

***BLESSED SACRAMENT SCHOOL***

***Where Quality Education Is a Priority***

***Parent / Student Handbook***

***2017-2018***

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# **INTRODUCTION AND WELCOME**

We have composed this booklet in order to familiarize students and parents (which term includes legal guardians throughout this handbook) with the rules, regulations, and general information concerning Blessed Sacrament School. We believe that prior knowledge of this information will provide for a smoother running of the school and thus make the students' time here more rewarding and enjoyable.

We can achieve our goal of guiding our students only within an atmosphere of openness and cooperation. We encourage participation in this educational process by maintaining formal and informal avenues of communication among all facets of our community.

Each week your child will take home a Friday folder that will contain corrected schoolwork and school notices. In addition, and to keep you informed, a monthly newsletter and calendar will be sent home through your child in the Friday folder each month. *In our continuing attempt to "go green," please provide your e-mail address to the school office so that we may transition to an electronic delivery format of all school calendars and news.*

In today's world, it is very important for each child to come to a deep sense of personal responsibility with respect for self and others. **These rules are important in the achievement of such responsible behavior and thus, we ask you not to just glance at this handbook but to sit down and discuss these rules seriously with your child. Please favorite this copy of rules and regulations** on your computer so it will be easily accessible throughout the school year. Please sign and return only the "Handbook Highlights" form that was sent home on the first day of school. **Both parent/guardian and student must sign the "Handbook Highlights" form.**

## **I. MISSION AND PHILOSOPHY**

### **MISSION**

The mission of Blessed Sacrament School, a Catholic school and ministry of Blessed Sacrament parish, is to educate preschool through grade eight students in a safe, nurturing and academically challenging environment that instills the knowledge of God's great love for us. We empower students to become well-rounded individuals who are lifelong learners and joyful witnesses to Christ's teachings.

### **PHILOSOPHY**

Blessed Sacrament School is a community of students, parents, faculty and staff unified by mutual trust and respect in its goal of developing well-rounded individuals. We provide a holistic education – spiritual, intellectual, cultural, and social. In a nurturing environment, each child is given the opportunity to discover his or her own self-worth and potential. We encourage a sensitivity toward human relationships and respect for the abilities, values and attitudes of others. At Blessed Sacrament School, we teach our students to serve as Jesus served with knowledge, commitment and excellence.

### **Disclaimers**

**Your signature on the *Handbook Highlights* form sent home on the first day of school is your acknowledgement that you have read the entire Parent Student Handbook and agree to all of the provisions in this document.**

**The school reserves the right to amend this handbook from time to time if the administration deems it necessary for the benefit of the school community.**

## **II. GENERAL INFORMATION**

### **A. Accreditation**

Blessed Sacrament School is fully accredited by The New England Association of Schools and College and the Rhode Island Department of Education.

### **B. Admissions**

Any student entering kindergarten through grade seven is asked to spend some or all of a school day with the class in which they are interested. The student will be given a simple academic assessment during part of the visit.

The student's parent/guardian must provide a copy of the student's immunization record, birth certificate, and baptismal certificate if the student has been baptized. A copy of the student's most recent report card must be provided. The parent/guardian must also advise the school of any learning and/or behavioral problems the student may be experiencing and of any resource assistance the student may be receiving.

At the end of the day or within the next few days, the principal will meet with the student and his/her parent/guardian. The student's visit and assessment will be discussed and any questions can be answered. If the student is accepted to Blessed Sacrament School, a packet of information and forms will be given to the parent/guardian. These forms and information pertain to financial requirements, release of records, uniforms, etc.

Children entering kindergarten must be five years old by September 1<sup>st</sup> of the kindergarten year. Children entering grade one must be six years old by September 1<sup>st</sup> of the first grade year. Blessed Sacrament School does not accept students entering grade eight unless there is an exceptional situation. This will be decided by the principal and pastor.

**Blessed Sacrament School does not discriminate on the basis of race, color, or national origin.**

### **C. Office**

The office is open on school days from 7:30 a.m. – 3:30 p.m. Monday through Friday, except for vacations and holidays. Summer hours are Monday through Friday, 8:30 a.m. – 3:00 p.m. The school number is (401) 831-3993. The office telephone is a business phone and should be used by students for emergencies only with permission of the principal, secretary, or teacher.

### **D. School Day**

The school day begins at 8:15 a.m. and ends with dismissal at 2:30 p.m. For the safety of the children, no child walking or being driven to school should be on the grounds before 8:00 a.m. There is no supervision until 8:00 a.m. Please do not drop your children at school before 8:00 a.m. unless you are requesting daycare. The school will not assume responsibility for their safety

until the stated time. In inclement weather, all students will go directly to their classrooms no earlier than 8:00 a.m.

#### E Absences, Tardiness and Early Dismissals

The reporting of absences and signing out of school are vital procedures enabling the school to account for the whereabouts of the student. Since the absence procedure also protects the academic integrity of the school, parents/guardians are urged to request absences only for valid, unavoidable reasons. If the parent/guardians choose to take their child/children out of school for non-calendared vacations, they should NOT expect teachers to prepare assignments ahead of time. Non-calendared vacations, are discouraged as they are disruptive to your child's learning. Excessive absence from school can result in failure and/or retention or dismissal from school.

Parents of any student whose absence is unplanned must call the school between 7:45 a.m. and 9:00 a.m. The call should be repeated on each subsequent day of the student's absence. If the school does not receive a call, the student's parents will be called at home or at work. A written excuse, dated and signed by the parent is required on the day of the pupil's return following an absence, even if there was phone contact on the day of the absence. A student who is absent more than three consecutive days should have a doctor's note upon his/her return to school.

Students who miss more than 1-1/2 hours of the morning or afternoon session will be marked absent for 1/2 of a day.

Eighth-grade students should plan high school visits carefully so that they miss as few commitments as possible. High school visit days must be cleared with the eighth-grade teacher and principal **two days in advance**. A written note from the parents must be provided for permission to be granted. The student is responsible to make up any/all work that has been missed.

Tardiness interferes with the students' academic progress, morning work routines, disrupts the teacher and the class, makes unnecessary work for the office staff, and sets a negative tone for the student's day. Tardiness also effects the students' attitude towards the importance of school and can instill an attitude of "the rules do not apply to me." In young children, it sometimes creates feelings of embarrassment and discomfort, as they walk into class late, under the eyes of their peers. It is also contrary to school policy, and may result in disciplinary action, up to, and including suspension, or in extreme cases, dismissal. Students must arrive by 8:15AM. If a child habitually comes to school late, parents will be contacted. **After six tardies in a trimester, the student will be ineligible to attend any field trips during that semester.** Tardies for doctor/dentist appointments will not be counted towards a punishment if a doctor/dentist note is presented upon later arrival. Tardiness will be noted on the student's report card.



If a student must be late for school or must leave school for any reason including sports, service projects, activities - parents must send a written note to their classroom teacher. Students arriving late must report to the office for a late slip. Students leaving early must be signed out in the office by a parent or designated adult who must show identification.

#### F. Student Illness during School Time

Each year parents are asked to submit emergency phone numbers on the school emergency card. If a student becomes ill during the day, the parent will be contacted. If a parent cannot be reached, then the person whose name is on the emergency card will be notified.

Students who miss school are usually not allowed to attend a school event that is held that evening. Exceptions will be at the discretion of the principal. Some exceptions might be attendance at a religious service, a high school visiting day, etc.

#### G. Emergency Cards

Each family must fill in an emergency card supplied by the school. The following information is required.

1. The address, telephone number and e-mail of where the parents may be reached during the school day.
2. The address and telephone number of at least two relatives or close friends who have previously agreed to take the parent's place in case of emergency. Either of the two just mentioned should live within a reasonable distance of the school and should have a car and be free to come for the child. An I.D. must be presented to the secretary or principal or the student will not be released.
3. Any other information may be put on the back of the card. It is the parents' obligation to inform the school of any changes and to keep emergency cards up-to-date throughout the year.

#### H. Assembly

At Blessed Sacrament School, we plan a varied schedule of programs including speakers, plays, musical events, and para-liturgies. Special liturgies are prepared monthly with much student participation. These events are not optional for students and occasionally require a small fee. We encourage and welcome you to celebrate these liturgies and events with us.

Assembly is an essential element in the life of the school, symbolizing the presence of and desire for community at Blessed Sacrament School.

#### I. Visitors

For reasons of protection, the school doors are locked. The front doors will be answered when the doorbell is rung ONCE. Visitors will be asked to identify themselves and will be buzzed in.

Anyone entering the school building at any time during the school day must be welcomed at the office.

Parents should come into the building only when necessary for a specific reason. It is not necessary or advisable for parents to accompany students into the classroom in the morning.

#### J. Emergency School Closings

School may be closed, dismissed early, or the starting time may be delayed in the event of inclement weather or other emergencies. In this case, please listen to the radio or television. If you have provided us with an accurate phone # and e-mail address, you will also receive a text and voice message from the SchoolMessenger notification service. Blessed Sacrament School will follow whatever is announced for Providence Public Schools. If no announcement is made, it can be assumed that school will be in session. Blessed Sacrament School will provide its own announcement if a situation occurs pertaining only to Blessed Sacrament School. The emergency card should include the names of other parents who could take your child home in the event of an early dismissal.

#### K. Field Trips

Field trips are privileges afforded to students and are not optional. Occasionally, field trips require an additional fee that is not covered by tuition. These fees are not optional. If, for any reason you do not want your child to participate in a field trip, please notify the school office. Students can be denied participation if they fail to meet academic or behavior standards. Parents will be notified by the principal or teachers if circumstances warrant this. All students are expected to attend field trips that take place during school hours. Permission slips must be signed and returned in advance of the field trip. Phone permission is not allowed for field trips. No student will be allowed to call home for permission slips and/or money on the day of the trip.

#### L. Extracurricular Activities

All school rules are in force and will be enforced during, before and/or after school activities. Certain activities which are part of the school curriculum may take place outside of regular school hours.

All students and parents sign an eligibility form. **Students will be ineligible for any extra-curricular activity or sport due to poor behavior and/or poor academic performance.**

#### M. Regarding Birthdays

1. Birthday celebrations have been eliminated from the preschool through grade eight classrooms. No treats or party items are allowed at school. Party invitations will not be given out by the teachers, parents or children while in school. So often children's feelings are hurt if they are not invited. Teachers

will, however, place invitations in the Friday folder if all the students or all the girls or all the boys are being invited.

2. Deliveries such as balloons or flowers are too disruptive to be allowed during the school day.

#### N. Breakfast and Lunch Programs/Snacks

1. Breakfast is offered each day between 8:00 a.m. and 8:15a.m. The cost of breakfast is \$1.75. The hot/cold lunch program is offered each day. The price of lunch is \$2.50. Some students may qualify for free or reduced price breakfast and lunch.

2. All students in grades K-5 have 5-10 minutes during the morning when snacks are permitted. Students may bring in bottled water or a juice drink to accompany their snacks. No glass containers are allowed. Access to the bubbler is always available.

#### O. Lost and Found

Any items found should be given to the school secretary to be placed in the lost and found cabinet. Items remaining after 30 days will be donated to charity.

### **III. ASSESSMENT**

#### A. Report Cards

Report cards are issued four times a year. During the 1<sup>st</sup> quarter, parents are required to meet with the homeroom teacher for a parent conference. Report cards are distributed at the end of each quarter. For the 1<sup>st</sup> three quarters, it is required that parents sign the report card and return it promptly to the school. The 4<sup>th</sup> quarter report card is sent home for you to maintain for your records. Parents or teachers may request appointments for conferences at any point in the school year. Progress reports are sent home midway through each quarter and also as needed throughout the year. The grading system is based on the following criteria:

94.5%-100% = Honors with Distinction	89.5%-94.4% = High Honors
84.5%-89.4%= Honors	79.5%-84.4% = Above Average
74.5%-79.4% = Average	69.5%-74.4% = Minimum required
Below 69.4% = Not Passing	

#### Honor Roll Criteria:

- Major subject areas include: Religion, Mathematics, The English Language Arts (Reading, Writing, Vocabulary, Literature, etc...), Science, and Social Studies.
- Itinerant subjects include: Spanish, Music, Art, Technology, Physical Education & Health, and Library.

**Honors with Distinction:**

**All major subject areas require a grade of 95% or higher and all itinerant subjects require a grade of 90% or higher.**

**High Honors:**

All major subject areas must average a minimum of 90%, with no major subject area grade below 85% and all itinerant subjects require an average grade of 85% with no grade below 80%.

**Honors:**

All major subject areas must average a minimum of 85% with no grade below 80%, and all itinerant grades must be a minimum of 80%.

**B. 1. Homework/Assignments**

a. In order to insure complete understanding of the material presented and to retain knowledge, homework will be given daily. It is STRONGLY suggested that students review class notes every night. This is especially important for students in grades 4-8 as a method of acquiring good study habits.

b. Some assignments are long range in nature and require planning so as to eliminate the need of spending too much time in completing the assignment the night before it is due. Forgetting books, going out at night, or lack of time is not an excuse for omitting homework.

c. Specific homework guidelines are given by each teacher. Students are expected to follow the homework policy of their teacher. In some cases, zeros or detentions may result from failure to do homework assignments. All homework should be done accurately and neatly. Students are not allowed to call home to have someone bring their homework in when they forget it.

**2. Homework Policy for Sickness/Days Out**

- a. Sickness – students will be allowed to have the number of days to do their homework EQUAL to the number of days out. i.e., out two days – hand in work in two days.
- b. Taking time out for trips, etc. is strongly discouraged because students miss valuable classroom instruction that cannot be made up. In the event that you must take your child out of school, please notify his/her teacher in writing. Missed assignments will be made up upon the child's return. No work packets will be given in advance.
- c. Test make-ups – student will be expected to make up tests and quizzes upon his/her return to school unless he/she was absent on the day the test/quiz was announced.
- d. Long-term assignments must be turned in on the date they are due even if the student is absent. The assignment can be sent in with a family member or classmate by the

end of the day that it is due. Points will usually be deducted for each day a long-term assignment is late. The situation will be assessed by the teacher.

- e. If students must leave early, it is too disruptive for the teacher(s) to prepare homework assignments at that time. Assignments can be made up the next day. If a child is absent more than one day, a homework request can be made by calling the office.
- f. Students' assignments cannot be e-mailed to the school or faxed to the school. Students must print their assignments out at home. The school printers can only be used when the teacher asks a student to print out information. Students should not wait until the night before a long-term assignment is due to print it.

C. **Grading Criteria:** Although each teacher retains some flexibility in his/her gradebook, the following guidelines serve as a basic structure for arriving at quarterly grades:

**Unit Tests = 40%**

**Classwork (class participation, cooperativeness, behavior) = 35%**

**Homework = 10%**

**Quizzes = 15%**

D. Plagiarism

Discipline for plagiarism is described in the individual grade level Discipline Rubrics. Some of the disciplines used are loss of credit for the assignment and after school detention.

E. Promotion Policy

The minimum passing grade for all subjects is 70 percent. Students failing one or more major subjects are required to attend an approved summer school, be tutored, or repeat the grade. The chosen summer school program must be approved by the Principal, or approved by the Rhode Island Dept. of Education.

F. Deficiencies, Discipline Report, Report of Student Progress

Deficiency Report -is an evaluation submitted by the teacher for a specific subject to help the parent and student understand the reason for unsatisfactory scholastic achievement. It alerts the parents to any problems perceived by the teachers. Parents are asked to sign the deficiency and return one copy to the school the following day. If the parents so wish and feel the matter merits it, a conference can then be scheduled with the teacher to discuss the problem.

Discipline Report - is to notify the parent that the student is charged with an infraction of discipline. If the matter is serious, a conference can be requested by the teacher, parent, or school administration. Discipline reports must be signed and returned.

Report of Student Progress - is a help to parents to understand the child's progress to date.

These reports will generally be issued halfway through the quarters.

#### **IV. SERVICES PROVIDED**

##### **A. Media Center and Library**

The school has a well-stocked library of fiction and non-fiction books and numerous materials to aid in research and improved study skills. Each class is assigned a weekly block of time to select books for general reading.

The computer lab has 30 computer stations that are online and filtered for student use. Various audio-visual equipment and other resources are available. All students and their parents must sign an Acceptable Use Policy form. Failure to sign this form will result in a student not being permitted to use the school computers, which could result in the student's inability to perform required work. This would trigger disciplinary procedures if it not rectified.

Students are not permitted to bring their own computers to school.

##### **B. Insurance**

All students, parents or visitors in the building or on a field trip as a chaperon are fully covered by the school insurance policy. The cost of this policy is included in the tuition. If a person sustains an injury, he/she must notify the school immediately for the proper forms. Coverage is only applicable after the family's primary insurance has been exhausted.

##### **C. Health Services**

The Providence School Department nurse maintains and updates all records. All medical information is to be sent to the school nurse. Immunization records must be submitted before admission. Physicals are required for Preschool, Kindergarten and Grade 7 students. If a student's medical forms are not up-to-date, the student may not be allowed to return to school by order of the Department of Health.

It is requested that parents not send children to school if they do not feel well or are not fully recovered from an illness. It is not fair to the other children, or the faculty, since sickness spreads rapidly. If your child appears ill, you will be called to take him or her home. For children to be sent home from school, an obvious injury, temperature or other sign of sickness should be present.

##### **1. Health and Dental Examinations - Reports - Records**

Each community, as defined in Rhode Island State Health Department Regulations 16-7-16, shall provide for the appointment of a physician to make examinations of the health of the school children, who shall report any deviation from the normal and for the preservation of records of the examinations of the children. Each community shall further provide for dental examinations by a dentist who shall report any deviation from the normal and for the preservation of records of the examinations of the children. Each community shall notify the parent or custodians of the

children of conditions requiring professional or skilled treatment. The state commissioner of elementary and secondary education shall provide such blank forms and record books as he/she may deem necessary for the purposes of this section.

## 2. Scoliosis Screening

The school health program shall provide for the yearly screening or examination for scoliosis of all school children in grades six through eight and the preservation of records of the screening or examinations of those children. If because of religious beliefs or any other reasons, the parent or guardian of any such child may have the screening or examination conducted by a private physician and the results thereof shall be made available to the local school department. Otherwise, the screening shall be conducted by a certified nurse-teacher. The screening of male and female students shall be conducted separately. The parent or guardian of any child who is found to have positive signs or symptoms of scoliosis shall be notified of the findings.

## 3. Hearing, Speech and Vision Examinations - Records - Statewide Hearing Screening and Conservation Program

- a. The program shall provide for examinations of the hearing, speech and vision of all children in these schools, and the preservation of records of the examinations of the children and notification of the parent or guardian of any child where there is a deviation from the normal.
- b. Beginning with the first year of enrollment, all school children in kindergarten through grade three shall be given hearing screening test by a properly trained audiometrist employed by the Department of Education once a year.
- c. Pupils who failed the hearing screening test in previous years, children who repeat a grade, those with a history of hearing difficulty or pathology, and those suspected by school personnel of a hearing loss shall be screened as often as is necessary.
- d. The program shall be known as the state-wide hearing screening and conservation program. It shall be operated by the Rhode Island Department of Education.
- e. The department is authorized and directed to maintain the program and provide such equipment as may be necessary to implement the purposes of this section.

## D. Dispensing Of Medicines

1. Prescription medication may be taken at school only under the following circumstances:
  - A. The medication is taken in the presence of a registered nurse, nurse teacher, or the parent/guardian.
  - B. The medication is self-administered by the student after a signed release form is completed and returned to the school. This option is intended for older students

and will be implemented at the discretion of the principal.

- C. All medications shall be stored in their original prescription-labeled containers.
  - D. A licensed health care prescription shall be provided.
  - E. A written parent authorization shall be obtained and verified by the registered nurse or nurse-teacher.
  - F. Medication will be kept in the office in a locked container and will be made available at the prescribed times by the nurse, principal or other designated school personnel.
  - G. Refills and prescription renewals are the responsibility of the parent/guardian.
2. Over the counter medication is **NOT** to be administered under any circumstances unless the above procedure is followed; this includes aspirin, Tylenol, cough medicines, and any other medications.
  3. A student shall be prohibited from sharing, transferring, or in any way diverting his/her own medication to any other person.
  4. Inhalers with the licensed health care prescriber's written order and in its original prescription-labeled container may be kept in the office in a locked container. Students must be able to administer the inhaler without assistance. The registered nurse, principal or other designated school personnel will make the inhaler available at the prescribed times. The parent/guardian must return a completed and signed release to the school before a child can carry an inhaler on his/her person. Refills and prescription renewals are the responsibility of the parent/guardian.
  5. Epipens may be kept in the office in a locked container. Epipens must be in their original prescription-labeled containers and accompanied by a licensed health care prescriber's written order. Any adult may administer an epipen in an emergency situation. It is the responsibility of the parent/guardian to renew the prescription.
  6. In many cases, students are given permission by their doctor and/or parent to skip medication while on a field trip. If this is not the case, then the parent/guardian shall accompany the child on the trip or the child, if of proper age, will self-carry and self-administer the medication. Medication will be supplied by the parent/guardian and will be stored and transported in its original prescription-labeled container (for prescription medication) or its manufacturer-labeled container (for non-prescription medication). The parent/guardian must give written authorization for the student to self-carry and self-administer.

**If you have any questions about this policy, please see the principal.**



## **V. SCHOOL REGULATIONS**

The regulations that follow are expectations of mature conduct that are enumerated as guidelines to insure a fundamental order, necessary for the smooth and efficient functioning of the school. Failure to obey the regulations contained in this section will result in either lost recess time, detention, suspension or expulsion depending on the seriousness of the violation.

**Students must exemplify Christian behavior characterized by respect, politeness and cooperation.** He/She must abide by the rules and regulations of Blessed Sacrament School as stated in the Student Handbook and Parent/Student Handbook Signature Form.

All newly enrolled students are subject to a 20 day probationary period with the sole purpose of determining if the educational programs at Blessed Sacrament are appropriate for the needs of the student. If it is determined that a student has needs that the school cannot accommodate, either academic, emotional or behavioral, the principal, at his or her's sole discretion, may elect to decline continuing enrollment of that student. If the principal decides that it is not in the best interests of the school or the student to continue enrollment, the tuition obligations agreed to will be pro-rated to reflect the number of days the student attended, less the 1<sup>st</sup> month's tuition.

**Respect for Teachers:** Parents are held to the same standard as students with regards to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from the school.

Each student and his/her parents are expected to read, discuss and sign the Blessed Sacrament School Parent/Student Handbook Signature Form and to abide by these rules each year.

### **A. Behavior on School Grounds**

1. Students are to stay in the schoolyard behind the building after their arrival and after their dismissal - NOT in the parking lot or the front of the building. At 2:40PM, any student still waiting to be picked up will be sent to daycare. Loitering is not allowed. Students are not allowed to leave the school grounds during the school day without permission. Students must always be where they are expected to be throughout the school day.
2. The school gate opens at 8:00 a.m. Students who arrive before 8:00 a.m. are to go to daycare because there is no supervision before 8:00 a.m. Students are to be in the back schoolyard and remain there until the bell is rung at 8:15 a.m. On inclement weather days, students will report to the cafeteria after the gate opens at 8:00 a.m. No students should enter by the front door unless they are attending daycare or arrive late.

3. Students are expected to be prepared for class, be willing to work and be willing to participate, listen, follow directions and ask questions. Students must be considerate and respectful to teachers and classmates.
4. No eating, drinking or smoking is allowed in the schoolyard at any time. This includes after school. Littering is forbidden on the school grounds.
5. Ball playing at recess is limited. No balls should be thrown against the school building because of the possibility of breaking windows or loosening mortar between the bricks. Only nerf balls are allowed for safety from injury. No hard balls (i.e. baseballs, tennis balls, pinkies, etc.) are allowed. **There is NO ball playing from 8:00-8:15 a.m. and at 2:30-2:40 p.m.** Students may not retrieve balls that stray from the schoolyard.
6. No games involving rough physical contact should be played in the schoolyard due to the possibility of physical injury. No student should push, shove, or otherwise touch another child. Throwing of snow, ice, rocks, etc. is forbidden. Kicking and hitting with hands or other objects is forbidden.
7. No student is allowed to fight or attack another student either verbally or physically. Name calling and put downs are not allowed. No student is allowed to threaten another student with acts of violence. Serious penalties, i.e., suspension, expulsion, will result from breaking this regulation because of the seriousness of injuries that might occur.
8. Swearing, vulgar, and other inappropriate language spoken or written is not allowed.
9. No iPod, CD players, Gameboys, computers or other electronic equipment may be brought to school unless specifically requested by a teacher for a definite purpose. The school cannot assume responsibility for their loss or damage. (Please see cell phone policy).
10. Students are expected to speak to the teachers on duty if a problem arises during a recess. They may speak to other teachers or the principal after recess if the problem has not been satisfactorily resolved.
11. Students going to the faculty room, Principal's office, or any classroom on business are expected to stop at the door, knock and await acknowledgment.
12. Gum chewing is prohibited on school property at all times. **This includes before and after school. Cough drops and all hard candies are not allowed in school because of choking hazards.**
13. Before and after school, the schoolyard is very crowded. Parents with young children, such as toddlers and preschoolers, are asked to watch them carefully at all times. Teachers are in the schoolyard at the end of the day to monitor the behavior of Blessed Sacrament School students and to be certain that students

leave school with the appropriate person. Of course, teachers are always happy to chat with parents but this is not the time for a conference. Parents and students must leave the schoolyard promptly after dismissal. Daycare uses the schoolyard shortly after dismissal.

14. Students are not allowed to carry or use cell phones in school or on the school grounds during school time. If a parent feels a child must have a cell phone because the child walks home alone or because of another important reason, the parent must request permission from the principal in writing. The phone would then remain in the child's backpack and would be turned off. Cell phones used during school time will be confiscated and held in the office until picked up by a parent or other designated adult.
15. Dogs and other animals are not allowed in the school or schoolyard. Teachers may have a small, caged animal in the classroom as part of an educational unit.
16. No one is allowed to circulate petitions in the school, on the school grounds, or at school functions. Fliers and/or advertisements for family businesses or outside activities not affiliated with Blessed Sacrament School may not be included in the Friday folders or distributed within the classroom.

#### B. Behavior and Regulations during Lunch

1. All students must come to the lunch room at their assigned time with their class and sit at their assigned table.
2. Each student should keep his/her place in the lunch room clean and tidy. All scraps, milk cartons, etc. should be put in the barrels. Food should not be removed from the cafeteria. At no time is food or drink to be thrown in the cafeteria.
3. Conversations at lunch should be polite; shouting, screaming, and other unnecessary noise will not be tolerated. All should be courteous to the cafeteria staff.
4. Students are to follow all rules posted in the cafeteria.

#### C. Regulations for Corridors, Stairs, and Lines, Classrooms

1. Silence is expected on stairs and in corridors.
2. Students must not shove or push other students.
3. During a fire drill and other safety drills, **ABSOLUTE SILENCE** is required by all. Detention, suspension or expulsion may result due to the seriousness of this issue.
4. There should be **ABSOLUTELY NO RUNNING** in the school building.

5. Students should practice courtesy by holding the door for fellow students or adults.
6. Students are expected to stop and make room for an adult to pass on the stairs.
7. Middle school students are not allowed to use the bathroom when classes are switching. Student must report to his/her next class and get permission from that teacher.
8. A middle school student is considered late if he/she does not arrive with the majority of the class unless he/she has a note from the previous teacher.

D. Care of Textbooks and Other School Property

1. All students must have proper school bags or backpacks and must keep their materials and the school neat and clean.
2. Hard covered textbooks and workbooks must be covered at all times to protect the books.
3. Students must not write on, or in, textbooks that are given for their use.
4. When a textbook is lost, the homeroom teacher should be immediately notified. Damaged or lost textbooks are to be paid for by the student. Only the teacher can issue another textbook.
5. No student should go to the desk of a teacher or another student without the expressed permission of that person.
6. **Students should have respect for all school property, washrooms, classrooms, schoolyards, etc., violation of this regulation will result in payment for damages and possibly other disciplinary action if the offense is regarded as serious by the administration. Students must not write on, or in any way damage, desks, books, walls, or any other school property.**

***Any student who deliberately destroys another student's property or school property will be expected to take care of the cost of replacement or repair.***

**E. Cell Phones & other Personal Electronic Devices:** Blessed Sacrament School recognizes that cell phones are a necessity in the 21<sup>st</sup> century. Students, whose parents grant permission to carry a cell phone, are permitted to bring them to school. **However, the cell phones must be turned off between the hours of 8:00 AM and 2:30 PM, and must be stored in a backpack or a teacher's storage bin. Under no circumstances, is it permitted for a student, without the express permission of a teacher or the Principal, to carry their cell phone, take photos, send texts, e-mails, or make phone calls, during**

**the school day. Additionally, parents/guardians are not permitted to send texts or any other form of electronic communication to their student's cell phone during the school day. Please call the school office and the office staff will be happy to get your message to the appropriate student. Blessed Sacrament School cannot accept any responsibility for lost, stolen, or damaged cell phones or other personal electronic devices.**

## **VI. MORE SERIOUS OFFENSES**

### **A. Off-site conduct**

All Blessed Sacrament School students are expected to be responsible representatives of the school when they are off campus and when school is not in session. Regular school rules are in effect for all students at all school functions whether at school or away.

In all circumstances, behavior which reflects poorly upon the image or reputation of the school will not be condoned and makes the student liable to disciplinary action.

Violence, harassment, intimidation or bullying is prohibited.

As a member of the body of Christ and part of the community of Blessed Sacrament School, each person has the right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. The school is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. This school encourages the promotion of positive interpersonal relations between members of the school community. Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, insults, threats of violence, and actual violence of any kind in any form, including use of e-mail and other Internet formats, by any member of the school community to any other member of the school community or to an outsider are prohibited. Individuals performing such actions will be disciplined accordingly. All threats of violence will be taken seriously. Excuses such as "I was just kidding" are not acceptable. In addition, harassment, bullying, and threats of violence and acts of violence will be reported to the police where appropriate. Blessed Sacrament School can and will impose consequences for conduct occurring outside of school (school functions) that impacts the school's reputation and the reputation of its students, parents, faculty and staff.

### **C. Drugs**

Tobacco, alcohol, marijuana, drugs, and drug paraphernalia are prohibited at Blessed Sacrament School and at school sponsored events. Violation of the drug prohibition makes a student liable to immediate suspension or dismissal.

Parents of a student found to be possessing, using and/or selling drugs will be contacted immediately. The police will be called to respond to any incident involving illegal drugs.

#### D. Theft, Vandalism, or Deliberate Destruction of Property

Theft, vandalism, or deliberate destruction of property is prohibited and may cause immediate suspension or dismissal. Students are to respect the property of others at all times and in appropriate circumstances, will be expected to make restitution if they cause harm to property, even if unintentional.

#### E. Weapons

No student shall bring a weapon of any kind to school. Failure to abide by this rule could result in immediate suspension or expulsion. If, in the opinion of the principal, the violation is serious or threatens the safety of another student or staff member, proper authorities will be notified.

#### F. Cheating

If a student cheats on a test, a zero will be entered for the test mark and the student will be detained after school and/or given an additional assignment to do and/or be suspended from school.

### **VII. RULES FOR DISCIPLINARY PROCEDURES**

#### A. Suspension

Suspension and expulsion are the most serious disciplinary measures used when a student acts in an irresponsible manner in, or about school. **Grave and/or repeated infractions may result in the suspension of a student after sufficient warning.** This action will be taken by the principal after consultation with the teacher(s). Among the types of conduct which make a student liable to suspension are:

1. Dishonest behavior (cheating, stealing)
2. Truancy and/or excessive tardiness
3. The child or parent(s) uses abusive or obscene language or threatens other children, parents or staff.
4. Disruptive behavior which may endanger the safety of others
5. **Consistent disrespect and defiance of authority.**
6. Vandalism or failure to pay for destroyed property.
7. Smoking on school buses or on school property
8. Any action which is illegal
9. Harassment or bullying of a student or other member of the school community

10. Unexcused absence
11. Fighting - any physical contact between students
12. **Continuous acts against school policies as explained in the Parent / Student Handbook by students or family.**

**Suspension may be of two types:**

1. In-House Suspension: Suspension out of class to some other part of the building for a designated amount of time. The student will be responsible for the completion of all assignments while not attending classes.
2. Out-of-School Suspension: Suspension to the student's home until his/her parents or guardians contact the principal and return to the school to discuss the problem and reach a mutual agreement.
3. **More than two suspensions may result in the expulsion of the student.**

**"Expulsion of a pupil from school is always a serious matter and will be exercised as a last resort. The principal only has the right to expel a student."**

-Manual of Policies and Regulations  
Diocese of Providence

**B Procedure for Dismissal from the School**

The following behaviors are grounds for dismissal from the school:

1. The child poses a threat to self, staff, or other children in the classroom or school.
2. The child behaves in a manner that is difficult to manage in a large group.
3. The child or family uses abusive language or threatens other children or staff.
4. The child or family continues to act against school policies as explained in the Parent / Student Handbook.
5. The teacher or Principal's professional judgment is that the child can no longer function effectively in the school and/or that the classroom or school is being adversely affected by the student's presence.

This procedure is in effect to insure that continuing serious problems will not interfere with the well-being of others in the school. Dismissal will be exercised when all other methods of treatment have been unsuccessful except for circumstances that warrant immediate action as stated in the handbook.

The cooperation and understanding of the parents are essential to the maintenance of a Catholic School environment that upholds good Christian principles, values, and attitudes.

### C. Detention

There may be supervised detention Monday through Thursday from 2:30 p.m. until 3:30 p.m. A detention notice will be sent home informing the parent (s) as to the nature of the offense and the date and place of detention. This notice must be returned the following day with a parent's signature or the parent will be called. Ordinarily a student will be given at least a one-day notice. However, if a particular circumstance warrants it, a call to the parent (s) would be sufficient for detaining a child the same day a detention is given at the Principal's discretion.

Should a student receive three detentions, his/her parents will be required to come to school to meet with the teachers and principal to discuss the problems. Under extreme circumstances **The student may also be placed on probation, be suspended or be asked to leave the school.**

**Parents are urged to support the school so that the child will learn his/her responsibility toward carrying out our school policies.**

### D. Discipline Policy

Infringements of any rule will be met by appropriate sanctions as described in the teacher's discipline rubric. These may include, but will not be limited to:

1. Warnings, time out, loss of recess, field trips, or school privileges.
2. Cleaning or repairing of things soiled or damaged.
3. Phone call home.
4. Written note sent home to be signed by parents.
5. Detention
6. Student placed on probation
7. Suspension: A suspension may be given for violations of a serious nature or after a student receives 3 detentions; at the principals' discretion, a student may be put on probation at this time.
8. Expulsion/dismissal: Possible after 2 suspensions, or a very serious violation of a single school policy.
9. A student may be placed on a behavior and/or academic contract by the principal at any time, if warranted.

Because it is impossible to foresee all problems which arise, this empowers the faculty and administration of Blessed Sacrament School to take disciplinary action against any behavior which violates the spirit and philosophy of Blessed Sacrament School, even though it is not specified in this handbook.



## **VIII. DRESS**

The school uniform will be required of all students, Kindergarten through grade 8. Uniforms for preschool are optional. Discipline for uniform infractions are explained in the Discipline Rubric distributed by each classroom teacher. These rubrics vary by grade level.

It is felt that this uniform will help create a clean cut, classic image and uniformity throughout the grades. The uniform is:

### **A. Girls Uniform**

- Grades K - 4 Navy Blue plaid jumper - **length not more than 1 1/2" above knee**
- Grades 5 - 8 Navy Blue plaid skirt - **length not more than 1 1/2" above knee**
- Grades K - 4 Light Blue Peter Pan collar blouse (short sleeve / long sleeve) **NO** turtlenecks or oxford, **only** Peter Pan collar blouse is allowed. If purchased at a store other than Donnelly's, the shirt **must** be the **same** light blue and have the same size and shape collar.
- Grades 5 - 8 Light Blue Oxford Shirt - (**must** have **button down** collar) (short sleeve / long sleeve- with school monogram).
- Sweaters Only Donnellys' navy monogrammed sweaters are acceptable; there are 3 choices of style, V-neck, cardigan, and cardigan W/pockets.
- Shoes Brown, black, or navy -Work boots, military style or over the ankle boots, moccasins are **not acceptable** girls' uniform shoes. Platform soles should not exceed 1"; heels should not exceed 2". Backless clogs and sandals are not allowed. Shoes with straps or ties are required. Shoes need to be solid and dark in color. An all black leather or leather-like sneaker may be worn. Donnelly's offers a black leather sneaker.
- Slacks Khaki dress slacks are optional during cold weather. Girls may wear the slacks during the months of October, November, December, January, February and March. Slacks must be traditional, straight-legged dress slacks. No pockets on legs, no jean-like or corduroy material is allowed. (Must be purchased at Donnelly's or be identical to the Donnelly's slacks).
- Fleece A navy blue fleece vest or jacket with the school monogram is optional.

## B. Boys Uniform

Grades K – 2 Light Blue knit shirt (short sleeve / long sleeve) with the Blessed Sacramento logo

- Grades 3 - 8 Light Blue oxford shirt (short sleeve / long sleeve) must have button down collar and school monogram
- Grades 3 - 8 Navy Blue solid tie
- Grades K - 8 Khaki Dress Slacks (must be purchased at Donnelly's or be identical to the Donnelly's pants) no Levi, jean-like, or corduroy allowed – no pockets on legs, only the traditional dress style pants is allowed; slacks are to be hemmed not folded up! No ragged edges.

Belt - Brown, Black

Navy Sweater with Monogram - only the Donnelly's monogrammed sweaters will be allowed - V-neck, pullover and cardigan with pockets is available.

- Socks Tan, White or Navy only
- Shoes All black sneaker, solid and dark brown or black shoes. No work boots allowed. The sneaker is to be all black; **NO** other color is allowed.  
Donnelly's offers a black leather sneaker.
- . Fleece A navy blue fleece vest or jacket with the school monogram is optional.
  - Blessed Sacramento School "hoodie" sweatshirts may only be worn on gym days. It is permissible to wear them to and from school, but must remain in the student's locker on school days when physical education classes are not scheduled.

## C. Summer Uniform

- The summer uniform is optional and is allowable at the principal's discretion. The summer uniform includes:
  - i. Khaki shorts, no shorter than 1" above the knee
  - ii. Light blue short-sleeved knit shirt with the Blessed Sacramento logo
  - iii. White or khaki ankle socks
  - iv. Regular school shoes or the all black sneaker is acceptable with the summer uniform
  - v. Boys may wear the khaki pants with the knit shirt as a summer uniform option
  - vi. Girls may wear the knit shirt with the skirt as a summer uniform option

#### D. Gym Uniform

- Navy blue sweatshirt, tee-shirt, sweatpants, and sweat shorts purchased through Donnelly's and with the Blessed Sacrament logo. **White turtlenecks only** are permitted to be worn **under** sweatshirts during the winter months.

#### E. Jewelry/Accessories

- A minimum of jewelry is allowed; **Necklaces** - single necklace or chain is permissible but must be small in size and cannot detract from the uniform. **Earrings** – Girls - earrings are permitted for girls but must be small in size. They should be inconspicuous. Multiple earrings and excessive bracelets and rings are not allowed. Boys earrings are not allowed. No body piercing other than ears is allowed. No tattoos - including temporary tattoos, are allowed.
- Eye glass frames – no sports goggles, goggle-type frames or very ornate frames.
- T-Shirts/Tanks – no t-shirts or tank tops are to be visible under the uniform.
- Sweatshirts – Blessed Sacrament School/Basketball or Feinstein sweatshirts are allowed on the student's gym day only.

#### F. Hair Styles

- Hair should be kept clean and neatly trimmed
- Hair styles cannot be extreme or distracting. (No Mohawks, shaved back and sides, etc.)

Hair cannot be colored or dyed in extreme or unusual colors. Hair extensions must be in natural colors – no artificial reds, purples, etc.

- Hair ornaments, including beads, must be small, dark in color, and limited in number
- Boy's hair must be kept above their shirt collar and can be no longer than the middle of their ear. Hair must fall above the eyebrows. No designs can be shaved on the head. Ponytails are not allowed for boys.

#### G. Make-Up

- Students are not allowed to wear makeup. A pale colored lip gloss is acceptable. No body glitter or body stickers are allowed. Only clear or very pale pink nail polish may be worn.

## H. Dress Down Days

On selected specified days uniforms are not worn. "Dress Down" passes may be used on Fridays only. **Students may wear clothes suitable for school on these occasions.**

- Shorts should be to the knee or at most 2" above the knee for grades 5 through 8. **NO SHORTER!** Shorts for kindergarten through grade 4 should be modest and age appropriate.
- **NO** tank tops, thin strapped tops, halter tops, bare midriff or extremely tight or low cut tops are allowed.
- **NO** strapless dresses or dresses with spaghetti straps.
- **NO** sandals are allowed or flip flops.
- Socks **must be** worn.
- **NO** clothing with inappropriate sayings or pictures, and no writing on the seat of the pants is allowed.
- **NO** cut off or ripped jeans or pants are allowed.
- **NO** leggings, pajama pants.
- **NO** belt or wallet chains.
- Jeans and pants must fit neatly and properly – not too saggy, not too tight.
- Skirts should be **NO** shorter than 1 ½" above the knee with **NO** high slits.
- Students must look neat and clean.
- Students who dress down on a day that is not designated as a dress down day or who dress inappropriately will not be allowed to participate in the next dress down day. Students who do not pay for dress down day will not be allowed to participate in the next dress down day.

**If a student does not abide by these regulations, he / she will not be given the privilege of "dressing down." Any rulings on uniform, hair, makeup, jewelry, or dress down clothes is at the discretion of the principal.**

## **IX. SAFETY**

As professionals, we greatly respect our responsibility to maintain supervision over every child placed in our care. Our community of educators enthusiastically adheres to a set of guidelines and professional ethics which express our sincere Christian concern for each student entrusted to us.

### A. School and Safety

1. No child is allowed to leave the school grounds during school time.

2. The crossing guards stationed at the assigned positions are there to protect the children and to facilitate traffic. Children should be told to obey the officer and to be patient.
3. Students should cross only at the crosswalk. Please urge your children never to leave a car in the middle of the street and dart across the street.
4. When children are staying after school for any reason, parents are to pick them up in the school or in the schoolyard unless children have a note saying they may walk home. The note must be turned in to the secretary in the morning.
5. For good order and safety, cars waiting for children should wait in the parking lot. Please be courteous to each other and do not block other parked cars if you are leaving your car to enter the building. Please park only in designated parking spots. Do not stop your car in such a way that it ties up the flow of traffic in the lot. Please park between the designated parking lines.
6. In the event the school building is ever considered unsafe, the students will be taken across the street to the church basement.

#### **X.BUS REGULATIONS**

Bus transportation is a service provided by the City of Providence to the students who fall within guidelines set by the City/State/Town eligible for free bus transportation.

Parents may choose to utilize this service or provide their own transportation. This service is a privilege provided by the city to our school. Therefore, the students who use this privilege must adhere to those rules stipulated by the Providence School Department and/or Blessed Sacrament School.

The following rules have been formulated to insure the safety of all children. It should be the duty of each parent to familiarize themselves and their children with these regulations to insure proper conduct while riding the bus. The Providence School Department and/or Blessed Sacrament School has the right to deprive the child of the privilege of riding the bus:

1. Students should obey the driver and monitor at all times and be respectful. The driver and monitor have the right to report a student for consistent misconduct.
2. Students are to board the bus quietly and remain seated without excessive noise.
3. While on the bus, students should keep their heads and hands inside the bus.
4. Bus riders are never permitted to leave their seats while the bus is in motion and should wait until the bus comes to a complete stop before disembarking or boarding.
5. Self-discipline should be exercised by students while waiting for the bus.

6. Respect should be shown toward all passers-by while the students are riding the bus and while waiting at the bus stop.
7. Students are to assist in keeping the bus clean by not eating, chewing gum, or throwing papers on the floor. Throwing items out of the bus windows can be extremely dangerous and is strictly forbidden.
8. No student can ride on a bus without a bus pass per the Providence School Department Transportation Office.
9. It is the responsibility of the parent to notify the school if their child has a change in riding status on any given day.

#### **XI. TUITION**

Tuition is based on approximate cost per student. Billings reflect actual cost less any subsidies. Tuition payments are processed by the FACTS tuition collection system. No receipts for tuition will be issued at the office. If you must pay cash at the office, you **MUST** place it in a cash envelope, fill out all necessary information and hand it to Mrs. Fioravanti, who will place it in a locked safe until two school employees can count it. A receipt will then be issued through the FACTS system. **Please do not send tuition in the form of cash to school with your child.**

#### **PLEASE NOTE:**

Families with unpaid tuition in other Catholic schools will not be admitted to Blessed Sacrament School until the balance of their tuition is paid.

We reserve the right to check with other Catholic schools as to the child's academic standing as well as financial situation.

Admittance to Blessed Sacrament School is at the discretion of the principal.

All tuition inquiries can be directed to Mrs. Fioravanti at 831-3993 Monday thru Friday from 9:00 a.m. to 3:30 p.m.

#### **XII. MONEY COLLECTIONS**

Any person who wishes to take up a collection for a teacher, student, family, etc., must first get the approval of the principal. Any written communications being circulated must first have the approval of the principal.

No money may leave the school. All money must be given to the office for deposit. When funds are needed for a committee, a check request form must be given to the school secretary or to the principal.

### **XIII. SINGLE PARENT / NON-CUSTODIAL PARENTAL POLICY**

The school requires that all divorced parents furnish the school with a notarized copy of the custody section of the divorce decree. The copy of the document will be kept in the student's file. This information will enable the school to determine when, if ever, a child can be released to a non-custodial parent. The school will do everything within its legal power to protect the child. **However, parents must understand that the responsibility of providing the school with the document and notifying the school of changes in custody status or court order is theirs.**

Unmarried parents who are experiencing custody or parent privilege problems need legal documentation before requesting special accommodations from the school.

**XIV. ABESTOS NOTICE**

In accordance with the Blessed Sacrament School AHERA Management Plan, this notification is provided to inform all building occupants of the existence and availability of our asbestos management plan. The plan is available upon request for inspection by interested parties in the Blessed Sacrament Rectory Office, 239 Regent Avenue, Providence. Should you have any questions or concerns about the Blessed Sacrament AHERA Management Plan, please call and ask to speak to the principal, Mr. Christopher Weber. Periodic surveillance checks for asbestos are done every six months.

NOTICE ISSUED ON.....08/24/2017

NOTICE ISSUED BY.....Mr. Christopher Weber

Principal



## **XV. PEST MANAGEMENT POLICY STATEMENT**

To Parents, Guardians and Building Occupants:

As required by the Rhode Island Pesticide Control Act, and EPA Regulations, the following information is provided.

1. Blessed Sacrament School's integrated Pest Management Policy statement is as follows: "Structural and landscape pests can pose significant problems for people and property. Pesticides can pose risks to people, property, and the environment. It is, therefore, the policy of Blessed Sacrament School to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests."
2. The records of pesticide applications (if any) on school property last year can be obtained at the Blessed Sacrament Rectory, 239 Regent Avenue, Providence, Rhode Island.
3. You may register for prior notification of pesticide applications at the school. The school will maintain a registry of each person requesting such notice.
4. No application of a pesticide will be made in any building or on the grounds of Blessed Sacrament School during regular school hours or during planned activities at the school.

Should you have any questions or concerns about the Blessed Sacrament School Integrated Pest Management program, please call and speak to the principal, Mr. Christopher Weber

**XVI . Parent / Student Handbook Signature Form**

We do hereby contract with Blessed Sacrament School that we, the undersigned parents and child/children, will comply with the school rules and regulations and that we the parents as well as our child/children will accept those decisions made by the school and its administration.

**Parents Signature:**

Father \_\_\_\_\_

Mother \_\_\_\_\_

Legal Guardian \_\_\_\_\_

**Student(s)**

**Grade**

_____	_____
_____	_____
_____	_____
_____	_____

**This sheet is to be returned promptly and will become part of the student file.  
Parent and student are still obligated to abide by the rules of this  
handbook even if they fail to return this page**

**The school retains the right to amend the handbook for just  
cause and parents will be promptly notified in writing if changes are made.**