

Our Lady of the Most Blessed Sacrament School

A place to learn, grow, share, and succeed



Keep Moving Forward, God Will Show Us the Way...

Revised Parent/Student Handbook

**Our Lady of the Most Blessed Sacrament School
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Introduction

Our Lady of the Most Blessed Sacrament School is a Catholic Elementary School, serving the needs of the local faith community. The school fosters a Christian environment and integrates Catholic values into the whole educational curriculum. By exploring and utilizing the latest techniques in education, we strive to create a student-centered community where each child can develop spiritually, intellectually, and emotionally.

All children will be provided with opportunities to help build a Christian learning environment which promotes a love of knowledge, a sense of self respect, and a wholesome understanding of others.

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS:

The Vision of the Department for Catholic Schools is to promote and sustain Catholic Schools of unparalleled quality, which integrates faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

Our Lady of the Most Blessed Sacrament School Mission Statement:

Our Lady of the Most Blessed Sacrament School is a faith filled community dedicated to providing quality Catholic education in a safe, positive environment. We focus on promoting academic excellence, instilling Gospel values and building healthy self-esteem. The students are motivated to live morally and responsibly in an ever-changing global society.

As a community of faith dedicated to the education of

The children of god: We believe each student is a valued individual with unique spiritual, intellectual, physical, social and emotional needs and talents. We believe by emphasizing Catholic truths and values the school prepares students to face challenges and be responsible, contributing members of society.

We believe curriculum, teaching strategies and evaluation practices should accommodate differences in abilities and learning styles. We believe students need to practice and apply learned academic theory, social interaction skills and healthy life style choices. We believe teachers, administrators, clergy, staff, families and the community share the responsibility to promote our school's mission.

MIDDLE STATES ACCREDITATION:

The Middle States Association of Colleges and Schools accredits Our Lady of the Most Blessed Sacrament School. Middle States accreditation is an expression of confidence in Our Lady of the Most Blessed Sacrament School's mission, goals, objectives, and performances which validates the excellence in education.

Daily Practices and Policies:

ADMISSIONS/REGISTRATION POLICIES:

Our Lady of the Most Blessed Sacrament School admits students of any race, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race, national or ethnic origin in the administration of our educational policies, admission policies, athletic, or other school administered programs. Children who are not Catholic are required to participate in religion classes and to attend all religious functions of the school/church. Students entering PreKindergarten-3 program should be 3 years of age by October 1st; PreKindergarten-4 should be 4 years of age by October 1st. A student entering Kindergarten must be 5 years of age by October 1st. Official certificates of birth and baptism are required at the time of registration. Those registering for Grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school and/or other documentation. Students entering Grades 7-8 must accompany parents/guardians to the interview and be part of a portion of the interview. Students entering these grades are in a probationary period of one full year following acceptance. Grade level and academic group determinations are made on the basis of school records.

Immunization records must be complete before any child may enter school. The requirements are as follows:

- 1 dose of chicken pox vaccine.
- 4 doses of diphtheria, tetanus, pertussis (one dose must be after the fourth birthday)
- 3 doses of oral polio vaccine
- 2 doses of measles vaccine after the first birthday (or proof by blood test of having had measles)
- 1 dose of mumps vaccine after the first birthday (or proof by physician's letter of having had mumps)
- 1 dose of rubella vaccine after the first birthday (or proof by blood test of having had German measles)
- 3 properly spaced doses of hepatitis B vaccine (K-4)

ABSENCES/TARDINESS:

Regular attendance at school is a major factor in academic success. Students who are absent for more than thirty days during the academic year may be denied academic promotion.

Absences from school are defined as either Excused or Unexcused according to guidelines of the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family or a court appearance.

Upon returning to school from an absence, a student must submit a **written excuse** to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the student's return, the absence will be classified as **Unexcused**. A **written** excuse should be given to the teacher/principal in the following circumstances:

- Return from an absence
- Medical excuse from gym class (doctor's excuse)
- Permission for out-of-school appointments
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early dismissal
- Tardiness
- An adult should accompany the student to the school office in order to sign them in. Students are required to present the reason for **tardiness** at the office. The student will then be given permission to enter his/her class.

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without parent permission, and is not absent because of illness or for other urgent reasons, as defined in the School code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse.... shall be given written notice. If, after such notice is given...attendance is again violated by the person, such person shall be liable for referral to the magistrate."

Parents and guardians of students who have excessive absences may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition.

EARLY DISMISSALS/EARLY ARRIVAL/LATE PICK-UP:

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, notification with the school office AND the classroom teacher is required. He/she must submit a written note/email to the school. For these dismissals, parents or an authorized adult must come to the office and sign the child out at the authorized time. Children who arrive later than 8:40 a.m. will be marked absent/tardy in the morning, unless a written or verbal excuse from a parent is provided.

Arrival time is 8:15 to 8:30 am. The main doors are not open until 8:15am. Students arriving before the stated time of 8:15 AM are to report to the before school care (parents will be billed at the standard rate) program located in the 3-year-old preschool room. Students ARE NOT permitted to be in the classrooms/hallways before 8:30 AM. Students arriving between 8:15 and 8:30 are to report to the cafeteria.

Students that remain at school after the stated time of 3:20 PM will be placed in the after school care program and their parents will be billed at the standard rate.

MAKE UP WORK:

Students are granted the privilege of making up work missed during an excused absence. However, the responsibility for making up work lies entirely with the student. The student should make a point to see the teachers to determine what he/she needs to make up and assume the entire responsibility for getting the work completed. **Time limits for completing make up work should not exceed the length of the student's absence from school.**

HOMEWORK PHILOSOPHY AND POLICY:

A reasonable amount of homework, according to grade level, is of great educational value and is assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Homework is assigned on a regular basis to:

- Enrich school experiences
- Provide practice and review
- Teach responsibility
- Foster originality

The Diocese recommends the following time schedule for home study:

Primary (grades 1-2) 10-30 minutes

Intermediate (grades 3-5) 40-60 minutes

Upper Elementary (grades 6-8) 70-90 minutes

Parents/guardians can assist students with home assignments in the following ways:

- 1.** Provide a quiet spot away from the television, computer, telephone, or other distracting elements.
- 2.** Check to see what was accomplished during the designated study time regarding neatness, and accuracy.
- 3.** Listen to reading, spelling, and math facts and explain procedures, but never do the assignment.
- 4.** Consult the teacher if the child uses the excuse "no homework" too often.
- 5.** Assignment books in grades 1-8 provide an ongoing resource for parents to monitor assignments and to communicate with the teachers.
- 6.** Homework is posted by each individual faculty member on the school notes website as a service to both students and parents.

If for some reason the child cannot complete an assignment, the parent should inform the teacher by written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments.

LATE HOMEWORK:

Turning in homework on time is the responsibility of the student. Homework is due at 8:30 AM. Students should be completing homework at the appropriate times, and homework may be collected at any time after 8:30AM. If the students' homework is not completed when collected, the student may receive a consequence. Homework is a critical part of the student's learning and comprehension of the lessons being taught throughout the school day.

Students that fail to complete their homework will lose points each day. The amount of points lost will be the equivalent of one grade per day. If the assignment is more than five days late, the student will be given a zero for that assignment.

CAFETERIA:

Rules: The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage, etc.
- Refrain from abusing food; your own or that of others
- Refrain from throwing or tossing food
- Students are responsible for cleaning up their own area
- Always walk while in the cafeteria
- Refrain from shouting or screaming; enjoy the company of those nearby
- Be courteous and respectful to all those helping during the lunch period
- Do not take food from the cafeteria.

US Foods food service and local farms provide the food for the school menu. In accordance with U.S. Department of Agriculture policy prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin, operates the cafeteria.

HOT LUNCH PROGRAM:

A hot lunch program is available daily. A menu is sent home with the students each month and made available in each classroom. A menu is also available on the school website. Students carrying their lunch may buy a drink.

LUNCH PAYMENT:

Each student has an individualized account; parents can deposit money into that account by sending in a check or cash to the school office. If your account is overdrawn, students will still receive a hot lunch and an invoice will be sent home. Please try to keep all lunch accounts up to date. If your child will buy a lunch and/or breakfast on most days, we are asking parents to try and prepay as much as possible. In order to avoid students carrying around a lot of money throughout the day. **ALL** lunch payments need to be in an envelope marked cafeteria account and CLEARLY labeled with the name of family/student(s). **Make checks payable to OLMBSS Cafeteria.** Payments can be sent directly to the school office or sent to school with the students at your discretion. Thank you in advance for your cooperation and understanding. Families who are eligible for FS and TANF are directly certified by the State. You will receive a Direct Certification Letter by early September. Parents may now apply online for Free or Reduced meals at: www.compass.state.pa.us. It is simple, quick and confidential. Our Cafeteria Accounts Manager will provide families with monthly bills/statements – we ask that such bills are paid in a timely manner and any remaining negative balances be paid by the last week of school.

EMERGENCIES:

Emergency Contact / Directory Form

At the beginning of each school year, parents are required to complete a Student Emergency form. It is imperative that the school be able to reach a parent or guardian in case of illness or

an emergency. It is also important to list the names of other caregivers who can be contacted should a parent be unavailable. Please keep the form updated by notifying the office of any changes.

EMERGENCY CLOSINGS AND DELAYS:

If inclement weather or other emergency requires that school be delayed or closed, this information will be announced via radio, and/or television. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event that Our Lady of the Most Blessed Sacrament School has a two-hour delay, all children should report to school at 10:30 AM. Half-Day Preschool is cancelled when school is delayed. All students who come to school by bus must also check/follow their home school district's schedule for that day. EXAMPLE: If a district has a delay, the children from that district will follow their delay busing schedule, unless a parent can bring them to Our Lady of the Most Blessed Sacrament School. On a Two Hour delay, students will follow a modified scheduled that will include all their classes. Lunch will also be on a modified scheduled.

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

EMERGENCY SCHOOL DISMISSAL

In the event that we would be required to dismiss school early, that information will be announced via radio, television and via email. Children will be dismissed as parents are notified and transportation is arranged.

OLMBSS Extended Day Program

BEFORE SCHOOL CARE / AFTER SCHOOL CARE SERVICES:

For an additional fee, Our Lady of the Most Blessed Sacrament School offers BOTH a before school care program and an after school program for parents who need child care. Before School Care is available from 7:15 am to 8:15 am. After School Care is available from 3:30 pm to 6:00 PM. This service is available on a daily, weekly or yearly basis. Parents should contact the school office for more information, the required forms, and the fee schedule.

If using this service on an occasional day by day basis: A note or must be sent to school each day requesting a child to be placed in the After School Care. However, if using this continuously - scheduling can be done on a weekly or monthly basis in advance. Monthly scheduling is preferred in advance when possible. Notification of a change in schedule should be done by calling the office and leaving a message for After School Care Program.

Please fill out ALL paperwork and forms associated with the Extended Day Program: Make certain that we have an up-to-date Emergency form on your family (your current address, phone number(s), pagers, nearest relative or neighbor, etc.). Make the

program director aware of any special conditions your child has, i.e., allergies, asthma, health problems etc., i.e., phobias, fears, etc.

Our Lady of the Most Blessed Sacrament School has safety and enjoyment as the top priorities in our "Before and After School Care" programs.

TEXTBOOKS/SCHOOL SUPPLIES:

Our Lady of the Most Blessed Sacrament School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious nature. A form requesting permission to have a child use these books must be signed by a parent and kept on file in the school office. Students are responsible for the condition of the books given to them. Students will be required to pay for a book if it is damaged or lost. Books taken to and from school are to be placed in a book bag. For the convenience of families, supply lists are available each summer for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements.

TRANSPORTATION:

It is important that the school know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus.

Bus

Students who live more than a 1.5 mile radius from the school are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. Students are expected to remain in their seats at all times. This ensures their safety and the safety of others.

If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently. This will result in the student losing bus privileges. The parent will be responsible to make other arrangements for transportation.

The following bus rules are to be obeyed:

- Use only the bus and bus stop assigned. Only the Department of Transportation can authorize changes.
- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
- Keep head, hands and feet inside the bus. Do not put anything out the window of the bus.
- In vehicles where seat belts are available, use them properly.

- Observe the same conduct as in the classroom. Quiet, respectful talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- Keep the bus clean; do not eat, drink, or chew gum on the bus.
- Cooperate with the driver. Any directives of the bus driver in addition to the above are to be followed.

Car Riders/Walkers

At dismissal students walking and riding private cars are dismissed shortly before the bus riders. Those picking children up by car should park their vehicle and come to the back door. Do not leave your car running as this creates an unsafe condition. Students ARE NOT to be picked up by an unauthorized adult, because of safety concerns.

FIELD TRIPS:

Every class is permitted field trips during the year. Students must have a signed permission slip before they are permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus. A fee may be charged to cover costs. ALL students going on the field trip MUST ride the bus to and from the trip.

The school does not sponsor overnight trips for elementary school students.

Following the direction of the Diocesan Legal Office and recognizing the risk and liability, overnight trips are **prohibited** and **shall not** be sponsored by the school. Sponsorship shall be further defined as any use of school or parish personnel, equipment, facilities, property or grounds for the planning, fundraising, congregation, advertisement, organized discussion, or gathering place for such an overnight trip. Additionally, no overnight trips shall be permitted as an extension of a school sponsored field trip. Every school sponsored field trip shall begin and end on school grounds under continuous supervision and within the conditions and guidelines outlined above.

Adults who act as chaperones must have an application with status approved in the diocesan database. Since all field trips are school sponsored, the ultimate authority for their content and regulations shall lie with the pastor and school principal. As an extension of the school, the final decisions concerning content, use, and/or withdrawal of funds for sponsorship shall lie with these individuals. It is also understood that all rules and regulations of the school, and disciplinary actions put in place by the school and its administration shall carry through to these field trips as though they were held on school grounds. ALL PAPERWORK/CLEARANCES AND APPROVAL MUST BE TURNED IN 5 SCHOOL DAYS PRIOR TO THE FIELD TRIP.

HALL AND STAIRWAY REGULATIONS:

Leave the classroom in single file and keep to the right.

Always walk in halls and on stairways.

Loud talking or any other inappropriate conduct is not acceptable.

HEALTH AND SAFETY:

HEALTH SERVICES:

The State Department of Health approves a physician and a dentist who conduct physical and dental examinations. However, parents are permitted to have the child's examinations done by their family doctors. Each child's vision, height and weight are checked annually. Special examinations and/or rechecks of vision and hearing will be conducted at the request of parents and/or teachers. Dentals are given in third and seventh grades.

School Nurse/Nurse Practitioner

A part-time school nurse is assigned to the school each year and is present on an "as needed" basis. The nurse is available in any emergency situations. The nurse has the following responsibilities:

- Maintain updated health records
- Make sure all immunizations are current
- Conduct vision screening
- Conduct scoliosis screening
- Work in conjunction with the speech therapist for hearing and speech screening
- Assist the school in appropriate health education
- Contact parents/guardians if any health problems arise

It is the parents'/guardians' responsibility to secure proper medical treatment, as it is needed.

Dentist/Dental Hygienist

The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd and 7th. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the previous six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

Illness

It is often difficult to decide if a child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Please do not send your child(ren) to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

Accident and Injury

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

Medication

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

If medicine must be administered at school, the following guidelines apply:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
- Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
- Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

SAFETY ISSUES:

Asbestos Notice

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct a periodic surveillance twice a year, in December and June.

FIRE DRILLS:

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No teacher, student, or other personnel may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class. Students are to remain in absolute silence during all fire drills. Misconduct of any nature is a very serious offense and will be dealt with immediately by the principal.

Weather Emergency Drills:

Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

Lock Down Drills:

There will be several lock down drills throughout the year... Teachers follow the policy governing school safety protocol for students. Students must maintain silence at all times during a lock down drill. Staff assists handicapped students.

Safe Environment Program

The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children.

Adults (18 or older) volunteering with children at Our Lady of the Most Blessed

Sacrament School must be compliant in the requirements of the safe environment policy:

- Complete application at www.diopitt.org, which processes the PA State Police Criminal Record Clearance;
- Read and sign the Code of Pastoral Conduct;
- Receive the Department of Public Welfare Child Abuse History Clearance;
- Attend the Protecting God's Children Program.

Volunteers

The help of volunteers is always appreciated in the school and at school-sponsored events.

Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At Our Lady of the Most Blessed Sacrament School, parents play an integral role in the education of their children through the Parent Teacher Guild, athletics, fundraising activities, homeroom parents, playground/lunchroom monitors, and field trip chaperones. This partnership is invaluable to the success of our school.

Any adult acting in any way as a volunteer in the school must be registered on the diocesan database and receive the necessary clearances. ALL PAPERWORK/CLEARANCES AND APPROVAL MUST BE TURNED IN 5 SCHOOL DAYS PRIOR TO EVENT.

Security/Visitors

Visitation and Safety Policies

School visitations are encouraged through our teacher aides, cafeteria, volunteer programs, room parents, P.T.K. activities, and our child enrichment programs. Visits to classrooms on an impromptu basis may be disruptive to the atmosphere of our classrooms and are not permitted. If you are visiting school during school hours, 8:30-3:20, please utilize the following:

1. Enter at the Main entrance of the school only. (Located in the vestibule of the church)
2. Report to the Administrative offices and sign in.
3. Wear the visitor tag issued to you during the duration of your visit. Return the tag at the end of the visit.

4. Please sign out at the conclusion of your visit. If you are visiting the prekindergarten, follow the same procedure as above.

Any articles or items brought to school for a student will be left in the school office with the secretary. This will eliminate any unnecessary interruptions to classes and instruction.

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer on the main school door to gain entrance to the building.

Playground

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged.

Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitors. In case of illness or accident, the student is to report to the school office.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings/whistle blows to end the playground session, the students will be taken into the building and met by their homeroom teacher and taken to their classrooms in silence.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once when recess ends and walk quietly to line.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed.

Discipline Code and Policies:

Our educational philosophy is centered on spiritual growth and awareness, gospel values, academic excellence, personal responsibility and good citizenship. Good manners, integrity and self-discipline are essential to future success. OLMBSS utilizes a positive reinforcement based approach to discipline.

School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance, not a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior. Our teachers and staff utilize our online grading system option to also keep track of disciplinary actions. In OptionC discipline is referred to as "conduct". Teachers are responsible for entering "conduct points" for each individual student. Parents can review their child's conduct points by logging into their child's OptionC page. Teachers should be frequently communicating with the parents about a child's behavior. With the OptionC parents can also see and communicate any potential concerns or issues.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of rights and responsibilities and commitment to the entire school and parish community.
- Reward, emphasize, and encourage students whom exhibit the 9 attributes of the Holy Spirit.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

GUIDING PRINCIPLES:

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.

- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

EXPECTATIONS:

As a matter of safety, students are expected to behave in the following manner:

Before school

- dress according to the school dress code
- gather in the designated area (cafeteria no earlier than 8:15 am)
- engage in quiet conversation
- line up quietly when the school bell rings

In school

- walk quietly through the halls
- use proper language at all times
- follow the dress code for school days and dress up/down days
- respect school property and the property of other students
- have a note from their parent/guardian if they change their mode of school transportation

In the classroom

- follow the classroom rules of each teacher
- be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- have a respectful attitude toward teachers and one another
- be responsible for appropriate supplies
- be honest in all communications
- use computers and school equipment appropriate
- refrain from chewing gum
- leave or do not enter a classroom at any time without a teacher or designated adult present

During recess

- refrain from reentering the building unless for an emergency
- display good sportsmanship and exercise self-control
- play in assigned areas only
- Stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)
- use equipment properly
- avoid throwing harmful objects
- Obey the directives of playground monitors, courteously and promptly.
- stop playing at the first bell and walk quietly to the designated area when the second bell rings

During lunch

- remain seated until finished eating and the "recess" bell rings
- clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- obey cafeteria monitors at all times
- speak in a conversational tone
- walk at all times

After school

- follow dismissal procedures
- walk to assigned place to wait until bus or car ride arrives
- avoid running or playing games on the school grounds
- leave the school grounds immediately
- sign in at the extended day program

Fire Drill

- walk quickly in a single file
- keep arms at sides
- Observe silence!

At athletic events and assemblies

- practice good sportsmanship as spectators and participants
- show respect towards coaches, referees, and visiting teams
- maintain an appropriate silence during special performances

Outside school

- to behave responsibly off school property
- If the principal is made aware of misconduct off school property of a child recognized to be a student at Our Lady of the Most Blessed Sacrament School, parents may be contacted; however, it is important to note that the school is not responsible for student's actions that occur off school property.
- remain seated while the bus in motion
- talk quietly and make no unnecessary noise
- refrain from talking to the driver unless it is necessary
- refrain from placing objects or body parts outside the windows
- refrain from littering inside the bus or from throwing anything out the window

***Administration will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. Continual infraction of rules will result in loss of bus transportation privileges. ***

Any staff member can correct students who do not follow school wide expectations and administration can be notified immediately.

Consequences

Please be aware that inappropriate behavior **will be addressed**. The severity or repetition of non-compliance will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents
- Detention – Lunch and After School
- Administrative referral
- Referral to the SAP Team
- Denial of participation in school activities, including sports, field trips, etc.
- School probation or Suspension – In-School and Out-Of-School

Should the student receive a detention, the parent/guardian will receive a written notice with at least a 24-hour notice. It is in the best interest of the student that home and school work together for the child's academic and social development.

The following behaviors will result in immediate administrative referrals and can result in subsequent referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful intent / threat of harm that could result in bodily harm to another

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an immediate in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

Elastic Clause

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

The administrator/principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

Our philosophy regarding discipline stresses that students share in the responsibility of maintaining an atmosphere within the school that is conducive to wholesome Catholic Christian living and learning. All students have the right to an education free from the interference of others.

Infractions of the discipline code include and are not limited to the following examples:

- use of inappropriate language, literature, or gestures
- being late for class; loitering in halls, stairways, restrooms or other inappropriate areas
- littering
- inappropriate touching of another student
- inappropriate displays of affection
- misuse of school property
- failure to follow published dress code
- use of personal electronic devices during school hours;
- Inappropriate and disruptive behavior.
- threatening and/or harassing behavior, including but not limited to, degrading comments, sexual comments, threatening comments; public display of affection
- cheating
- stealing
- bullying of ANY kind (see Our Lady of the Most Blessed Sacrament School's Anti-Bullying policy – found on next page for detailed information)
- extortion
- leaving school grounds without permission
- fighting or aggressive physical contact including and not limited to hitting, punching, scratching, kicking and biting, that result in a student injury, could result in immediate notification of parents and immediate in- school suspension for at least one day.

Our Lady of the Most Blessed Sacrament School Anti-Bullying Policy:

Our Lady of the Most Blessed Sacrament School is committed to creating a safe, caring, respectful learning environment for all students. Expectations for an OLMBSS student require that students will BE RESPONSIBLE, BE RESPECTFUL, BE KIND, BE ACCOUNTABLE, and MAKE GOOD CHOICES. The bullying of students at Our Lady of the Most Blessed Sacrament School, is strictly prohibited, and will not be tolerated. Students at Our Lady of the Most Blessed Sacrament School Community have the right to be members of a bully-free school. For the purposes of our anti-bullying policy, "school" includes school buildings, school grounds, coming to and going home from school, any school-sponsored social event, fieldtrips, sporting events, and bus trips.

Description / Definition of Bullying:

Bullying is a **documented pattern** of aggressive, intentional or deliberately hostile behavior that **occurs repeatedly and over time**. Bullying behaviors normally fall into three categories, physical, emotional, and verbal. This may include, but are not limited to, harassment, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation of others, and cyber-bullying.

Staff Awareness/Action:

School personnel will promote and educate students to use IGNORE – TELL – HELP as a reminder for bullying. A variety of assemblies and training are offered to ensure the staff and students shall understand the definition of bullying to ensure a consistent approach is adopted on a school-wide basis. Various trainings are offered to all staff at Our Lady of the Most Blessed Sacrament School. ALL staff will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school, both inside and outdoors
- Watch for signs of bullying, document any concerns, and stop it when it happens
- Continually communicate with parents, staff, and students in order to effectively address any areas of concern.
- Respond quickly and use their professional opinion to assess whether the behavior is bullying. If a concern arises, Our Lady of the Most Blessed Sacrament School staff will document and alert the school administrator in order to let them know that an official bullying report has been made.

School administration requires all staff members who observe, or become aware of an act of bullying to follow the above steps.

Student/Parent Awareness and Action:

Our Lady of the Most Blessed Sacrament School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a OLMBSS teacher or staff member in order to begin a timeline or pattern of events. The teacher(s) at which time will closely monitor the situation and document all observations related to the alleged bullying concern. The staff member / parent will also keep the school administrator informed of the situation. Once the teacher can provide documentation to show repeated acts of bullying, the school administrator is notified immediately for further investigation. Continual communication

between teachers and parents can also be used to establish a repeated pattern of events. Any student who retaliates against another for reporting bullying will also be subject to consequences deemed appropriate by the school administrator.

Complaint/Investigative Procedure:

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above information and definition. Both parties families will be notified in writing of the alleged concerns and the administrator will discuss with all OLMBSS staff members about the complaint. Administrators will have the right to take appropriate corrective actions as they see fit. Any student (be they the victim or the bystander) may initiate a complaint by telling a staff member, parent, or administrator. Students can also complete a confidential reporting form and return it to the school office.

In order for intervention or disciplinary actions to be taken, both the originator of the claim and all involved staff members must agree that the claim does meet the above definition and criteria to be listed as a bullying complaint.

Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to the following:

- **Mediation of students**
- **Loss of privilege**
- **Parent conference**
- **Counseling**
- **Suspension**
- **Expulsion**
- **Referral to local law enforcement agency**

The preceding actions are subject to the immediate notification and intervention of the principal and may result in the immediate notification of the parent/guardian.

Detention / Suspension:

A lunch time detention can be given to students in kindergarten-grade 8 who are in violation of any OLMBSS disciplinary code policy and parents/guardians will be notified if recurring behavior occurs. For all OLMBSS students, all infractions will be subject to the following detention procedure:

1. The faculty member will complete a lunch detention form for the student. The lunch detention form will be submitted to the principal for review and signature. The signed lunch detention form will be sent home to the student's family. The detention form indicates that the student will serve a lunch detention on the designated day. A phone call is made to the home the day before or the day of the lunch detention is to be served.

2. Once the detention is served, the detention sheet will be filed and kept on record.
3. Three lunch detentions within any 1 grading period will result in an after school detention (3:20 to 4:20) and families will be responsible for transportation home. Students that cannot be picked up will go to after school care and parents will be charged the after school care rate.
4. Three after- school detentions within 1 school year will result in an in-school suspension. Which is to be served ALL day from 8:30 to 3:20. Student work will be given to fill the day and lunch will be brought up.
5. Three or more in-school suspensions will result in a review of the student's status as a student at Our Lady of the Most Blessed Sacrament School. In addition to a possible 3 to 10 day out of school suspension.

Serious infractions that pose a threat or potential threat to harm others or themselves are subject to immediate review and intervention by the administrator. Such infractions may be subject to immediate notification of parents/guardians and ultimately school detentions/suspensions. The manner of serving the detention is at the discretion of the principal. The school reserves the right to search and seize any and all items brought on to school property.

Ethics and Professional Conduct:

The faculty/staff of Our Lady of the Most Blessed Sacrament School are partners with parents/guardians in their children's education. This relationship allows all parties to become of school community. Where we all can grow in faith and surround ourselves with love together in order to benefit the lives of all involved and affiliated with Our Lady of the Most Blessed Sacrament School Community.

Constant communication between home and school is the key to a successful school environment. Parents are notified by appropriate school personnel of concerns about student life or behavior, even when off-campus. The administration reserves the right to discipline students for off-campus conduct. Parents have the ability to appropriately contact school staff members and principal to discuss the behavioral concerns of their child or any concerns regarding the school. Any allegations made against any staff member or parent/guardian must be provided to the school administrator in writing.

AT NO TIME should any Our Lady of the Most Blessed Sacrament School parents, staff, or students be permitted to make false statements / accusations / threats that could potentially damage a person's reputation, integrity, professionalism, etc. Should such a situation arise, Our Lady of the Most Blessed Sacrament School reserves the right to investigate the incident and if necessary take immediate action / review the status of the school family/families involved.

Everyone is a representative of OLMBSS and should keep such in mind during school related events both in and out of school. Please be respectful of one's privacy and the importance of confidentiality. We together can help our children learn, grow, share, and succeed in an ever changing world.

We will practice our faith by teaching our children how to appropriately and respectfully deal with any of life's challenges. God will show us the way and support us in times of need.

Dress Code:

Our Lady of the Most Blessed Sacrament School has a uniform dress code that was designed to foster school pride and create a non-competitive dress environment. Presenting a good appearance shows respect for each other and for one's self. In general, students are to be neat, clean and modest. Clothing should fit properly and allow ease of movement for participation in recreational activities, but not be undersized or oversized. Uniform suppliers ***-SchoolBelles - French Toast - JCPenney***

Schoolbelles – <http://www.schoolbelles.com> School ID# S1881

Please use this **entire** link to OLMBS School Page for French Toast

<http://www.frenchtoast.com/ancillary/schools/specificdresscode.do?SchoolID=66545>

Girls:	Boys:
<p style="text-align: center;">Non Church Day Attire</p> <p>Shirts: i.e. knit polo shirts</p> <ul style="list-style-type: none"> • Red, White or Navy only – NO Light blue • Polo Style: Long or Short Sleeve <p>Pants:</p> <ul style="list-style-type: none"> • Navy or Khaki twill slacks only • No Cargo (baggy) pants, corduroy or Capri pants <p>Shorts:</p> <ul style="list-style-type: none"> • Navy or Khaki Walking Shorts only – No Cargo shorts • Can be worn <i>until October 15th and after April 15th only.</i> <p>Skirts, Skorts, and Jumpers:</p> <ul style="list-style-type: none"> • Navy or Khaki solids or Navy/Red Plaid <p>Vests/Sweaters/Sweatshirts:</p> <ul style="list-style-type: none"> • Sweaters/Vests must be Red, White or Navy • OLMBSS Spirit wear, Athletics and Phys. Ed sweatshirts can be worn in substitution of a sweater on non-church days. (No other sweatshirts are permitted) 	<p style="text-align: center;">Non Church Day Attire</p> <p>Shirts: i.e. knit polo shirts</p> <ul style="list-style-type: none"> • Red, White or Navy only – NO Light Blue • Polo Style: Long or Short Sleeve <p>Pants:</p> <ul style="list-style-type: none"> • Navy or Khaki twill slacks only • Belts are required for all boys in grades 2-8 • No Cargo (baggy) pants or corduroys <p>Shorts:</p> <ul style="list-style-type: none"> • Navy or Khaki Walking Shorts only – No Cargo shorts • Can be worn <i>until October 15th and after April 15th only</i> <p>Vests/Sweaters/Sweatshirts:</p> <ul style="list-style-type: none"> • Sweaters/Vests must be Red, White or Navy • OLMBSS Spirit wear, Athletics and Phys. Ed sweatshirts can be worn in substitution of a sweater on non-church days. (No other sweatshirts are permitted)
<p style="text-align: center;">Church/Mass Uniform Friday or Special Masses</p> <ul style="list-style-type: none"> • Dress Blouses of White or Light Blue Oxford (short or long sleeve) • Blouses tucked in for a neat appearance • Jumpers or Skirts ONLY (No Pants) • Navy or white solid colored socks/stocking/leggings • Sweaters only – NO SWEAT SHIRTS ON MASS DAYS 	<p style="text-align: center;">Church/Mass Uniforms Friday or Special Masses</p> <ul style="list-style-type: none"> • Dress shirts of White or Light Blue Oxford (short or long sleeve) • Shirts tucked in for a neat appearance • Ties • Belts • Sweaters only – NO SWEAT SHIRTS ON MASS DAYS
<p style="text-align: center;">Physical Education Uniforms</p> <ul style="list-style-type: none"> • T-Shirt, Sweatshirt, Sweatpants & Shorts –Red w/ OLMBSS Logo • Grades 2 through 8 – additional clean athletic shoes are required for Physical Education class 	<p style="text-align: center;">Physical Education Uniforms</p> <ul style="list-style-type: none"> • T-Shirt, Sweatshirt, Sweatpants & Shorts –Red w/ OLMBSS Logo • Grades 2 through 8 – additional clean athletic shoes are required for Physical Education class
<p style="text-align: center;">Directives:</p> <ul style="list-style-type: none"> • Clean athletic type shoes or leather dress shoes required - No boots, crocs or open-toed shoes • No headscarves, hats, or bandannas are to be worn in school. Headbands are permitted. • Jewelry that is excessive or distracting may not be worn. • Hair must be neat and well groomed. No unnatural hair coloring, striping, streaking or feathers are permitted. • Girls in grades K-5 are not permitted to wear makeup • Girls in grades 6-8 are permitted to wear a conservative amount of makeup. 	<p style="text-align: center;">Directives:</p> <ul style="list-style-type: none"> • Clean athletic type shoes or leather dress shoes w/ socks - No boots, crocs or open-toed shoes • No headscarves, hats, or bandannas are to be worn in school. • Hair must be neat and well-groomed at all times. -- Boys' hair is not to exceed beyond the top of the collared shirt, the eyebrows in the front, and mid-ear on the sides. Fad hair styles such as Mohawks, designs, unnatural hair color or excessive length are not acceptable • Earrings are not permitted

ALL GRADES: PROPER ATTIRE MUST BE WORN ON GYM DAYS

- Gym uniforms must be worn on gym days. Gym uniforms can be purchased through the school office (The school has limited amount of gym clothes on hand).
- Athletic Shoes/Sneakers MUST be worn on gym days.

DRESS AND GENERAL APPEARANCE CODE:

Our Lady of the Most Blessed Sacrament School maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed for the following reasons:

- promote a Christian atmosphere;
- free children for academic concentration;
- de-emphasize competition among children regarding clothing;
- allow more economical dress for school, and
- provide some choice to accommodate individual differences.

This dress code policy is intended to maintain a standard of dress that is neat, economical, modest and attractive. All students in grades K-8 must follow the school dress code which is described below:

NON-UNIFORM DESIGNATED DAYS

Throughout the year, special non-uniform dress days will be announced. These include, but are not limited to, Steelers, Penguins, Pirates, Spirit Wear and various holiday-themed days. Sometimes uniform pants will be required, but other times jeans will be permitted. On designated "Jean for a Cause" (casual) days, students are permitted to wear their choice of **appropriate** clothing, both bottoms and tops.

CLOTHING FOR FIELD TRIPS:

A red OLMBSS shirt with appropriate bottoms (Jeans are suggested) will be worn in order to help identify the school group when on a field trip. Some field trips may require the children wear their mass uniform – this depends on the destination of the field trip.

The following items are not considered appropriate attire at any time:

Tank tops, midriff-baring shirts, halter tops, strapless tops, ripped clothing, t-shirts with inappropriate graphics or phrases, baggy or sloppy clothing.

PLEASE NOTE THAT THE DRESS CODE WILL BE ENFORCED.

Students not in compliance with the dress code will be sent to the office and parents will be given notification that the student is out of uniform. Students that are unable to obtain the proper dress code attire will be given 3 written notifications/warnings. Subsequent dress code violations will result in further disciplinary action. Actions may include but limited to: parents called and asked to bring in appropriate dress code clothing, detention, and loss of privileges.

We anticipate your full cooperation and compliance with the dress code.

GENERAL APPEARANCE STATEMENT:

If the overall appearance of a student is judged by the principal to be in nonconformance with the dress code, the parents will be notified, and when deemed necessary, will be asked to bring appropriate clothing to school for their child.

Students that do not continually or purposefully uphold the Our Lady of the Most Blessed Sacrament School dress code may be sent to the Principal. The severity / repetition of non-compliance will determine the appropriate consequences. The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement.

LOST AND "SELDOM" FOUND:

Articles of clothing will not be lost if properly placed in student lockers. Articles such as rings, watches, wallets, and money are considerably safer if kept with the student or entrusted to a teacher when the student has some activity that prevents him/her from properly caring for them. The school strongly discourages students from bringing valuable items to school. If articles are lost or found they should be reported to the teacher or principal's office. The school will not be held responsible for lost articles. A Lost and Found area is located in Mrs. Borland's Office. Parents and children are encouraged to look for lost clothing items there. More valuable lost items, such as IPADS, phones, glasses, watches, wallets, and purses, are to be turned in to the office and secured by the administrator until the owner comes to claim the item.

PARENTS:

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of Our Lady of the Most Blessed Sacrament School
- establish mutual cooperation concerning all aspects of their child's education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school.

RIGHTS OF NON-CUSTODIAL PARENTS:

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences if requested by the non-custodial parent and not prohibited by the court.

PARENT ORGANIZATIONS:

OLMBSS School Advisory Council (SAC)

Our Lady of the Most Blessed Sacrament School has a School Advisory Council which is an advisory body to the pastor and principal. The Board consists of a chairperson, six appointed members and one faculty representative. The Board develops and reviews any concerns or ideas to help the school grow. Monthly reports from the Athletic Association, the PTK, and the Technology Committee are shared at the Board meetings.

The Board has seven areas of concentration—Spirituality and Ministry, Finance and Development, Curriculum Enrichment, Extracurricular Programming, Cultural Connections, Grounds and Buildings, and Alumni Relations. Those parents committed to helping Our Lady of the Most Blessed Sacrament School continue its tradition of excellence are invited to serve on the Board.

Parent Teacher for Kids Organization (PTK)

The Parent Teach for Kids Organization, as an advisory body, is intended to provide opportunities for parents to fulfill their God given role as educators and to give mutual support through collaboration with the school.

The membership of the parent organization consists of the parents/guardians, pastor, principal, and the faculty of the school. It is not intended to replace the Education Committee of the Parish Council, nor the School Advisory Committee.

The objectives of the organization are the following:

- offer opportunities for parents to understand the Catholic Philosophy of education and the Diocesan School Program(s);
- publicize through an ongoing and effective public relations marketing campaign the contributions of the school to the parish and the broader Church and civic communities;
- Maximize financial resources available to the school through well-planned fund raising activities, volunteer services, and contributions from the business community.

Social Activities

The PTK sponsors social activities for special occasions during the school year. No other instructional time should be used for these events without the principal's permission. Class treats for birthdays should be distributed during lunch or recess. Consideration must be given to students with allergies. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

Birthdays

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited.

On their birthdays, children often want to share a treat with their classmates. Non-edible treats are highly recommended (*pencil, eraser, stickers, etc.*). Edible Treat Request forms must be submitted 48 hours in advance to allow time for the school nurse to review the ingredients due to the many severe food allergies that some children have. The form can also be obtained from the front office. Food treats that are sent in without prior notice will be held in the office for 48 hours until the ingredients can be approved by the school nurse. Due to the number of life threatening food allergies and our commitment to improved health and wellness, the administration asks parents to strongly consider offering non-edible treats.

Athletic Association

All sport programs are the responsibility of the Pastor/Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the principal.

FINANCIAL INFORMATION:

Scholarship Monies

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used and assessed by an independent evaluator. The same application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and the Angel Fund and must be filed by March 15th. Application forms are available in the school's office.

Tuition

Parents who register a student enter into a contractual obligation with the school. The first tuition payment is due on July 15 of the upcoming academic year; subsequent payments are due the tenth of each month, with the full payment due by April 15. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is Diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition from the previous year.

Fundraising

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate a minimum of 10% of the total operating budget. This enables tuition rates to remain at 60% of the total cost. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and/or volunteer work.

HOME/SCHOOL COMMUNICATIONS

On-going Communication

Any information or fliers, etc. that a parent may want to distribute must be approved by the principal. Parents may return any necessary forms in the envelope.

Our Lady of the Most Blessed Sacrament School uses email and the school website to communicate homework, classroom activities, etc. Parents are urged to check the website regularly/daily. The teachers will update their individual webpages each day or each week.

FRIDAY FAMILY FOLDERS:

We send home **Friday Family Folders** weekly with the youngest student in each family. This begins the first week of school. The clear plastic folder is marked with your family name. This will be the PRIMARY WAY to provide our families with information and bridge the gap between home and school. A few examples of items that will now be in the Friday Family Folders are: various order forms, whole school reminders of events, monthly lunch and school calendars, etc. etc. etc. This is to streamline the delivery of all the important papers and communications from the school.

These folders will be sent home on Fridays and need to be returned to school on Mondays. Any paperwork, forms, etc. that need to be returned to school can be returned in the Friday Family

Folder and it will be given to the school office. Should we not be in school on a Friday – the folders will come home either the last day we are in school or the following Friday.

PLEASE RETURN THE FOLDERS PROMPTLY. The same folder will be re-filled and re-used week after week. If families do not return the Friday Family Folder, the papers will be given to the student in a paper clip. We are asking that each family be mindful and do their best to return the Friday Family Folders every Monday.

PLEASE look at the papers inside the Friday Family Folder. We do our very best to double or triple inform you of various school events, on-goings, and information via OptionC and the school website - however these Friday Family Folders will be the primary way we send home information and papers.

Parents are informed of the student's progress and other school information as follows:

- On-line grading
- Interim Reports
- Quarterly Report Cards
- Parent/student/teacher conferences
- Conferences on request
- Conduct referrals
- School Newsletter
- Parent Teacher meetings

Any questions concerning your child should be directed to the teacher. Please call the school office to leave a message for the teacher OR you may contact them directly via email. (All teacher email addresses are listed on the school website.) The teacher will respond at their earliest convenience. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes.

Reports and Conferences

Reporting student progress to parents is one of the primary responsibilities of the school. In addition to posting grades on-line, the school combines parent conferences with written reports of a student's progress. Written reports are issued four times a year, with the exception of Kindergarten which is issued three times. Parent-teacher conferences are formally conducted twice, once in the fall and once in the spring.

Parent teacher conferences have the following goals:

- enable home and school to meet the needs of the student more effectively;
- establish a working relationship with parents in the interest of the student;
- interpret to parents their child's academic growth and progress;
- Suggest ways parents can help students succeed in school.

Efforts are made to provide every parent with an opportunity for a conference. Students may be dismissed early to facilitate meeting with parents. Evening conferences may be scheduled.

Telephone

No child is permitted to use a telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In an emergency, the office will call the parent.

VOLUNTEERS

The help of volunteers is always appreciated in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At Our Lady of the Most Blessed Sacrament School parents play an integral role in the education of their children through the Parent Teacher Guild, Parent Advisory Council, athletics, fund-raising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones. This partnership is invaluable to the success of our school.

The Safe Environment Program (SEP) of the Diocese of Pittsburgh takes reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children.

Adults (18 or older) volunteering with children at Our Lady of the Most Blessed Sacrament School must be compliant in the requirements of the safe environment policy:

- Complete application at www.diopitt.org, which processes the PA State Police Criminal Record Clearance;
- Read and sign the Code of Pastoral Conduct;
- Receive the Department of Public Welfare Child Abuse History Clearance;
- Attend the Protecting God's Children Program.

Curriculum:

The Catholic Schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents. Catholic school teachers place high expectation on all children so that all children are encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of Reading and Math. The curricula for these subjects are so designed that students can advance through defined levels of competency according to their needs and abilities. Student achievement is evaluated at the students' grade level.

The goals of the Continuous Growth Program in Language Arts and Math are:

- to recognize and provide for differences in each student's growth patterns
- to provide an environment in reading and math classes that permits and encourages continuous progress
- to adapt the math and reading curriculum to each child so as to challenge maximum individual development
- to encourage students to exert effort so that they may experience success in their encounter with each school situation

ACADEMIC SUPPORT

We strive to be as inclusive as possible in welcoming all students for whom we can provide an appropriate education. Therefore, we implement the Diocesan Academic Support Model (SAP) to assist students who are struggling academically and/or have been identified as a person with a special need. Parents may request information from the principal or the child's teacher.

CURRICULUM GUIDELINES

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of Gospel values.

Curriculum Guidelines for all subject areas are utilized by all Catholic elementary schools and are aligned to the Common Core Standards. The guidelines endeavor to give continuity to the teaching/learning process, and are geared to meet the individual needs of students and to guide the teaching/learning process.

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Teachers will assess the instructional needs of students and provide differentiation through the use of small flexible groups.

Teachers, recognizing different learning styles, vary their presentation and assignments so as to provide for the individual needs of each child. Critical thinking skills, problem solving and research techniques are a part of instruction. Enrichment activities are provided for all students, to broaden lessons presented.

Scholarship In Christ

“The Church’s involvement in the field of education is demonstrated especially by the Catholic school. No less than other schools does the Catholic school pursue cultural goals and the natural development of youth. But it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel’s spirit of freedom and charity. It aims to help the adolescent in such a way that the development of his/her own personality will be matched by the growth of that new creation which he/she became by Baptism. It strives to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and mankind.”(Declaration on Christian Education).

Our Lady of the Most Blessed Sacrament School educators discover the goals of their professional activity in education. They see it as their duty to devise curricula programs and methods of administering them, which will have as their objective exactly those ideals of freedom and charity of which the Declaration speaks.

Our Lady of the Most Blessed Sacrament School offers a strong traditional curriculum. In the “Continuous Growth Program” of the Diocese of Pittsburgh, students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

All textbooks have been selected from the list of recommended texts devised by the Curriculum Directors of the diocese. They are approved because the philosophy is consistent with the Catholic philosophy of education, the subject matter is adaptable to the Continuous Growth Program and because there is sequential, consistent development of material.

SUBJECT AREAS

Catechetical/Religious Education

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, “Growing in God’s Covenant” contain a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response of worship and service are ultimate goals of the religious instruction. Liturgical and personal prayers are outcomes of the guidance and religious instruction provided. Opportunities for both communal and personal prayer are a daily priority. Careful planning and programming ensure

a broad and deep understanding of authentic Church Doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The Catholic Vision of Love is the Diocesan mandated Sexuality Program.

Language Arts

The language arts curriculum presents numerous opportunities for the integration of faith, culture and life by developing an awareness of the Gospel values. The philosophy inherent in the language arts curriculum is one of continuous growth, which recognizes and nurtures the God-given potential and learning style of the individual.

Language, as communication, enables one to become more perceptive through listening, observing and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the student.

Mathematics

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations but to excite students to explore topics on their own, to develop proof for answers and to learn from one another.

Social Studies

In the Catholic School, Social Studies provide many opportunities for teachers to help students understand, appreciate, and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history, political science, and sociology, with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

The Social Studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the United States geographical regions are studied. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the

Reconstruction to the modern day. Map and geography skills are taught at all levels. Social Studies prepare students for the future by instilling the importance of a value-oriented life perspective.

Science

The primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh are to develop a respect for the sacredness of all life, the pursuit of peace and order in the world, and an awareness of the responsibility to be co-creators of life-giving designs and protectors of the environment.

The science curriculum focuses on an inquiry-based process and fosters collaborative learning. Science education strengthens life skills, such as creative problem solving, critical thinking, team cooperation, use of technology, and the value of life-long learning.

World Languages

Because the Church is universal and embraces all people, regardless of race, nationality and financial status, the Catholic school encourages the study of world languages and other cultures. World language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction. Our Lady of the Most Blessed Sacrament School offers Spanish in grades K-8. Most students qualify to begin the second year of language study when they enter high school.

Physical Education

Physical education is a vital component of the curriculum, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Health

The Health for Success curriculum presents information at each level of development to help students make wise, moral decisions with respect for the God given Gift of life. The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health-risk behaviors and enhancing health--promoting behaviors.

Fine Arts

In the Fine Arts program, students have the opportunity to deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music, art and drama. Instruction in the Arts contributes to the development of the whole person, promotes individual expression, allows experimentation with diverse materials and elements, enables exploration and appreciation of the works of other students and major artists and musicians, develops an awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

TESTING PROGRAM

Standardized tests, textbook tests, and teacher-made tests are administered to students throughout the year. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught.

Achievement Tests

Students in grades 2-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program for grades 2, 4, 6 is a cognitive abilities section, which helps compare a student's achievement with other students of the same age, grade, and ability. If a child is absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be returned within a two-week period, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask parents not to schedule trips or appointments during the time of standardized testing.

Writing Assessment

Each child in grades K-8 participates in a Writing Assessment. This allows students to respond to a writing prompt and to select and organize content, develop a style and follow standard conventions. Students in Grade 6-8 use a technology program during the year to provide additional opportunities for written expression. The program provides guidance on the first and subsequent drafts to allow the students to practice rewriting and learn its value.

THE KINDERGARTEN CURRICULUM

RELIGION READINESS is a vital part of the Catholic School Kindergarten Program. From concrete life experience, the child learns the meaning of love and being loved in a family setting. The child realizes that he or she is special not only in his/her own family, but in God's family through Baptism. In a loving atmosphere of security and trust, the child is introduced to the loving goodness of God as shown in the gifts of creation and through His greatest gift, Jesus. By becoming acquainted with the life of Jesus, the child learns by being guided by the Spirit of Love to witness God's love in the world.

COMMUNICATION SKILLS are fostered when children have the spontaneity and encouragement to express their ideas verbally, through written or picture form, and by listening to, sharing, and enjoying stories, poetry, and dramatic play. Language is a means of sharing wonder through social patterns based on specific skills: listening, speaking, reading, and thinking.

READING READINESS begins at birth and continues throughout a lifetime. It comes through many informal and planned activities of the family and school environment through field trips, show and tell, and audio-visual materials. Some activities are: learning left to right, top to bottom progression, eye-hand coordination, recalling stories and happenings in sequence, following directions, perceiving rhyming words, recognizing the alphabet in mixed order along with sounds, and learning to appreciate books through hearing stories read aloud and taking

part in picture reading. Reading is treated separately from the other communication skills; however, they are taught together in a kindergarten readiness program: reading, writing, listening, speaking, and literature appreciation.

Children who are ready to read are provided suitable learning experiences.

HANDWRITING is another learning area in kindergarten. Work and play with blocks, clay modeling, finger painting, coloring, and use of scissors build eye-hand coordination, which is essential for this later-acquired skill. The children are shown the correct letter/forms and instructed to write on the baseline. The child is encouraged to use his/her natural hand preference for all handwork.

MATHEMATICS READINESS places emphasis on the use of concrete materials and appropriate technology so that students explore and develop ideas that are fundamental to the study of mathematics: numbers, counting, ordering, combining, sorting, classifying, and comparing sets of objects; recognizing and describing simple patterns; and recognizing shapes and sizes of figures and objects.

SOCIAL STUDIES is an important part of the kindergarten program as children learn to adjust and modify their behavior to a large group, practice patterns of good social behavior, take turns and use initiative, share, and learn about people as they follow their interest in the world, the local community, their school, family, and themselves.

SCIENCE increases children's awareness of and the ability to observe their environment. Using their senses, children experience the natural world through experimentation, observation, and discovery about plants, animals, weather, and the seasons.

HEALTH AND SAFETY concepts are integrated into the program in a functional manner as children begin learning about bodily structure and functions, emotional health, and family life. They also acquire the basic principles of safety in the classroom, on the street, and on the playground.

MUSIC AND RHYTHMS are experiences in which kindergarten children sing, listen to recordings, use rhythm band instruments, and respond creatively to music through bodily movements. Music as a well-balanced, correlated program strengthens learning in other subject areas.

ART is another channel for creative expression as children paint, draw, print, sew, model, and construct materials and engage in other related art activities. Children are often more interested in the process than in the product. They use color, line, and form to communicate ideas and feelings.

PHYSICAL EDUCATION and movement are integral parts of young children's growth. Children should progress at their own rates to develop physical skills, enjoy physical activity, improve physical fitness, learn to move body parts, and develop a positive self-concept.

COMPUTER skills and knowledge are necessary in today's information-based, technological society. The kindergarten children are introduced to the use of the computer as an integral part of their education process.

FOREIGN LANGUAGE Spanish is introduced to the children at the kindergarten level. Children learn about the culture and customs of Spanish speaking countries and develop a basic vocabulary...their name, number words, color words, days of the week etc.

AUXILIARY SERVICES

The following services are offered through the Intermediate Unit:

Remedial Reading and Math (Title I)

The federally-funded Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Act 89 Services

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

Speech/Language

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

Educational Psychological Testing

Educational Psychological testing is available through the student's school district by parent request or at the recommendation of the teacher in consultation with the principal. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. This information is kept confidential and is not shared with anyone without parent permission.

Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children are referred by parents, principal, and teacher and through self-referral. Children may see a counselor once without parent permission or knowledge. After that, individual counseling requires parent permission.

Student Assistance Program

The Student Assistance Program (SAP) was established by the Commonwealth of Pennsylvania by Act 211 of 1990. It is a program of prevention, intervention, and support for students in grades K-12. The members of the team are the principal and faculty members of the school who have received special training through approved agencies.

The program exists in order to promote the growth and development of the child. The team members work with students who are experiencing behavior and/or academic difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed decisions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members maintain all information regarding students and their families under safeguard of privacy and confidentiality. Access is limited to those who have a legitimate educational interest.

CURRICULAR RELATED

Assemblies are held throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and the PTG with a focus on education.

REBEL RECORDS- OLMBSS STUDENT PORTFOLIO POLICY

OLMBSS has a school wide policy for all graded work. "Rebel Records" Student Portfolios is implemented to help our teachers and parents effectively evaluate student progress in a timely manner. In addition, the school will keep a student portfolio for each OLMBSS student. This portfolio of graded work will be kept in your child's classroom all year. This allows teachers to use the documentation for evaluating behaviors and skills found on the report cards. In order to support individualized student learning and referral programs, documentation of student work can be attached.

Starting in September, Rebel Records will be sent home weekly in a school issued folder. The folder will come home each Friday. Families will be asked to sign a form each week stating that the graded work was seen. This will provide families the opportunity to review their child's work on a weekly basis. The folder and all graded work must be returned the following day. Teachers will remove the graded papers when the folder is returned. Those papers will go into the individual student portfolio file. These files will be kept until the end of the year. Students will bring home their portfolios of work at the end of the year.

It is very important that you return the folders in a timely manner so teachers are able to refill them for the following week. To encourage families to return the folder each week, a two strike policy will be used. This means that if a child's graded work is not returned two times, it will not be sent home again. Graded papers will still be filed into the individual portfolio but they will not get a weekly folder. The strikes will reset for the next school year. This policy is not meant to punish anyone; just to provide an incentive to ensure that all Rebel Records are returned. We are delighted to provide our consumers the ability to review tests and reward students for their wonderful achievements. Thank you for your support and understanding! If you have any questions regarding the Rebel Records Student Portfolio Policy, please contact the office with any questions.

CARE OF TEXTBOOKS AND EQUIPMENT:

Library books, textbooks, and equipment must be properly used. If the student loses or unreasonably damages any of the above, he/she will be required to pay the cost to replace it. Textbooks issued to a student are required to be covered. A signed copy of the textbook loan form is required each school year.

CELL PHONES and other electronic devices:

Due to the fact that items such as personal cell phones, iPads, iPods, etc. may cause interruption to the educational process, as well as the value and expense of these items, they are not to be used during the school day.

Students bringing cell phones to school must keep them in their locker/book bag during the entire school day. ANY STUDENT having a cell phone in his or her possession any time during the school day will be subject to the school's disciplinary policy. Due to the fact that items such as personal iPads, iPods, and the like may cause interruption to the educational process by using needed internet access, as well as the value and expense of these items, THEY ARE NOT TO BE BROUGHT TO SCHOOL. The school is not responsible for lost, broken, or stolen cell phones/electronic devices.

TECHNOLOGY:

Technology instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum. Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

INTERNET USE POLICY:

This guideline is established to ensure understanding and application of Saint Alexis Catholic School Internet Use Policy. Our school reserves the right to amend these guidelines at any time. Parents and/or guardians are required to review these guidelines with their child(ren) complete and return the parent/guardian consent form.

INTERNET ETIQUETTE:

1. Be polite when sending written messages to others.
2. Appropriate language is expected in all messages.
3. Anything pertaining to illegal activity is expressly forbidden.
4. Do not reveal access information, personal or otherwise.
5. Do not disrupt others' use of the internet access.
6. All users should remember that deleted materials could be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions by the administration of the school:

1. Placing unlawful information on the Internet
2. Using the Internet for non-school related activities
3. Sending messages that are likely to result in loss of the recipient's work or systems
4. Using the Internet for commercial purposes
5. Using the internet for political lobbying that does not support the expressed philosophy and tenets of the Catholic Church
6. Sending or receiving copyrighted material without permission
7. Plagiarism
8. Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
9. Circumventing security measures on school or remote computers or networks
10. Vandalism
11. Falsifying one's identity

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Please sign and return the Our Lady of the Most Blessed Sacrament School Internet Use Policy form below. This signed document will permit your child access to the computer lab Internet system.

Individual Student Internet Use Agreement:

Parents/Guardians:

Be advised that your child(ren) will not be permitted to access Our Lady of the Most Sacrament School’s Internet access until this agreement is signed, dated, and returned.

Student(s) Agreement

I have read the Our Lady of the Most Sacrament School’s Policy on Internet Access and the guidelines established from that policy. I understand fully and agree to abide by the policy statement and the guideline statements expressed or implied.

Each child in the household who attends grades PreK-8, must sign this agreement.

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent/Guardian Agreement

I have read the Our Lady of the Most Sacrament School’s Internet Access Policy and the guidelines established from that policy. I understand fully the information that is contained therein. I agree to not hold school administration and faculty responsible for materials my child(ren) acquires as a result of inappropriate Internet use.

I accept full financial responsibility if / when my child(ren) accesses the Internet without an account on equipment provided on the school site.

Parent/Guardian Signature: _____

Date: _____

Return this document to school via your Friday Family Folder

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Mrs. Audrey Bowser
Principal Lead Administrator
724-226-2345
principal@olmbs.org

It is important that parents/guardians, students and staff know the policies and procedures of Our Lady of the Most Blessed Sacrament School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

Family Name _____

Children's Name(s): _____

I have read and agree to be governed by the Parent/Student Handbook of Our Lady of the Most Blessed Sacrament School.

Signature: _____ **Date:** _____

Return this document to school via your Friday Family Folder