a tuition payment, contact should be made with the principal or finance office to arrange a payment plan. Should a student withdraw during the year, tuition will be prorated.

### **STUDENT FEES**

For families that have selected payment options #1 and #2, fees will be billed and scheduled for automatic payment through FACTS JULY 1st. Fees are added into monthly payments for option #3. Should a student withdraw during the year, student fees are nonrefundable. A \$10.00 per month fee will be charged for late payment of student fees. A charge of \$30.00 per check will be charged for all returned checks (NSF).

Fees for the 2020 – 2021 school year are designated as follows: NEEDS UPDATING

#### **Total Fees by grade level**

- Pre-K –4           \$470.00
- 5<sup>th</sup> Grade           \$570.00
- 6<sup>th</sup> Grade           \$590.00
- 7<sup>th</sup> Grade           \$610.00 (\$20.00 7<sup>th</sup>/8<sup>th</sup> Grade banquet)
- 8<sup>th</sup> Grade           \$695.00 (\$50.00 7<sup>th</sup>/8<sup>th</sup> Grade banquet and graduation)

#### **Book Rental Fee**

- Purchase new textbooks up for adoption
- Replace unusable textbooks
- Purchase consumable textbooks
- Testing Program

#### **Activity Fee Pre-K-6**

- One field trip
- Two cultural arts presentations on site (drama, music, dance)
- School Tax – Catholic Schools Office
- Student Accident Insurance
- Art, Music, PE, Spanish, Media and AR Support

#### **Technology Fee**

- PK – 4th Grades           \$125.00
- 5<sup>th</sup> Grade               \$225.00 (includes Chromebook fee)
- 6<sup>th</sup> & 7<sup>th</sup> Grades           \$245.00 (includes Chromebook fee)
- 8<sup>th</sup> Grade               \$300.00 (includes Chromebook fee)

Technology – new computers, new software, upgrades to software programs, including, but not limited to antivirus and firewall software, infrastructure upgrades, training associated with new hardware, software products, Chromebook fees grades 5-8.

**Home and School Fee: \$40.00** Pays for Home and School sponsored events and activities.

\*Purchase of the Yearbook is not covered under fees. It must be purchased on an individual basis.

### TRANSFER

Parents or guardians of a student who transfers to another school should notify the office directly. A withdrawal form will be completed with the student's current averages within **twenty-four hours** of the student's withdrawal. Transcripts, school records and any other requested documents are mailed to the new school upon request. All financial responsibilities must be settled before the above documents are given or released.

### COMMUNICATION POLICIES

We encourage communication between our parents and staff. If a parent wishes to speak with a staff member, the parent should schedule an appointment by calling the school office, emailing the teacher or sending a note to the teacher.

- Responses requiring immediate (that day) assistance: contact the school secretary and let her know it is an emergency.
- Responses that need assistance within 24 hours: call school and leave a message to that effect.
- Responses that are non-emergency and can be handled within 48 hours: email or call and leave a message to that effect.

Note: Emails may not be returned on the same day as teachers are teaching from 8:00—3:00 and often have meetings or tutorials in the afternoons.

Parents are encouraged to meet with the classroom teacher before requesting a conference with the principal. We ask that parents use the school phone lines to professionally contact teachers and refrain from calling teachers at home or on their personal cell phones.

Communication Envelopes will be sent home most Wednesdays in all grades. Student work, test papers, and other classroom correspondence that cannot be sent electronically will be sent every Wednesday. Parents are required to sign the envelope and return it on Thursday. Communication Envelopes are very important. Please use this envelope to return materials to school. If sending money, please place it in an envelope and mark it with the student's name, grade, and the purpose of the money. The cost of replacing the Communication Envelope is \$5.00.

### EMERGENCY COMMUNICATION

Emergency contact forms are collected during the first week of school. Parents or guardians are to notify the school office of any changes in emergency numbers for students. This action is important so that parents or guardians can be notified in case of illness or injury. Emergency information can also be updated by accessing your parent data on RenWeb.

## **RENWEB**

Our school uses an on-line grading and data collection software program called RenWeb. This system allows parents to monitor grades, view daily homework (remind your children they are responsible for writing their homework in their Planners in Grades 2—8), update parent contact data and view the school calendar. Access codes and instructions for use will be given at the beginning of each year for all families. Additional information can be found on the school website at [www.bss-savannah.org](http://www.bss-savannah.org). Should you need assistance, call the school registrar for assistance.

## **ACADEMIC PROGRAM**

Blessed Sacrament School offers an excellent, challenging academic program. The curriculum includes religion, language arts, mathematics, science, social studies, computer instruction, media instruction, music, art, Spanish, physical education and health.

The religion program includes the offering of sacramental preparation and the teachings of the Catholic Church. Catholic students that transition into Blessed Sacrament after second grade and have not received their First Reconciliation or First Communion must wait until the end of their second full year of Religion classes before they receive these sacraments for the first time. A family life program is offered through religion classes. This program focuses on values and sex education. Students are involved in the preparation of liturgies and Para liturgical services including penitential services. Service activities are a part of our religious education program. All students participate in religion classes. Parish priests visit the classrooms on a regular basis. The total program is designed to meet the current needs of the students and help them develop the skills and values necessary to be contributing Christian members of society.

Students may be grouped according to ability in math (grades 6-8) including an accelerated Algebra program offered in eighth grade. Placement is based on student performance, teacher recommendations, and performance on standardized tests. Programs are designed in such a way that the individual needs of all students are met.

## **THE LEADER IN ME**

We are in the sixth year of implementation of Franklin Covey's THE LEADER IN ME process. The Leader in Me is a whole-school transformation model that empowers students with the leadership and life skills they need to thrive in the 21st century. Our faculty has made the commitment to develop the skills needed through the inclusion of 7 Habits of Highly Effective People, which all faculty, staff, students, and parents will adopt as a common language. This process improves the knowledge of teachers to improve student achievement and behavior, improve classroom practices, and promote retention of highly qualified teachers. This is an on-going process that provides professional development, staff and student resources, and on going coaching to ensure quality implementation. Blessed Sacrament is striving to achieve Lighthouse School Status.

## **ACCELERATED READER**

Students in grades one through five participate in the Accelerated Reader (AR) web based program to enhance vocabulary and reading comprehension skills.

Accelerated Reader is a powerful tool for monitoring and managing independent reading practice. AR develops lifelong readers and learners. Students are able to access the most current quizzes of popular books! Parents can be a tremendous support of this program by monitoring your child's reading and encouraging dedicated family time to read.

We have over 450,000 tests available for students to take. However, we ask that **parents be aware that all of the tests available may not be appropriate for the students of our school or in keeping with our Catholic beliefs.** We ask that you please be aware of books your children are reading. If you come across any books you believe should be restricted from our test bank, please let the Media or Technology Specialist know.

First through fifth grade students are given individualized reading goals each quarter during student conferencing. Students are required to keep track of their reading in their Leadership Notebooks.

- 1<sup>st</sup> Grade: 5 Points
- 2<sup>nd</sup> Grade: 7 Points
- 3<sup>rd</sup> Grade: 10 Points
- 4<sup>th</sup> Grade: 12 Points
- 5<sup>th</sup> Grade: 15 Points

### **PHYSICAL EDUCATION PROGRAM**

Activities in the area of physical education are scheduled for students in pre-kindergarten through eighth grade as part of the curriculum. All students are expected to participate in activities and games which emphasize good sportsmanship. A written note from the parent/guardian is required before a student will be excused from participation (up to three days). A medical excuse from a physician is required for extended nonparticipation.

Grading is based on fulfillment of class requirements, dressing out, participation, sportsmanship, and health assignments.

Health classes are scheduled for students in kindergarten through eighth grade once a month. Students are expected to complete assigned projects in various health areas.

### **TECHNOLOGY PROGRAM**

Students in kindergarten through eighth grade participate in the Technology program. Through teacher collaboration, technology is integrated in the core subjects. Students learn keyboarding, word processing, presentation software, research, and web design at appropriate developmental stages. Internet services, including a wireless network, are available to students with close monitoring by the school personnel. A contract/Internet Use Agreement for participation must be signed by the student and parent annually.

#### **Electronic Devices**

Students are not permitted to have privately owned electronic devices (cell phones, wearable technology with Wi-Fi or Bluetooth, tablets, music players, etc.) except eReaders. Students in grade 4-8 who have a signed parental agreement policy are allowed to use an eReader (or tablet with an eReader app) as long as they do not connect with Wi-Fi to access the internet while at school. The E-Reader Contract outlines the guidelines and is signed by parent and student. E-Readers and tablets must be set on no internet connection at school. Students in grades 5-8 will be issued Chromebooks. Parents and students will sign a user agreement outlining the expectations. Students may not bring their personal Chromebooks to school.

Should it be necessary for a student to bring a cell phone to school, a written note must be brought from home and given to the Middle School Assistant Principal. Students will place their phones in a hanging organizer outside of the middle school assistant principal's office. Phones are to be picked up from the same location at the end of the school day.

## **SOCIAL NETWORKING**

Staff members may never friend students. Staff members that friend parents, are not allowed to discuss information related to school on social media.

## **FINE ARTS PROGRAM**

The school offers both a general and liturgical music program for students in grades pre-kindergarten through fourth grade. The curriculum involves the students in experiences of listening, singing, reading music, music history, and playing instruments. Our goal is to nurture an environment where children can experience the enjoyment of music and discover its disciplines.

## **ART PROGRAM**

The art program covers a wide variety of creative activities including art production, art history, art criticism, aesthetics, photography and pottery, in the newly added dark and kiln rooms. It is our goal to encourage students to become comfortable with creative expression. Students from pre-kindergarten through eighth grade will participate in art each week.

## **MEDIA PROGRAM**

The two major purposes of the media program are to support the academic curriculum and to encourage students to develop reading skills through reading for pleasure. No grade or evaluation is given in media.

Each student is responsible for prompt and safe return of his/her library book. Charges will be assessed for the damage of books. If a book is lost, the student will be charged the replacement value of the book. A fine of \$.05 per day is charged for overdue books. Quarterly report cards will be held for any student who fails to pay fines.

The Daniel DeLoach Distance Learning Lab is a space for students to broadcast the morning announcements and partake in a broadcast mini-course in grades 6-8.

## **GUIDANCE PROGRAM**

The Blessed Sacrament School Counseling Department is made up of a full-time, certified professional counselor. The counselor is in charge of the developmental classroom guidance program (Pre-K – 8), which includes the teaching of values, organizational, study, and interpersonal skills. The counselor leads the school Student Support Team (SST) process. New students to BSS take part in small group sessions that introduce them to daily life as a student at BSS.

## **PRE-KINDERGARTEN PROGRAM**

The teachers follow the diocesan curriculum implemented through the *Creative Curriculum* model. Children encounter a variety of learning experiences geared to their development needs. They are involved in hands-on activities that emphasize development in religion, language, math, motor, social and sensory skills. The children participate in other play experiences involving games, art, cooking, science activities, and music.

## ACADEMIC POLICIES

### HOMEWORK

Homework assignments are considered by the school staff to be both an important extension and reinforcement of the academic skills presented in the classroom. Such assignments also provide the opportunity for a student to develop independent learning skills. Homework is assigned based on the discretion of the individual teacher to achieve the desired goals and objectives he or she feels are imperative to the education of the students.

The use of Blessed Sacrament Student Planners is required in grades 2-7. Grade 8 may purchase individual planners. Parents are encouraged to see that homework assignments are completed. Parents should check planners for assignments and homework for neatness, accuracy and completion. Parents may consult REN WEB to verify homework assignments, but the planner is the first and most accurate record of homework and completing it daily **is required of all students in grades 2-8.**

Homework assignments in grades 1-8 can be found on the school's website [www.bss-savannah.org](http://www.bss-savannah.org) through the RenWeb link. Because individual students work at different rates, it is difficult to determine an absolute time in which homework should be completed each night. Recommended daily guidelines for written homework are:

K	5-15 minutes
1-2	15-30 minutes
3-4	30-45 minutes
5-6	45-60 minutes
7-8	60-90 minutes

Long-range projects, independent reading and preparation for tests may increase homework/study time. Students in upper grades are often given long-range assignments and are expected to apportion the work over a period of time.

In the event a parent is concerned about homework assignments, he/she should contact the teacher for a conference.

The use of Blessed Sacrament Student Planners is required in grades 2-7. Grade 8 may purchase individual planners. Parents are encouraged to see that homework assignments are completed. Parents should check planners for assignments and homework for neatness, accuracy and completion. Parents may consult RenWeb to verify homework assignments, but the planner is the first and most accurate record of homework and completing it daily **is required of all students in grades 2-8.**

### LATE ASSIGNMENTS

Students who do not have their homework in class will be given one day to make up the assignment. If the assignment is incomplete on the second day, the parents will be notified through RenWeb and receive a recess detention. If the assignment is incomplete on the third day, the Middle School Assistant Principal will contact the parent. In Grade 5-8, students will have up to 3 days to hand in the assignment with a penalty of 5 points per day. A zero will be given on the 4<sup>th</sup> day.

## MAKE-UP ASSIGNMENTS

Illness/excused absences: Except in the event of prolonged illness, absent students are responsible for making up assignments, tests or quizzes in a timely manner as directed by the teacher. All make-up work should be completed within one week of the absence. Parents should follow up on the completion of missed work as missed assignments impact both student performance and grades. Work that is not made up will be counted as a zero unless otherwise specified by the teacher. In 6-8 make-up test are taken with the Middle School Interrelated Specialist before or after school in the Media Center.

Please call the office to request make-up work by 9:00 AM on the day it is needed. Make-up work will then be placed outside the office on the homework shelf by 2:45 PM for your convenience and to eliminate classroom interruptions.

Unexcused absences: Make-up work for students taking trips or vacations during the year will be given at the discretion of the individual teacher after the student returns to school. Trips or vacations during the school year are highly discouraged. Make-up work should not be expected prior to the trip or vacation. Teachers will not offer re-teaching opportunities to students who miss content while on vacation. This will be a parent responsibility.

## REPORT CARD AND GRADING SYSTEM

Report cards and mid-quarter progress reports are issued every quarter. The Diocesan grading system (Diocesan Policy – 5020) is applied and reads as follows:

100 - 94	A
93 - 86	B
85 - 77	C
76 - 70	D
Below 70	F

**Standards-Based Report Cards:** Grades Pre-Kindergarten through grade two use standards-based grading to report progress using an objective based report card. This type of reporting measures mastery of grade-level standards by measuring consistent level of performance.

Learning targets are clearly defined and aligned with Diocesan Standards. Students are offered multiple opportunities and varied ways to demonstrate proficiency. Our rubric for mastery is as follows:

- 4 – Extending the Standard (student can work beyond the standard and can teach and apply the standard in new ways)
- 3 – Achieving the Standard (the student has mastered the learning objective and meets the grade level standard). This is the target for all students by the end of the grade level.
- 2 – Progressing with the Standard (the student is making progress and can perform the standard with limited assistance from the teacher)
- 1 – Beginning with the Standard (the student does not meet grade level standard at this time and requires a great deal of assistance from the teacher with consistent errors in performance).

Grades for students in third through eighth grades can be viewed at any time during the year using the RenWeb online grading and data collection software program. Access codes and instructions for use will be given at the beginning of each year for all families. Parents will have the **option** of publishing personal information on RenWeb's school directory.

<b>HONOR ROLL CRITERIA 5-8</b>	
<b>Excellence Honors (all A's)</b>	<b>Students must have:</b> <ul style="list-style-type: none"> <li>· All A's (94 and above)</li> <li>· S in all special area classes</li> <li>· S in conduct and effort</li> </ul>
<b>First Honors (all A's + 2 B's)</b>	<b>Students must have:</b> <ul style="list-style-type: none"> <li>· All A's (94 and above) except for two B's (93-86)</li> <li>· S in all special area classes</li> <li>· S in conduct and effort</li> </ul>
<b>Second Honors (all A's + B's)</b>	<b>Students must have:</b> <ul style="list-style-type: none"> <li>· All grades above 86 (A's and B's only)</li> <li>· S in all special area classes</li> <li>· S in conduct and effort</li> </ul>

### **TUTORING**

After school tutorial opportunities are offered once a week. In Lower School, teachers offer weekly tutorials. Middle School Teachers (Grades 6-8) offer subject-area tutoring on Mondays, Tuesdays, or Thursdays. Students can be picked up on 44<sup>th</sup> Street. Teachers will notify parents through RenWeb in advance should they be unavailable on tutorial day. This does not take the place of tutorial for struggling students. Parents should provide private tutorial for struggling students.

### **PARENT/TEACHER CONFERENCES**

Mandatory conferences will be scheduled for parents, students and homeroom teachers at the end of first and third quarters. Students and parents are required to attend first and third quarter conferences. Second quarter conferences will be held upon parent or teacher request. The report card will be reviewed and progress of each student examined. In the event the student does not attend, he/she will be counted absent on the day of the scheduled conference; parents and student will be required to make up the conference within one week.

Leadership Notebooks will be shared at conferences. Get ready to be amazed as your son or daughter leads you through their progress each quarter. Students will share progress with WILDLY IMPORTANT GOALS (WIGS) for AR and MATH.

All tuition accounts and library fines must be current prior to the conference. Report cards are held for delinquent accounts.

## ATTENDANCE POLICIES

### ABSENCES

Absences interfere with the academic progress of all students and should be taken with great consideration. Excused absences include illness of a student, family emergencies, and death of an immediate family member. Trips/vacations are not excused absences. Should a trip be necessary during the school year, please notify the principal in writing in advance. Work will not be given to students prior to vacations. Students will have one week to make up assignments. A zero can be given after that.

When a student is absent due to illness, the parent or legal guardian should report the absence by calling the school office between the hours of 8:00 AM and 8:30 AM. Upon returning to school, a note from the parent must accompany the student. Failure to provide a written excuse will be documented as an unexcused absence.

If a student is absent for three consecutive days, a doctor's note must accompany the student upon return to school. In addition, absences of 10 or more days in a semester must automatically be verified by the administration and are subject to Department of Family and Children's Services referrals without proper documentation. Prolonged or excessive absences may be a reasonable cause to retain a student.

### TARDINESS

Being on time sets a positive tone for a child's entire day. Parents are expected to have their children on time for school. We encourage all students to arrive by 7:45 AM. A child who is not in his or her classroom by 8:00 AM is tardy. On class Mass days, students who do not arrive in time for 8:00 Mass will be marked tardy. Students who are chronically tardy and/or leave early, are a tremendous disruption to the students who are on time, present, and engaged in the learning process. These families may be asked to withdraw if they are unable to remediate punctuality.

Parents will receive a *notice of concern* after five tardies in a quarter. A *phone call* will be made at eight tardies. A *mandatory conference* will be scheduled with the principal if any family accumulates ten tardies in a quarter. A student with ten or more tardies in a quarter will be placed on written probation. A student with fifteen tardies in a quarter may be asked to withdraw. Five tardies equal one absence.

### EARLY DISMISSAL

Early dismissal for any reason is highly discouraged during the school day. Each time a student is dismissed early, he/she misses valuable instruction and interrupts instruction for other students. In rare cases, we understand some medical appointments must be scheduled late in the school day. These should primarily be exceptions due to illness. It is requested, to promote instructional time for all students, that routine doctor visits be scheduled during the summer months or after the school day (dentist, physicals, eye exams, etc.). If a student must be checked out before 12:30 PM, he/she is considered absent for that day. Likewise, if he arrives after 10:30 AM, he/she is counted absent for that day (OCGA 20.2.690 (6) (3) requires 4 1/2 hrs. per day). Five early dismissals equal one absence. We request that no students be checked out between 2:15 and 2:45 PM as it is difficult for the front office to accommodate these requests at that busy time of day.

Students may only be signed out by a parent, legal guardian, or with a signed note from the student's parent or guardian. Phone calls are discouraged and acceptable only in emergency situations. Please make dismissal arrangements in advance so that we may protect both the safety of your child and time on task.

Students who are suspended (in-house or out-of-school) or absent from school or are checked out early may not participate in a practice or a game on the day of the absence or suspension.

**1 or 2 days a week doesn't seem like much but...**

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

**How about 10 minutes late a day? Surely that won't affect my child?**

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins per day	1 hr. 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

**EVERY DAY COUNTS**

**If you want your child to be successful at school then, YES, attendance does matter!**

## PROMOTION/RETENTION

A student may be considered for promotion if he/she has achieved the mastery of skills and knowledge deemed necessary for success in the next grade.

**Pre-Kindergarten** – social readiness

**K - 2** – social readiness; mastery of reading readiness, math skills, and language arts

**Primary 3-4** - mastery and passing grade for an appropriate level in math, reading, and language arts

**Upper 5-8** - final grade of 70 or above in all major subjects (literature, math, English, science, social studies).

For reasons of academic, social and/or emotional growth, a child may be retained in a grade. This is generally a team decision made in collaboration with the parent, teacher, counselor and administrator. Such recommendations or requests should be discussed early in the year, no later than January, with the final decision made the first day of the fourth quarter. A child may be retained only once in Grades K – 3 and once in Grades 4 – 8. Documentation listing the reasons for retention, signed by the teacher, principal, and parent, will be placed in the student's permanent file.

Summer school may be required or recommended for students with a final average of 70-76 in a major subject area (reading/literature, math, English, science, social studies) to advance to the next grade. Summer school will be required for students with a final average below 70 in one or more subject areas. These students may be considered for retention and will not advance without summer school instruction (Diocesan Policy – 6130). This must be documented course work with a certified teacher. Sixty hours of instruction per subject is necessary to meet this requirement.

It is expected that all students have knowledge and understanding of the religion content that is appropriate for each grade level.

## TEXTBOOK USAGE

Textbooks are a primary instructional tool and integral to effective teaching. New texts are adopted on a rotating basis. Students pay a textbook fee to use textbooks and consumable workbooks each year. This covers the purchase of new texts and the depreciation of texts currently in use. At the beginning of the year, students are issued books and the condition of the book is recorded. At the end of the year, all hardback and non-consumable books are collected. Fines for damages to books are charged to the students. Parents will receive a written notification from the student's teacher as to the amount of fines the student owes. Report cards will be issued when all book fines are collected. Should a second set of textbooks be needed due to specific learning needs or unusual circumstances, a home set of textbooks can be rented.

## TESTING

Standardized testing is required by the Catholic Diocese. The *NWEA MAP* will be administered three times during the school year (fall, winter, and spring). The testing windows are August 24-September 4, January 11-29, and April 19-May 7. Grades 5 and 8 participate in a national religion survey test called the ACRE (Assessment of Catechesis/Religious Education.) Final exams will be given in grades 6-8. Attendance is critical during the testing windows. Please place these days on your personal calendar. Make-up tests in some situations may not be possible.

## GRADUATION POLICIES

In order to participate in graduation activities, students must be in good disciplinary standing, have a final average of 70 or above in all major subjects and have no outstanding financial obligations. Grades will be forwarded when financial obligations are met.

Eighth grade students who have a final average below 70 in a major subject will be given a diploma only when proof of successful completion of the necessary course/courses in summer school is presented to the school office.

Eighth grade students who are retained will have to repeat this grade in another school unless it is the consensus of the school staff that retention can occur in our school.

### **STUDENT RECORDS**

Under the Buckley Amendment, parents have a right to review their child's record. In the event that a parent wishes to review a record, he/she must submit a written request to the principal providing twenty-four hours' notice.

The following information is contained in a student's permanent records: academic transcripts, academic testing, health records, a registration form with emergency information, and other vital information.

At the time of transfer, this information is sent to the student's new school, providing the family has met all financial obligations. Records are never carried from school to school.

### **NON-CUSTODIAL PARENT**

Due to the varied types of home settings, our school is concerned with protecting the privacy of the student and the family. To ensure these rights, the following procedures are in place:

1. Divorced parents are required to furnish a notarized copy of the child custody section of the divorce decree. If questions arise, the administrator will contact the custodial parent.
2. The provisions of the Buckley Amendment are followed with regard to the rights of the non-custodial parent. In the absence of a court order to the contrary, the non-custodial parent will be provided access to academic records and to other school-related information regarding the child.
3. If there is a court order specifying that no information may be given out, it is the responsibility of the custodial parent to provide the school with an official copy of the order.
4. Only parents and those they designate will be allowed to discuss the child with school officials.

### **VISITORS**

During the pandemic, we will not allow nonessential visitors into the building. This includes activities such as eating lunch, classroom readers, AR assistants, etc. Essential Volunteers/Visitors are required to wear a mask, have their temperature screened and complete the COVID symptom checklist. Visitor stickers must be worn while in the building for the safety of all children.

### **SCHOOL HOURS**

School hours are from 8:00 AM to 3:00 PM daily.

## ARRIVAL

Students arriving between 6:30-7:30 AM must be registered in EDP (Extended Day Program) and use the lane for drop off. There is a charge for this before-school care.

### Arrival Locations:

- Pre-K Students/Pre-K Building
- K-4 Students /Lane
- 5-8 Students (and siblings)/44<sup>th</sup> Street

### Staggered Arrival:

- Last names A-L (green carpool tags) at 7:30-7:45 AM
- Last names M-Z (purple carpool tags) at 7:45-8:00 AM

No parent may get out of their car or walk students into/out of the building during arrival. Should a unique circumstance occur, parents are asked to park in the parking lot and call into the school for assistance.

All students/parents are required to wear a mask when entering the building and in areas where social distance cannot be maintained.

Students will go directly to their classrooms at 7:30 AM.

Parents of Pre-K students (who do not have older siblings) are asked to travel in the lane beside the Pre-K building, entering on Harmon and heading east toward Chatham Crescent, to drop off children. A teacher will assist the children out of cars. Pre-K students with older siblings will be dropped off with their siblings in the school lane/44<sup>th</sup> Street and be escorted to Pre-K classroom.

Students' temperatures will be checked at one of five stations.

- Pre-K students: dropped off and screened at the Pre-K building
- Pre-K (with siblings) -4; Pre-K,K, 1- enter through cafeteria door; 2-4 enter through gym door.
- 5-8 Students (and siblings): Dropped off and screened on 44<sup>th</sup> Street. One lane of cars.

## DISMISSAL

### Lower School Students (Pre-K– 4)

#### Staggered dismissal:

- Pre-K Students without siblings can be picked up from the building at 2:30.
- Last names A-L (green carpool tags) 2:45-3:00 PM
- Last names M-Z (purple carpool tags) 3:00-3:15 PM

#### Locations:

Pre-K – Pre-K Building

K-4 – Lane

Parents of Pre-K students (who do not have older siblings) are asked to pick up their children from the Pre-K building. (Enter the lane on Harmon and head east toward Chatham Crescent. A teacher will assist with loading children into their cars.

Pre-K siblings and students in grades K-4 are dismissed from the gym. Siblings of upper school students will be dismissed on 44<sup>th</sup> Street. Cars access the parking lot via Waters Avenue from Victory Drive. Students remaining after 3:15 PM dismissal may be picked up from the door of the gym. After 3:30 PM students must be picked up in the office. Parents are asked to park in the parking lot and call the office when you arrive for pick up. A staff member will walk your child to their car. Families that are tardy 5 or more times will be required to register in the Extended Day School Program.

### **Upper School Students (5-8)**

**Staggered dismissal:**

- Last names A-L (green carpool tags) 3:00-3:10 PM
- Last names M-Z (purple carpool tags) 3:10-3:20 PM

Students are dismissed on 44<sup>th</sup> Street. Students will be called over the intercom from their classrooms for pick up. Carpools are to enter 45<sup>th</sup> Street from Waters Avenue for pick up. Upper school students (5-8 and siblings) remaining after 3:15 PM dismissal may be picked up near the flag pole. After 3:30 PM students must be picked up in the office. Parents are asked to park in the parking lot and call the office when you arrive for pick up. A staff member will walk your child to their car. Families that are tardy 5 or more times will be required to register in the Extended Day School Program.

We expect all parents to use the carpool line. Please do not park in the vicinity and ask your child to meet you. It congests the area and is potentially dangerous to your child.

### **Staff Development Meetings**

These are days designed for teacher training and in-service education. On these days, students will be dismissed at 12:30 PM. No lunch is served on 1230 dismissal days.

## **LUNCH PROGRAM SHAMROCK CAFÉ**

Students have the option of purchasing lunch in one of the following ways:

- bringing their own lunch and purchasing a milk or juice from RenWeb (\$ .50)
- purchasing the healthy school lunch for \$5.00 (includes drink)

### **How to order lunch:**

- Menus/lunch forms are provided on RenWeb. Menus will also be posted under the lunch tab on the BSS website or they can be obtained from the school office. Students may choose which meals they wish to buy. Parents are asked to pre-order through RenWeb by Wednesday for the upcoming week.

### **Accounts and Payments:**

Student lunches will be invoiced through FACTS and deducted twice a month (15th and last day of each month.) No money will be accepted.

### **What happens when a student forgets his/her lunch?**

1. If the student pre-orders online, they will be given a lunch and charged for the lunch they have selected.
2. If a student has not pre-ordered online and is without a lunch, they will be given an alternate lunch and charged for that alternate lunch

No fast foods may be brought to students at the school. Please do not send microwave items (unless arranged in advance because of dietary restrictions). No sodas are permitted K-5. Middle School students may bring one canned soda.

Students who have outstanding lunch charges (more than 3 days) will be given an alternative lunch until the balance is paid.

## **TRANSPORTATION**

It is the responsibility of the parent/guardian to make transportation arrangements for students to and from school. If a child is to go home with someone other than the usual carpool, a note to the teacher is required. Students may be signed out from school early **only** by a parent or legal guardian.

Chartered bus services will provide transportation for our students on field trips. All students are expected to practice good safety rules while riding the bus. Written parent/guardian permission is required in order for students to participate in field trips.

## **UNIFORM AND APPEARANCE**

As a means of continuing our Catholic school identity, students are required to dress in uniform in kindergarten through eighth grade. It is expected that they model their school pride by wearing the uniform properly: keeping shirt tails tucked in, wearing shorts/skirt/jumper at the appropriate length and keeping shoes clean, replacing torn or ragged garments. On special “out of uniform” days, students will be allowed to wear alternate attire that is in keeping with our Catholic identity. These days will be announced in advance and generally support a fundraising effort.

*The Blessed Sacrament School logo is a copyrighted trademark of the school and should not be used without prior, written permission from the school's principal or marketing director.*

**Uniforms must be purchased from A1 Uniforms or Bahama Joe's School Uniforms**

**The uniform code is as follows:**

### **Boys:**

1. Uniform khaki slacks\*
2. Green golf shirt with Blessed Sacrament logo embroidered  
Dri-Fit/Moisture Wicking polo shirts available for boy
3. White oxford button-down long or short sleeve shirt\* (Dress Uniform)
4. Uniform green plaid tie\* (Dress Uniform)
5. Plain white or black crew socks (no logo or ankle socks)
6. Shoes:  
NEW IN 2020! (K-8) Solid white or solid black, low-cut tennis/athletic shoes with coordinating laces. No additional colors/no colored logos.  
(K-4) Bucks (tan or dark colored); Sperry Top-siders (tan or brown);  
(4-8) Wallabees (sand or brown colored; low-cut only)
7. Black or brown belt\*
8. Green sweatshirt with Blessed Sacrament logo\*
9. Grey hooded sweatshirt with Blessed Sacrament sports' logo
10. Uniform khaki shorts (with a length of 2 inches above the knee)
11. Fleece jacket with Blessed Sacrament logo\*
12. Windbreaker with Blessed Sacrament logo

\* Indicates *Dress Uniform* worn on Mass days (No hooded sweatshirt or shorts)

**Girls:**

1. K-4 green plaid jumper\* with belt or dropped waist (length of 2 inches above the knee)  
5-8 green plaid kilt skirt\* (length of 2 inches above the knee)
2. Blouses\*/shirts\*  
(K-4) White cotton Peter Pan collar or white golf shirt with Blessed Sacrament logo  
(5-8) White oxford button-down or white golf shirt with Blessed Sacrament logo
3. Green cardigan sweater with Blessed Sacrament logo\*
4. Plain white socks\* (no logo or ankle socks)
5. Shoes:  
NEW IN 2020! (K-8) Solid white or solid black, low-cut tennis/athletic shoes with coordinating laces. No additional colors/no colored logos.  
(K-4) Bucks (tan or dark colored); Sperry Top-siders (tan or brown);  
or Girl's Mary Janes (single strap, no heel, black)  
(4-8) Wallabees (sand or brown colored; low-cut only)
6. Uniform khaki shorts (with a length of 2 inches above the knee)
7. Uniform khaki slacks\*
8. Uniform green plaid skort\*
9. Brown or black belt with shorts and slacks\*
10. Green sweatshirt with Blessed Sacrament logo\*
11. Grey hooded sweatshirt with Blessed Sacrament sports' logo
12. Fleece jacket with Blessed Sacrament logo\*
13. Windbreaker with Blessed Sacrament logo
14. White or black tights\*

\* Indicates *Dress Uniform* worn on Mass days (No hooded sweatshirt or shorts allowed)

**P.E. Uniforms K-8 Boys and Girls (Optional)**

- Hunter green **school approved** shorts (polyester or mesh)
- Grey T-shirt (short or long sleeves) with Blessed Sacrament logo
- Hunter green **school approved** sweat pants

Students may choose to wear the school PE uniform to school on PE days only. Students must bring athletic shoes on PE days if a PE uniform is not purchased. After PE students will be required to return to their school dress shoes. The PE uniform must purchase from A-1 Uniforms or Bahama Joe's School Uniforms to ensure uniformity.

Students must wear a mask to school each day (we ask, as much as possible, that masks not be visually distracting to the learning process).

**Appearance:** T-shirts under uniform shirts must be white and not have any designs or writing on them. Shirts must be tucked in neatly. Shoes must be kept clean and worn properly at all times. Uniform sweatshirts may be worn inside the building. Other outer garments must be removed upon entering the school building.

**Hair:** Students may not wear any type of fad haircuts, fade- heavy on the top, tails, braids with beads or feathers, shave lines, designs, sideburns, unnatural, highlighted, or dyed hair color etc.). Boys' hair must be tapered so it does not touch the shirt collar in back. Boys' hair should not touch the ears or hang down over the eyebrows.

**Jewelry:** Girls may wear one pair of earrings. Students may not wear the following: hoops or dangling earrings, makeup or nail polish, false fingernails or decorative nails. Boys are not permitted to wear earrings. Limited jewelry/hair accessories are permitted (one ring, one watch, one religious necklace, one cause bracelet) and should not be distracting to the educational setting. No anklets, bracelets or other types of jewelry may be worn.

**Distractions:** Tattoos or body piercing(s) are not allowed. No more than one buttons may be left unbuttoned on a collared shirt (girls and boys). No bandanas/scarves are allowed. Students may not write on themselves or their clothing. Inappropriate words written on clothing are not acceptable. Hats/hoods and sunglasses are not to be worn in the building.

**Church Services:** On days students attend church services, they will be required to be in full dress uniform. Shorts or hoodies are not permitted. Out of uniform passes are not allowed. Students coming to school in shorts on Mass day will be required to sit with the principal in the back of the church.

**Mini-Course Dress Code:** If required, students may come to school in the appropriate mini-course attire. Mini-course teachers will allot time at the end of the course to allow students to change back into their school uniform. Students may not remain in mini-course attire.

**Out of Uniform Dress Code:** Occasionally as a reward (issued only by the administration) or as a fundraiser (Boxtops), students are given permission to be out of uniform. On such days, appropriate attire that reflects Christian values is expected. Clothing that is too tight, too short (must be minimum of 3 inches above the knee), cutout or cut-offs, logos not in keeping with a Catholic environment, halter tops, tank tops, flip-flops, sandals, dangling or hoop earrings, etc., are not acceptable. Students are not allowed to wear out of uniform jackets. If these guidelines are not followed, parents will be required to bring suitable clothing before the student will be admitted into class. Pre-K students are allowed to wear sandals.

**Uniform Violations:** Students are expected to follow the uniform code at all times. Failure to follow the code may result in consequences being administered by the classroom teacher. Students will participate in a monthly uniform check.

## CLASS PARTIES

The Home and School Association prepares parties for all classes on selected holidays organized by the room mothers: Pre-K - 8 Christmas; Pre-K-5 Valentines; 6-8 Mardi Gras; Pre-K-1 Easter Egg Hunt. The parties are simple treats to celebrate special occasions. No additional parties may be scheduled without the principal's consent.

Students' birthday parties are not permitted during school hours. If parents wish to celebrate their child, a treat may be sent that can be given to the entire class during recess or lunch. **All treats must be individually wrapped.** We encourage healthy treats when possible. No candles are allowed. An alternate suggestion is to donate a book to the classroom or school library in honor of the child's special day. Parents are discouraged from sending gifts, flowers, balloons to the school during the school day.

No party invitations are to be distributed during school hours unless every child in the class or of the same sex receives an invitation. These are distributed only at non-instructional times *after the approval* of the classroom teacher is given.

## DISCIPLINE

Effective learning is dependent upon the environment the teacher creates through procedures, expectations, rules, consequences and rewards. The teacher who is firm, fair and consistent creates effective discipline. The goal of the system is to help students develop self-control and guide them in understanding what socially responsible behavior is, what it looks like, and how to value such behavior.

In grades 6-8, following the above guidelines, most students will never have to receive consequences and will respond to redirection. However, students who continually struggle with following school and classroom procedures and expectations, will receive consequences moving from low-level consequences to high-level consequences. Grades 6-8 will participate in the Seven Steps to Success. Parents will receive notifications if students are on Steps 2-7 through RenWeb or a phone call.

Students may be sent to the principal or assistant principal for the following offenses and may be liable for in-school and out-of-school suspension:

- Bullying
- Fighting
- Stealing
- Cheating
- Destruction of school property
- Use of profane or abusive language
- Disrespect to authority
- Continuous disruptive behavior
- Violations of internet use agreement including internet, social networking sites, cell phone, etc.

**Bullying** is not allowed at any school in Georgia under **Official Code of Georgia Conduct. Bullying** is defined as direct aggressive behavior that is intentional and repeated over time. Three bullying violations could result in expulsion. **(O.C.G.A.—20-2-145)**.

### ACTIONS LIABLE FOR EXPULSION

- Possession of a weapon
- Possession, distribution, or selling of illegal drugs or alcohol
- Using or threatening to use a weapon or instrument of harm
- Any criminal action
- Verbal, written, and/or physical threats made to staff or students
- Violations of the internet use agreement. This includes but is not limited to insulting, profane, obscene, or vulgar exchanges of information that are not in keeping with our religious school environment. This includes information shared on the internet, social networking sites, cell phone, etc.
- Bullying
- Repeated disruptive behavior

**Out-of-school suspensions totaling more than 5 days may result in expulsion.** The principal and the pastor are the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## NATIONAL JUNIOR HONOR SOCIETY

In 1967 the National Junior Honor Society was formed at Blessed Sacrament School to complement and encourage high scholastic ideals in the students as well as ideals of leadership, character, service, and citizenship. Induction takes place during Catholic Schools Week each year and is open to members of the seventh and eighth grades.

To be eligible for membership as a 7<sup>th</sup> grader, a student must have a final average of **90 or above** in every subject in 6<sup>th</sup> grade and through second quarter of 7<sup>th</sup> grade. An 8<sup>th</sup> grader must have a final average of **90 or above** in every subject in 7<sup>th</sup> grade and at the end of second quarter of 8<sup>th</sup> grade. In addition to these requirements, participation and leadership in school and outside activities are also required.

Active members are reviewed quarterly and must maintain the high standards of the society. Members are required to maintain a **90 or above** in every subject, an S in conduct/effort and meet their AR goal to live up to the ideals of the NJHS. Members meet on a monthly basis.

Although each student is to be commended for maintaining a high scholastic average, membership is not guaranteed to everyone having a **90 or above** in every subject. The decision for membership in the National Junior Honor Society is made by the Faculty Advisory Committee after careful study and consideration.

Parents will be provided the guidelines for selection into the Honor Society at October, January and March conferences.

## STUDENT LIGHTHOUSE TEAM

Membership is through application and selection. Team members are expected to attend monthly meetings. They are to understand and practice the 7 Habits. Members will work closely with select members of staff Lighthouse Team to make a positive impact for the students, staff, families, and community. Members will help plan leadership events and opportunities throughout the school year and ensure Blessed Sacrament's consistency as a Leader in Me school.

The student body elects officers. To be eligible to run for president, vice president, secretary, or treasurer, a student must be a rising 5<sup>th</sup>-8<sup>th</sup> grader with an "S" in conduct.

## ATHLETICS

The athletic policy is based on the philosophy of Blessed Sacrament School, the *Savannah Deanery Elementary Schools Athletic Guidelines* and The Savannah Parochial Athletic League Contact:

Blessed Sacrament School believes that athletics offer beneficial values to the participants and teach them sportsmanship, self-discipline, and prepare students mentally, physically, emotionally, and spiritually to meet the challenges of life. The following sports may be available to students meeting the eligibility requirements:

1. Soccer - boys & girls (grades 5-8)
2. Football - boys (grades 5-8)
3. Volleyball – girls (grades 5-8)
4. Basketball - boys & girls (grades 5-8)
5. Golf - boys & girls (grades 5-8)
6. Cheerleading- girls (grades 5-8)

7. Cross Country- boys & girls (grades 5-8)
8. Track (grades 5-8)

### **Eligibility**

Students participating in any sport sponsored by Blessed Sacrament School must have a 77 or above in all major subject areas and an “S” or “E” in conduct. Students may not have a “U” in specialty areas.

Eligibility for sports participation will be determined using the following reporting periods:

**Fourth Quarter** May report card qualifies students for football, volleyball and cheerleading during Fall quarter sports.

**First Quarter** (October report card) qualifies students for basketball; maintains football, cheerleading, cross country and volleyball eligibility during late **Fall/Winter** sports.

**Second Quarter** (January report card) qualifies students for soccer, and golf; maintains for basketball during **Winter/Spring** sports.

**Third Quarter** (March report card) qualifies and/or maintains student eligibility for track, golf, and soccer during **Spring** sports.

Students who fail to maintain their grades in all areas are responsible for withdrawing themselves from the team. Ineligible students should not try out for a sport. In certain situations, the principal, after consultation with the parents, teachers, and/or coaches, and pastor, may deny or grant eligibility in extenuating circumstances.

Students who are suspended (in-house or out-of-school) or absent from school or are checked out early may not participate in a practice or a game on the day of the absence or suspension.

### **Physical Examination/Parental Permissions/Insurance**

Every athlete must have on file with the principal or the athletic liaison written permission from the parents to participate in the athletic program. The form must include the name of the insurance company and policy number. Students must have a completed physical from the doctor before try-outs.

### **Parental Involvement**

Parents are encouraged to be present for games. If parents have a concern regarding coaching, parent/student conduct, or sportsmanship, they should follow these steps:

- The concern should first be presented to the coach (never at a game). A phone call the next day is appropriate.
- If the problem is not resolved, contact the athletic director.
- If the problem remains a concern, the parent is encouraged to talk with the principal and then the pastor.

Parents are required to sign a Parent Code of Conduct if their children participate in any sports. Parents are expected to set an example of good sportsmanship at all times. Parents who fail to exhibit appropriate examples will be restricted

Parents are required to attend an Athletic Informational meeting at the beginning of the year to clarify both school and SPAL expectations. Students will not be permitted to participate in athletics until the parents have participated in the Athletics Informational session.

All athletic programs have designated practice times. Adult supervision will be provided during these times. It is the parent's responsibility to honor the practice times. Students may not be brought to the school early or stay late without supervision of a designated adult. Parents should not leave their children at a practice or game until they have spoken with the coach to ensure the safety of their child. If families do not comply with this, students may be removed from the athletic program.

Students not participating on a team are encouraged to come be a spectator at games but must be under the supervision of an adult.

## **Coaches**

Coaches serve on a voluntary basis and Blessed Sacrament School appreciates the time, talent, and effort devoted to this act of stewardship. The coaching method should be very positive with an emphasis on the players being good sports, working together as vital members of a team, building positive self-image, learning the specific athletic skills involved in the sport, and having a good time. No one may participate in coaching without first being approved by the administration and having meet Diocesan requirements.

## **Athletic Fees**

To help offset the cost of our sports program, an athletic fee will be charged for all sports. Football fees are \$75.00 per student and all other sports are \$25.00 per student. Fees are billed and scheduled for automatic payment through FACTS upon receipt of the roster from the coach of each sport. These fees are non-refundable should the student either decide not to play the sport or the student is removed from the team during the season.

## **SAFETY PATROL**

Students in grades five-eight are eligible to participate in the school's safety patrol. Annual selection is based on academic performance, conduct, and attendance. The safety patrols perform their duties daily and meet on a monthly basis. They work under the supervision of teachers to monitor student safety. Students who fulfill their responsibilities will receive service hours for their volunteer work.

## **SERVICE HOURS**

As part of our Christian formation, students in grades **six-eight** will be required to share their gifts through service for others. All students will be required to complete their hours of service.

We are asking that students perform meaningful service in School/Parish/Home/Neighborhood. **This year, due to Covid-19, students are not required to go into the community.** Students are required to complete their hours by the date assigned. Each service must include a reflection explaining how the student felt about the impact of the service. Students must acquire the minimum number of hours to satisfy the requirements. This is the responsibility of the student, though we ask the parents for their support in completing the requirement by the deadline.

The service-hour guidelines are listed below:

**8<sup>th</sup> Grade – 20 hours DUE ON MARCH 8, 2021**

From School/Parish/Home/Neighborhood

**7<sup>th</sup> Grade – 15 hours DUE ON MARCH 22, 2021**

From School/Parish/Home/Neighborhood

**6<sup>th</sup> Grade – 10 hours DUE ON April 12, 2021**

From School/Parish/Home/Neighborhood

## SERVICE LEARNING: A PATHWAY TO SERVICE

Our students live the Corporal Works of Mercy. Service learning is an opportunity for students to discover compassion, develop empathy and to embrace diversity by working with their chosen service group. Students will work with buddy classes to connect with an organization. Teachers and students plan, coordinate, and create a minimum of one activity per quarter to embrace their service.

## EDUCATIONAL FIELD TRIPS

Properly planned and supervised educational field trips are an important part of the instructional program at Blessed Sacrament School. During the school year, students will be given the opportunity to participate in one educational field trip sponsored by the school. One additional field trip may be scheduled at the discretion of the teacher. Field trips are privileges in which students may participate if they meet the academic and behavioral requirements.

Students exhibiting behavioral problems in the classroom will remain in school and receive an educational alternative to the Field Trip.

A Field Trip Permission Form will be sent home with the student. The permission form must be completed and signed by the parent or guardian and returned to the school. A student who does not return this permission form will not be allowed to go on the trip. Parent phone calls will not be allowed in place of the signed permission form.

## HEALTH AND SAFETY REGULATIONS

Students are provided supervision at all times.

### ILLNESS

Any student who has a contagious condition (head lice, conjunctivitis, etc.) will be evaluated by school personal and may be sent home. The student may return when the contagious condition has been corrected. **Students should not return to school until they are fever-free, without medication, for 72 hours. See Safe Start manual for additional guidelines.**

Students who are ill must be picked up from the school office. A parent/guardian is required to sign the student out.

### MEDICATION

The Blessed Sacrament School staff is prohibited from providing or administering any medication, including aspirin, to any student except as authorized and supplied by the parent/guardian in accordance with the following guidelines:

1. A consent form to administer medication must be signed and on file with the school nurse.
2. A physician's statement, which includes the name of the medication, dosage, and duration, must be on file with school personnel.
3. A prescription bottle with the dosage indicated (typed) on the container by the pharmacy or manufacturer.
4. Students are not allowed to keep medication on their person. Medication should be hand delivered by the parent. All medicine, including aspirin, must be in the care of the office.
5. We are not allowed to provide over-the-counter medications such as pain reliever or throat lozenges. These must be provided by the home, and written permission must accompany the medication.
6. Students must ask permission from the teacher to use throat lozenges. Sharing lozenges with other students is not allowed.

## **EMERGENCY PREPAREDNESS**

School safety is a priority at Blessed Sacrament. Teachers participate in safety workshops at the beginning of each year to review procedures. Student drills are practiced regularly so that students are familiar with procedures. These include fire, bomb, tornado, and intruder drills.

In the event of critical weather conditions, we will follow the action of the local public school system in the closing of school. Notice will be given to the local news media for distribution (WTOC, WSAV, WJCL, WJCL 96.5 FM and WCHY 94.1 FM).

**Flooding** – In the event that it is unsafe or impossible to drop off students safely, we may close school as late as 6:30 AM. We will implement a parent alert through RenWeb between the hours of 6:45 AM and 7:30 AM to notify each family.

## **EMERGENCY PROCEDURES**

In event of an accident, an emergency or other problem, the school will:

1. First attempt to contact the parent or guardian at home and/or work.
2. Next, attempt to contact the individual listed with the emergency number.
3. If the above are unavailable, the child will be taken to the hospital designated by the parent on the Emergency Form.
4. A designated staff person will remain with the child until the parent or guardian arrives.
5. It is imperative that the school office be notified immediately of any changes in phone numbers, work numbers or emergency contacts.

## **USE OF SCHOOL GROUNDS**

School personnel are very concerned about the safety of our students. Students may never be on school grounds unsupervised. Students arriving early (before 7:30 AM) or departing after dismissal (3:30 PM) will be required to report to the Extended Day Program for supervision. Parents must be registered for these services and will be charge accordingly.

## **EXTENDED DAY PROGRAM (EDP)**

Blessed Sacrament's Extended Day Program was established in 1986 in response to the growing need of parents to find safe and supervised after-school care for their children. The program has grown with each passing year, and presently we offer not only after-school care, but also before-school care.

### **Mission Statement:**

The mission of the Extended Day Program is to instill Christian values and ideals in our families, school, and parish community. It is our hope that with the cooperation and support from our families, Blessed Sacrament School's faculty and staff, and staff of the Extended Day Program, we will have a program which benefits all, especially our children.

### **Objectives:**

- Provide supervision for students in a loving and relaxed environment where children's physical and emotional needs are met.
- Provide an environment where children will develop an enthusiasm for learning, exploring, and creativity.
- Establish an atmosphere of respect for others and self in compliance with the rules and regulations of Blessed Sacrament School, the Diocese of Savannah, and the Department of Human Resources for Child Care Providers.
- Meet or exceed all applicable standards required by the State of Georgia.

**Daily Activities:**

The Extended Day Program begins each afternoon with a nourishing snack and juice. Homework time is a part of the daily schedule. Students rotate every 45 minutes through stations of organized games, crafts, and free play. We are fortunate to have a new, state of the art gymnasium for organized play where the children can spread out and exert some energy!

**EDP OPERATING HOURS:**

School Days: 6:30 AM to 7:30 AM and 2:40 PM to 6:00 PM

Early Dismissal Days: 12:20 PM to 6:00 PM

Conference Days: 7:30 AM-6:00 PM (ONLY for those registered in the program).

EDP is not available on student holidays.

Any child participating in the program must have a completed registration form on file. It is a highly recommended that parents register their child in the event that the program is needed in the event of an emergency.

**EDP Phone Number**

912-356-6986

The Extended Day Program has a phone number that will take you directly to our office where a counselor will speak with you.

Our office hours are Monday – Friday 2:40 PM – 6:00 PM. In the event of an early dismissal day we are open 12:20pm – 6:00. In the event of a conference day we are open 7:30 AM – 6:00 PM.

The EDP office is closed on all school holidays.

**Morning Drop-Off**

**For the safety of our children and staff, parents will not be allowed in the facility at this time for drop-off.**

**Between the hours between 6:30 AM – 7:30 AM, Pre-K – 8th grade parents are required to pull in the lane for drop-off. Parents will use the temperature kiosk to check temperature and sign the student in completing the COVID Checklist at the door. Once the form is complete, stating no symptoms and no fever, the student will be allowed to enter the cafeteria. (Student gives form to lead counselor as they enter the building). Should the student exhibit symptoms, the parent must take the student home. Follow BSS “When to Stay Home” procedures found in the *Safe Start* document.**

**Afternoon Pick-Up**

**There will be designated, numbered parking spaces on 44th street for EDP pickup. Please call the EDP office (912-356-6986) and provide the EDP Counselor with your name, who you are picking up, and what space number you are in. A counselor will bring your child to your vehicle. Should the parking spaces be filled, please let the counselor know your type of vehicle and where you have parked. Please allow for a brief wait time during pick up.**

**If you need someone to pick up your child who is not on the authorized list, please email or call the EDP Office at 912-356-6986.**

## Conference Days

### Drop-off

EDP opens at 7:30 AM on conferences days. Please do not arrive before 7:30 AM. In the hours between 7:30 AM – 9:00 AM. Please pull through the lane and wait until a counselor gives you the “okay” for your child to be dropped off. In the event a child has a temperature, we ask that you follow Blessed Sacrament School procedures. In the hours between 9:00 AM – 6:00 PM, please walk your child into the EDP office for a counselor to check the temperature and assist them to the appropriate location.

### Pick-up

For the safety of our children and staff, parents are only allowed in the EDP office for child pick-up. Please do not search for your child independently and allow for a wait time during pick-up. The EDP counselor will assist by bringing your child to the EDP office for pick-up. If your child will be returning to EDP after their conference, please walk them back to the EDP office and a counselor will further assist.

### Conference Days: Pick-up

Please follow the regular day pick-up procedure by parking in a designated spot, remaining in the vehicle, and calling the EDP office.

EDP will not let any child leave the building with someone who is not on their authorized pick-up list. Failure to check out appropriately could result in being asked to leave the program.

## Registration and Fees

Registration deadline for the new school year is August 3, 2020. Any registration received after August 3<sup>rd</sup> may be placed on a waiting list.

Registration, per family, is \$25.00 until August 3, 2020, and \$60.00 after August 3<sup>rd</sup>. The fee will be billed through FACTS within 10 days of the director receiving the registration form. This fee is nonrefundable.

All EDP services will be automatically billed through FACTS. Monthly fees will be automatically withdrawn from your account via FACTS on the 15<sup>th</sup> of each month. Drop-in charges will be billed on the 15<sup>th</sup> and 30<sup>th</sup> and withdrawn on the 7<sup>th</sup> and 20<sup>th</sup>. Fees are not prorated for partial months. **To cancel monthly services, the bookkeeper must receive the request in writing 30 days in advance. Any fees incurred prior to the notice are the responsibility of the parent.**

<b>Monthly Fee</b> Includes: <ul style="list-style-type: none"><li>• Early Dismissal (12:20 PM – 6:00 PM)</li><li>• Conference days (7:30 AM – 6:00 PM)</li><li>• Morning (6:30 AM – 7:30 AM)</li><li>• Afternoon (2:40 PM- 6:00 PM)</li></ul>	\$180.00 per child/ per month
<b>Drop-in Fee</b> <ul style="list-style-type: none"><li>• Morning (6:30 AM – 7:30 AM)</li><li>• Afternoon (2:40 PM – 6:00 PM)</li></ul>	\$15.00 per child <ul style="list-style-type: none"><li>• <b>Please note that morning and afternoon are two separate charges of \$15.00.</b></li></ul>
<b>Drop-in Fee</b> <ul style="list-style-type: none"><li>• Early Dismissal ( 12:00 PM – 6:00 PM)</li></ul>	\$20.00 per child

<b>Drop-in Fee</b> <ul style="list-style-type: none"> <li>• Conference Days ( 7:30 AM – 6:00 PM)</li> </ul>	\$30.00 per child
<b>Families who have more than two children that is registered on a monthly basis</b>	Any child after two is free
<b>Morning-Only</b> <ul style="list-style-type: none"> <li>• If your child will just be attending morning EDP (6:30 AM – 7:30 AM)</li> </ul>	\$50.00 per child/ per month
<b>Picked up by 3:45 PM (short afternoon)</b> <ul style="list-style-type: none"> <li>• In the event of early dismissal and your child attends there is an additional charge of \$20.00</li> <li>• In the event of conference day and your child attends there will be an additional charge of \$30.00</li> <li>• In the event your child needs to stay after 3:45 PM an additional fee of \$18.00 will be added to your monthly bill</li> </ul>	\$50.00 per child/ per month
<b>After 6:00 PM</b> <ul style="list-style-type: none"> <li>• If you are running late please let the EDP Staff know by calling the EDP main office at 912-356-6986</li> <li>• <u>We will begin calling you after 6:05 PM</u></li> </ul>	\$1.00/ min \$5.00/ min after 6:10 PM

### SCHOOL FOUNDATION

The Blessed Sacrament School Foundation was established to ensure the future viability of Blessed Sacrament School in the event funds are needed and are not available from the school or Church funds. Contributions can be made to the Foundation through the Church office.

A donation to the School Foundation can be a living memorial for a loved one. Please let the personnel in the Church office know in writing for whom the memorial is given. If you want an acknowledgment sent to someone, please list the names and addresses. This Foundation has made it possible to keep our tuition affordable and available to all Catholic families.

### SCHOOL BOARD

#### Officers

President: Meg Hollis  
Vice President: Lisa Puhala  
Secretary: Suzanne Ward

#### Voting Members:

#### THIRD YEAR:

Meg Hollis: [meghollis@gmail.com](mailto:meghollis@gmail.com) Finance  
Emily McCarthy: [me@emilymccarthy.com](mailto:me@emilymccarthy.com) Communications/Marketing  
Patrick McCarthy: [patrick@riversideelectricco.com](mailto:patrick@riversideelectricco.com) Facilities

Junior Torres: [Abdiel\\_torres@yahoo.com](mailto:Abdiel_torres@yahoo.com) Facilities  
Lisa Puhala: [lpuhala1@gmail.com](mailto:lpuhala1@gmail.com) Communications/Marketing

**SECOND YEAR:**

Cher Norris: [cherfn@gmail.com](mailto:cherfn@gmail.com) Facilities  
Tony Uhrich: [tonyuhrich@gmail.com](mailto:tonyuhrich@gmail.com) Finance  
Suzanne Ward: [suzanneward@gmail.com](mailto:suzanneward@gmail.com) Communications/Marketing

**FIRST YEAR:**

Anita Hagin: [anita.hagin@savannahmagazine.com](mailto:anita.hagin@savannahmagazine.com) Communications  
Jeannine Roach: [jbroach100@gmail.com](mailto:jbroach100@gmail.com) Finance  
Chris Sasser: [c.sasser72@gmail.com](mailto:c.sasser72@gmail.com) Facilities

**Non-Voting Members:**

**At Large:**

Pastor: Father David Koetter: [dkoetter@mbschurch.org](mailto:dkoetter@mbschurch.org)  
Principal: Lynn C. Brown: [lcbrown@bss-savannah.org](mailto:lcbrown@bss-savannah.org)  
Assistant Principal: Helen Willoughby: [hwilloughby@bss-savannah.org](mailto:hwilloughby@bss-savannah.org) Communications  
Middle School Assistant Principal: Caroline Phillips: [cphillips@bss-savannah.org](mailto:cphillips@bss-savannah.org) Finance  
School Finance: Kathy Fialkowski: [kfialkowski@bss-savannah.org](mailto:kfialkowski@bss-savannah.org) Finance  
Home and School: Leigh Ann Burke: [laeburke@yahoo.com](mailto:laeburke@yahoo.com)  
Parish Council Liaison: Meg Hollis: [meghollis@gmail.com](mailto:meghollis@gmail.com)  
Communications Director: Brooke Clarke: [bclarke@bss-savannah.org](mailto:bclarke@bss-savannah.org) Communications

**HOME AND SCHOOL ASSOCIATION**

**OFFICERS**

President	Leigh Ann Burke
Vice-President of Fundraising	Erika Simpson
Volunteer Coordinator	Gini Lynn Jenkins
Treasurer	Suzie Joiner
Secretary	Kelly Henderson
Room Mom Coordinators	Christina Black

**Home and School-Sponsored Fundraisers**

Your support of fundraising projects is very important. They provide money for programs and materials that enhance our curriculum and benefit all children beyond what can be purchased through tuition. These funds also enable us to keep our tuition affordable. Fundraisers are generally implemented and sponsored by the Home and School Association.

**Charleston Gift Wrap**

Contact: Heather Capallo  
Blessed Sacrament School sells Charleston Gift Wrap at the beginning of the school year.

**Boo Buckets**

Contact: Maureen Cole and Lisa Puhala

The fall fundraiser will be held on October 30.  
This is a fun, family friendly event.

### **Mardi Gras Masquerade**

Contact: Kelli Whitaker and Jen Fonseca

The fundraiser will be held February 13, 2021 at Blessed Sacrament School (time TBD)

This is an adult only party.

### **Family Bingo**

Contact: Ismary DeCastro

### **Yearbook Advertisements**

Contact: Kirk Dixon

Blessed Sacrament School's yearbook staff solicits business ads to be placed in the back of the *Shamrock* each year. Selling these ads offsets the cost of producing the yearbook.

## **Faculty and Staff**

### **Administration**

Principal

Lynn Brown [lbrown@bss-savannah.org](mailto:lbrown@bss-savannah.org)

Assistant Principal/DRE

Helen Willoughby [hwilloughby@bss-savannah.org](mailto:hwilloughby@bss-savannah.org)

Assistant Principal Middle School

Caroline Phillips [cphillips@bss-savannah.org](mailto:cphillips@bss-savannah.org)

Counselor

Leslie Hale [lhale@bss-savannah.org](mailto:lhale@bss-savannah.org)

Program Administrator

Ethel Tuttle [etuttle@bss-savannah.org](mailto:etuttle@bss-savannah.org)

### **Classroom Teachers**

Pre-Kindergarten

Tina Lales [tlales@bss-savannah.org](mailto:tlales@bss-savannah.org)

Kindergarten

Marissa Williams [mwilliams@bss-savannah.org](mailto:mwilliams@bss-savannah.org)

Erin Donaldson [edonaldson@bss-savannah.org](mailto:edonaldson@bss-savannah.org)

Shelby Latimer [slatimer@bss-savannah.org](mailto:slatimer@bss-savannah.org)

First Grade

Jeannie Marlowe [jmarlowe@bss-savannah.org](mailto:jmarlowe@bss-savannah.org)

Kris George [kgeorge@bss-savannah.org](mailto:kgeorge@bss-savannah.org),

Paula Swann [pswann@bss-savannah.org](mailto:pswann@bss-savannah.org)

Second Grade

Kelly Calimlim [kcalimlim@bss-savannah.org](mailto:kcalimlim@bss-savannah.org)

Tricia Maxheimer [tmaxheimer@bss-savannah.org](mailto:tmaxheimer@bss-savannah.org)

Third Grade

Melissa Sammons [msammons@bss-savannah.org](mailto:msammons@bss-savannah.org)

Mary Wright [mwright@bss-savannah.org](mailto:mwright@bss-savannah.org)

Fourth Grade

Erika Minnis [eminnis@bss-savannah.org](mailto:eminnis@bss-savannah.org)

Sherri Rachael [srachael@bss-savannah.org](mailto:srachael@bss-savannah.org)

Fifth Grade

Katie Gray [kgray@bss-savannah.org](mailto:kgray@bss-savannah.org)

Jennifer Nowell [jnowell@bss-savannah.org](mailto:jnowell@bss-savannah.org)

Sixth Grade

Emily Allsteadt [eallsteadt@bss-savannah.org](mailto:eallsteadt@bss-savannah.org)

Nancy Singleton [nsingleton@bss-savannah.org](mailto:nsingleton@bss-savannah.org)

Seventh Grade

Madeline Crocker [mcrocker@bss-savannah.org](mailto:mcrocker@bss-savannah.org)

Lindy Mueller [lmuellder@bss-savannah.org](mailto:lmuellder@bss-savannah.org)

Eighth Grade

Sarah Gobrogge [sgobrogge@bss-savannah.org](mailto:sgobrogge@bss-savannah.org)

Mary Tyler Paradise [mparadise@bss-savannah.org](mailto:mparadise@bss-savannah.org)

**Instructional Aides:**

Pre-Kindergarten

Melissa Bebelos [mbebelos@bss-savannah.org](mailto:mbebelos@bss-savannah.org)Katie Green [kgreen@bss-savannah.org](mailto:kgreen@bss-savannah.org)

Kindergarten

Emma Brentzel [ebrentzel@bss-savannah.org](mailto:ebrentzel@bss-savannah.org)Teresa Coons [tcoons@bss-savannah.org](mailto:tcoons@bss-savannah.org)

First Grade

Tonia Parrott [typarrott@bss-savannah.org](mailto:typarrott@bss-savannah.org)

Second-Fourth Grades

Bailey Patterson [bpatterson@bss-savannah.org](mailto:bpatterson@bss-savannah.org)Amanda Beachum [abeachum@bss-savannah.org](mailto:abeachum@bss-savannah.org)**Special Area Teachers**

Art

Adrienne Berkland [aberkland@bss-savannah.org](mailto:aberkland@bss-savannah.org)

Media

Margie Pinckney [mcpinckney@bss-savannah.org](mailto:mcpinckney@bss-savannah.org)

Music

Tim Remsen [trensen@bss-savannah.org](mailto:trensen@bss-savannah.org)

Physical Education

Kirk Dixon [kdixon@bss-savannah.org](mailto:kdixon@bss-savannah.org)

Technology

Anna Kaluzne [akaluzne@bss-savannah.org](mailto:akaluzne@bss-savannah.org)

Science Lab Instructor

Kelli Whitney [kwhitney@bss-savannah.org](mailto:kwhitney@bss-savannah.org)

Science Lab Assistant

Caroline Hester [chester@bss-savannah.org](mailto:chester@bss-savannah.org)

Spanish

Madeline Crocker [mcrocker@bss-savannah.org](mailto:mcrocker@bss-savannah.org)

Upper School Learning Specialist

Pam Cunningham [pcunningham@bss-savannah.org](mailto:pcunningham@bss-savannah.org)

Lower School Learning Specialist

Ashley Taylor [ataylor@bss-savannah.org](mailto:ataylor@bss-savannah.org)

Math (Middle School)

Kathryn DeLettre [kdelettre@bss-savannah.org](mailto:kdelettre@bss-savannah.org)Mary Beth Maguire [mbmaguire@bss-savannah.org](mailto:mbmaguire@bss-savannah.org)**Support Staff**

Office Manager

Cheryl Toma [ctoma@bss-savannah.org](mailto:ctoma@bss-savannah.org)

Bookkeeper

Kathy Fialkowski [kfialkowski@bss-savannah.org](mailto:kfialkowski@bss-savannah.org)

Communication/Activities Director

Brooke Clarke [bclarke@bss-savannah.org](mailto:bclarke@bss-savannah.org)

Administrative Assistant

Alex Swanger [aswanger@bss-savannah.org](mailto:aswanger@bss-savannah.org)

Receptionist

Tara Persse [tpersse@comcast.net](mailto:tpersse@comcast.net)

Cafeteria Manager

Chef McInerney

Cafeteria Assistant

Maggie Lilly [mlilly@bss-savannah.org](mailto:mlilly@bss-savannah.org)

Extended Day Program

Deborah Wilson [dwilson@bss-savannah.org](mailto:dwilson@bss-savannah.org)

IT Systems Administrator

Ronald King [rking@bss-savannah.org](mailto:rking@bss-savannah.org)

Maintenance/Special Projects

Clinton Trahan

Maintenance

Steve Murray [smurray@bss-savannah.org](mailto:smurray@bss-savannah.org)

## **BIBLIOGRAPHY**

- Barth, Roland (1990). Improving Schools from Within. San Francisco, CA: Jossey-Bass.
- McElligott, Arlene F. and Joseph (1986). The Catholic Elementary School Extension Program. Washington: National Catholic Educational Association.
- Shaughnessy, Mary Angela (1991). Extended Care Programs in Catholic Schools: Some Legal Concerns. Washington: National Catholic Educational Association.
- Shaughnessy, Mary Angela (1990). Catholic Preschools: Some Legal Concerns. Washington: National Catholic Educational Association.
- Shaughnessy, Mary Angela (1989). School Handbooks: Some Legal Considerations. Washington: National Catholic Educational Association.
- Diocese of Savannah (2018) Schools Handbook.
- Georgia Department of Human Resources (1991)  
Revised Rules and Regulations for Day Care Centers.