

Parent - Student Handbook

2013-14 Academic Year



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INTRODUCTION

Blessed Sacrament Huguenot Catholic School was formed by the historic merger of Blessed Sacrament High School at Belmead and Huguenot Academy. The joining of these two rich traditions resulted in the formation of Blessed Sacrament Huguenot, a pre-school through twelfth grade Catholic college preparatory school in the fall of 1998.

Vision

Blessed Sacrament Huguenot will maximize students' personal growth and prepare students to live in a rapidly changing globalized marketplace. The expected outcome of this goal is students who have the ability to reason, solve problems, communicate effectively, and know more about other cultures and their relationship to world events.

Mission

Blessed Sacrament Huguenot is a regional, Diocesan Catholic School serving students in PS-12. We are committed to educating the whole student spiritually, academically, socially, emotionally, and physically. We embrace each child's unique learning style and provide an individualized and safe learning environment that is grounded in Catholic teaching and respectful of other faith beliefs. The values taught are conducive to social and life-long academic success.

Values

- Meeting our students' needs.
- Promoting Christian faith and values.
- Fostering a family environment.
- Providing college-preparatory opportunities for all students.

Sources of Authority

Blessed Sacrament Huguenot is a Roman Catholic college preparatory school operated by authority of the Bishop of Richmond, and under the auspices of the Diocesan Office of Catholic Schools.

The school is led by Dr. Tracy Bonday - de Leon, Chief School Administrator and Brian Kieran, Principal. We are fortunate to have an active, dedicated and distinguished school advisory board.

Blessed Sacrament Huguenot is accredited by the Southern Association of Colleges and Schools (SACS), the Virginia Catholic Education Association (VCEA),

and is a member of the Association of Virginia Academies (AVA). Admission is made without regard to race, sex, creed, nationality, or ethnic origin. Acceptance is based upon testing, personal interviews, availability of space, and evidence that the student can benefit from and contribute to the school community.

Philosophy

Blessed Sacrament Huguenot is committed to the formation of a faith community in which students, faculty, and parents dedicate their efforts to foster an atmosphere and environment of learning in which each student will best understand their uniqueness as a person, the importance of life and faith, and the achievement of academic excellence based on their own capabilities.

The focus of Blessed Sacrament Huguenot Catholic School is the development of a total person whose achievements in academic life will be pursued with the realization that human values and moral choices are an integral part of the development process. A Christian value system permeates the curriculum. Academic instruction is in harmony with our values as students learn the importance of making definite moral choices.

Blessed Sacrament Huguenot is dedicated to quality and continuous improvement. By utilizing superior skills and demonstrating a caring attitude, we are dedicated to the achievement of the highest quality of educational experience.

Blessed Sacrament Huguenot admits students of diverse ethnic and social backgrounds from pre-school to twelfth grade. We promote academic, athletic, and personal success and life-long learning for all students.

We further believe that:

- 1. Each student is unique and we foster and respect their individuality.*
- 2. Teachers should be respected by students, parents, and other faculty members.*
- 3. Students and faculty should be encouraged to respond to our larger community through participation in service projects and active involvement in the pursuit of greater social justice and human rights.*
- 4. The ongoing professional development of the faculty is paramount for continued quality education.*
- 5. There is a need and duty to involve parents and other professionals in the total educational program.*

6. *The school has the responsibility to foster a love for democracy, in this country, and to promote the practice of democratic action in student activities.*
7. *We encourage our students to respond to the changing values in society in a Christian manner. The school, together with our families and Church, accepts the responsibility of building in each student a foundation upon which they can respond to those challenges.*
8. *Prayer and worship are an integral part of our school life.*

LOWER SCHOOL CURRICULUM (Pre-School – Grade 5)

The curriculum provides learning experiences through which each child acquires the fundamental skills, abilities and attitudes needed as a basis for all future learning. Emphasis is on the fundamentals of learning as well as on support programs that are essential to the growth and development of each student. Religious education is an integral part of the curriculum at each grade level.

The literature-based reading program includes the application of phonetic analysis, the development of auditory-visual perception and the use of reading for meaning and pleasure. The mathematics program emphasizes basic math skills and their application to practical, real life situations. Science and social studies are also taught at each grade level. Additional experiences are provided in art, library, computer applications, music, physical education, foreign language, and other areas where each child's talents can be developed.

Pre-school through 3rd grade classes are self-contained, enabling teachers and students to develop a close relationship. The 4th and 5th grades are team taught.

Physical Education

Students in Kindergarten through 5th grade participate in physical education twice a week. Students must wear tennis shoes during their physical education class to reduce the risk of injury. Physical education grades will be affected if proper footwear is not worn.

LOWER SCHOOL GRADING SYSTEM

Pre-School, Pre-Kindergarten, Grades K through 2

Individual evaluations and parent conferences are used for the youngest members of the lower school.

E = Exceeds Expectations **S** = Satisfies Expectations
I = Improvement Needed **P** = Progressing

Grades 3, 4 & 5

GRADE	NUMERICAL	GRADE	NUMERICAL
A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	0 - 59

Promotion Policy

Students are expected to satisfactorily complete all subjects necessary for successful participation on the next grade level. Each student's progress will be individually reviewed. Placement recommendations are made on the basis of performance in reading, language arts and mathematics proficiency, with consideration for social and physical maturity. One of the three following recommendations will be made after teachers and parents have consulted:

Promotion: Academic progress is satisfactory.

Conditional Promotion: Summer work is to be satisfactorily completed and approved by the administration.

Retention: Another full year is needed at the current grade level.

PREP and UPPER SCHOOL CURRICULUM

Course Offerings for Grades 6 through 8

English 6, 6(H)	Math 6	US History 6	Spanish (E)
English 7, 7(H)	Advanced Math 6	World History 7	Latin (E)
English 8, 8(H)	Math 7	Civics 8	Art (E)
Pre-Algebra 7, 8	Science 6, 7, 8	Algebra I	Theology 6, 7, 8
Physical Education 6, 7, 8	Piano Keyboarding(E)		

Exploratory Wheel (a different elective class each semester).

6th grade: All year: PE, Study Skills (focused on organization and transition to Prep school), one semester Art, one semester Music

7th grade: All year: PE and Study Skills (focused on organization and time management), one semester Reading Roundtable, one semester Model UN/Writing Workshop

8th grade: All year: PE and "We the People", one semester Reading Roundtable – one semester Leadership Studies

(H) - Denotes honor courses

(E) - Denotes elective courses

Semester Exams

Semester exams contribute 20% to the semester grade for all students.

Promotion Policy

To be promoted a student must earn a D- or better in English, Math, Science, Social Studies and Religion at each grade level.

Course Offerings for Grades 9 through 12

English 11, 11 H	English 9, 9 H	English 10, 10 H
English 12-AP	English 12	Conceptual Physics
Physics (H)	Biology I, II	Chemistry
Algebra I, II	Geometry	Calculus-AP
Theology 9	Theology 10	Theology 11
Theology 12	U.S./VA History	U.S./VA History-
APU.S./VA Government	U.S./VA Government-AP	SAT Prep (E)

AP Prep (E)	Latin I, II, III, IV (H)	Spanish I, II, III, IV (H)
Art (E)	Journalism I(E)	Art History-AP
Drama (E)	Health & Physical Education 9, 10	
Environmental Science AP	Trigonometry/Pre-Calculus	
Modern European History (H)		

Exams

Semester exams will be given in grades 6 through 12. Seniors are eligible for exam exemption for spring semester, if they have a B average for the entire academic year. Students must not have been absent for more than (6) classes in the semester to be exempt. In addition, no more than four hours of detention per semester and no suspensions during the year are required for exemption. Juniors may be exempt from second semester exams, if they have an A average for the year and meet the attendance requirements. Any underclassman enrolled in an AP class, earning a B for the year will be exempt from end of year exams.

Four “tardies” to morning Convocation and/or class, “excused” or not, will be considered equal to one day of absence for exemption purposes.

Only the following will be considered excused absences for exam exemptions:

1. *Two college-visitation days in the senior year and one in the junior year. (These must be arranged in advance and substantiated with documentation from the college indicating the date and time of the visit.)*
2. *Absences due to the death of a sibling, parent, grandparent, or any person residing in the same household.*
3. *The court-required appearance to secure a Commonwealth of Virginia driver’s license (if it occurs in the Junior or Senior year).*

HIGH SCHOOL PROMOTION POLICY

The Upper School program will prepare students for college and responsible citizenship. The following requirements must be successfully completed in order to advance to the next grade level:

Rising 9th grade students:

Core content including math, English, science and social studies in addition to maintaining a satisfactory academic record

Rising 10th grade students:

English 9 and obtain at least six Carnegie units

Rising 11th grade students:

English 10 and obtain at least twelve Carnegie units

Rising 12th grade students:

English 11 and have obtained at least seventeen Carnegie units

ACADEMIC POLICIES

Academic Probation

The administration may place any student with poor or unsatisfactory progress on Academic Probation. The student is given one 9 week grading period to demonstrate improvement in grades and/or attitude. A student who fails to show improvement may be asked to leave Blessed Sacrament Huguenot.

College Acceptance

Blessed Sacrament Huguenot is a college-preparatory school. It is expected that every student's goal is to pursue higher education after graduation. To that end, acceptance to at least one college, university, or post-graduate technical school is a requirement for graduation from Blessed Sacrament Huguenot. The college counselor will work individually with each student and his or her family in the application process.

Textbooks

Students in grades 6 through 12 purchase their textbooks annually. Students enrolled in Algebra I or above are required to have a working TI-83 or TI-84 graphing calculator. Students are occasionally required to purchase weekly readers, paperback novels, or workbooks. Students may also be required to pay fees associated with driver education courses, field trips, athletic programs, graduation, and other school functions.

Lower School textbooks must be covered and well maintained by the student and will be collected at the end of the school year. Students will be charged for the replacement of textbooks that are damaged or lost. The book fee does not cover the costs for replacement due to damage or loss.

Homework

Homework is an extension of the regular curriculum. Accordingly, teachers will assign homework of reasonable length. Specific expectations regarding homework will be outlined by individual teacher at the beginning of the school year.

Each student in grades 2 through 12 will have a school-issued planner in which to record homework assignments and plan for other school activities.

Posting Assignments

Faculty members in grades 6 through 12 will post weekly assignments in a prominent location in the classroom and on-line. This practice provides the student with a constant reminder of the material to be covered, the homework required, and any announced quizzes, tests, or projects. Weekly assignments may sometimes change during the course of the week. While every attempt will be made to update the posted assignment sheets, it is the student's responsibility to keep track of any changes.

Summer Reading

Blessed Sacrament Huguenot believes the learning process is enhanced through summer reading and writing. Each student will be assigned a number of books to read over the summer vacation. The assigned reading will be incorporated into tests, papers and/or projects during the first 9 week grading period. In addition to the reading requirement, each student is expected to write a short composition on an assigned topic.

PREP AND UPPER SCHOOL GRADING SYSTEM

Dropping or Adding Courses

Once the school year begins, students may not add courses to their schedule, unless recommended by the school. **Students may drop/add courses through the third week of school.**

Grade Equivalents

Prep School grades are reported on a percentage basis; High School grades are reported on an alpha basis. Both sets of grades are based on the following table:

GRADE	NUMERICAL	GRADE	NUMERICAL
A+	97 -100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	0 - 59

A student's Grade Point Average (GPA) will be calculated using the following scale:

GRADE	UNWEIGHTED	HONORS	ADVANCED PLACEMENT (AP)/ DUAL ENROLLMENT
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	0.7	1.2	1.7
F	0.0	0.0	0.0

Students enrolled in an honor course receive one-half quality point (+0.5) added to the equivalent GPA grade. Students enrolled in Advanced Placement courses receive two quality points (+1.0) added to the equivalent GPA grade. All students enrolled in Advanced Placement (AP) courses must take the AP Examination. The designation of "Honor" or "AP" for a course only affects the quality points, not the letter grade received. Physical education grades are averaged into the GPA

computation. Religion grades will also be averaged into the GPA computation.

Withdraw Passing "WP" grades are not included in the computation of the student's grade point average. Withdraw Failing "WF" grades are considered an F in the computation of the student's grade point average. Students receiving a grade of I, Incomplete, must make up all work within 15 calendar days of the end of the grading period or the missing assignments will receive a grade of "0" and the 9 week grade will be adjusted accordingly. (In extreme cases, students may request an extension in writing to the administration).

Courses Repeated at Blessed Sacrament Huguenot

Credits attempted and quality points earned for all attempts are included when computing the grade point average. Even if a course has been repeated, it will be counted only once as a credit toward graduation.

Summer School Credits

Credit from courses passed in summer school, whether remedial or advanced work, may be counted toward graduation. The grade received is not averaged into a student's GPA unless the summer course was taken at Blessed Sacrament Huguenot. It will, however, appear on permanent records and transcripts. Other grades not averaged into the GPA are 6th, 7th and 8th grade courses, and grades for driver's education, transfer courses, and non-credit courses. All summer school courses for which a student expects to receive credit at Blessed Sacrament Huguenot must be approved by the administration prior to enrollment.

College Courses

Students are encouraged to enroll in college courses to enhance their preparation. In order for these to become a part of the official high school transcript, the course must be approved in advance by Blessed Sacrament Huguenot. Such courses must be college-level courses and not special programs or seminars conducted for high school students. Approved college courses count as "AP" courses and are averaged into the GPA.

A Honor Roll

A student who makes no grade lower than an A- during a 9 week period will be placed on the A Honor Roll for that grading period.

A/B Honor Roll

A student who makes no grade lower than a B- and has a GPA of 3.0 or higher during a 9 week period will be placed on the A/B Honor Roll for that grading period.

National Honor Society

Blessed Sacrament Huguenot maintains chapters of the National Honor Society and Junior Honor Society. Both are sponsored by the administration and designated faculty. NHS selection criteria are used.

Academic honors are awarded to select students at graduation. Designations of honor include the valedictorian, salutatorian, junior marshal, and sophomore usher. Only courses taken at Blessed Sacrament Huguenot are included when calculating the GPA for these honors.

Graduation Requirements

The academic program at Blessed Sacrament Huguenot is centered on a core curriculum of traditional subjects. A student graduating from Blessed Sacrament Huguenot will have completed, in most cases, the requirements for the Advanced Studies Diploma as outlined by the Board of Education of the Commonwealth of Virginia.

For Seniors during the 2013-2014 school year, this includes a minimum of 24 credits earned in grades 9 through 12. All non-seniors will need to earn 26 credits (additional requirements are noted in italics):

English:	Four credits
Mathematics:	Four credits including Algebra I, Geometry, Algebra II, and at least one course above the level of Algebra II
Science:	Four credits including Conceptual Physics, Biology, Chemistry and either Physics or Biology II, AP Environmental Science
History:	Four credits including World History, Modern European History, U.S. History and U.S. Government

Foreign Language:	Three or Four credits including either three credits of a single language or two credits each of two languages
Health & Physical Education:	Two credits
Religion:	Four credits including Theology 1 – 4
Electives:	One credit <i>Three credits to include: One credit for an annual elective course. One-half credit for a semester elective course. One Fine Arts or Career & Technical Education credit. One Economics and Personal Finance credit. One online course (does not have to be for credit).</i>

PARENT REPORTS

Signature Folders

Students in the Lower and Prep Schools take home a weekly parent folder that contains assignment sheets for the week, important announcements and graded papers. Parents are required to sign the cover of the folder, any paper with a grade of “D” or “F” and return the folder on the following day.

This folder will keep the parents well-informed and promote student performance and achievement. Failure to return the signed folder and papers in a timely manner may result in disciplinary action for students in grades 6 - 8.

Parent-Teacher Conferences

Parent-teacher conferences may be scheduled at any time as needed. The school has scheduled conference days during the school year.

Interim Reports

Teachers in Upper School grades 6 through 12 are required to send an interim report for all students. These reports are sent home with the student for parent review. Interim reports for all Lower School students are included in the Parent Signature Folder after the fifth week of the 9 week grading period.

Report Cards

Lower School report cards are included in the Parent Signature Folder at the end of each 9 week grading period. Parents are required to review the report, sign in the appropriate place, and return the report card to school the following day.

Report cards for the Prep and Upper School will be distributed at school. Parents are required to review the report card, sign an acknowledgement form and return the form the following day.

While letter grades are used to report the student's performance, the minimum passing grade is 60% and the minimum grade for a college recommendation is 70%. Incomplete grades must be made-up within 15 calendar days of the end of the grading period or the missing assignments will receive a grade of "0" and the overall grade will be adjusted accordingly. A student may request an extension in writing from the administration.

ATTENDANCE POLICIES

Attendance

The instructional program at Blessed Sacrament Huguenot is based on class meetings that include lectures, discussion, reading and reporting. It is vital for each student to be present on a regular basis. If a student misses a class, it is his or her responsibility to meet with the teacher about the material missed and to complete all material covered.

Lower School students should be kept home from school for any of the following reasons: a fever of more than 100° F, vomiting, or while under the care and advice of a physician.

The following are additional policies that exist with regard to attendance:

1. The school day begins at 8:10 a.m. and concludes at 2:45 p.m., Monday through Friday
2. The school follows the annually published calendar of school days.
3. If a student is absent, the parent should call the school by 9:00 a.m. to confirm the absence.
4. If a parent has not called and a student is absent from Convocation, the parent will be called at home or at work to confirm the absence.
5. Absences are deemed to be either excused or unexcused following contact with the parent. Teachers will only be notified of unexcused absences. A student with an unexcused absence is required to make-up all assignments; however, the student receives a grade no higher than 50% for the completed work. Students whose absences are excused are expected to make-up all their

work. It is the student's responsibility to meet with the teacher for make-up work and tests. The following guideline applies for make-up work:

- a. For a one-day absence, the student has two days to make up new material and assignments.
 - b. For a two day absence, the student must make up all new material/assignments within five calendar days.
 - c. For an absence of three or more days, the student should request that one teacher or the administration work out a schedule for making up work expediently. Teachers may use their discretion about having students make-up homework assignments and quizzes.
6. If a test scheduled for a class is unexpectedly canceled, it is assumed that the student is prepared for the test and should be able to take it at the next class meeting. Students missing work to participate in athletic programs fall under this guideline.
 7. Parents are urged not to make doctor or dental appointments during school time. If this cannot be avoided, the student must bring a note confirming the reason for their absence. This note must be presented to the office before classes begin on the day of the appointment.
 8. Family trips (i.e. the student accompanying parents) scheduled during school time are highly discouraged. They must be approved in advance in order to be excused. The parent must send a note two weeks in advance of the trip. The student is then issued a form which he or she must have each teacher sign in advance of their absence. Students are responsible for all academic work, including quizzes and tests, immediately preceding or following their return, at the discretion of each teacher. Assignments such as term papers, book reports, etc. must be handed in before the student leaves. Failure to make appropriate arrangements in advance will result in an unexcused absence. This also applies to college visits, doctor's appointments, and other absences known before the first day of absence.
 9. Absences for illness, death in the family, and court appearances are excused. Seniors are also permitted three college visitation days (one may be taken during the junior year). These are deemed excused absences when properly pre-arranged. A two-day visit to a single college counts as two college visitation days. College Visits must be substantiated with documentation from the college indicating the specific date and time of the visit.

10. Habitual absences, whether on consecutive or sporadic days, are not conducive to the academic environment. To that end, ten absences within a semester are sufficient grounds for an administrative failure, suspension or expulsion from school. In the case of extenuating medical or personal circumstances, the school will work with the family to prevent the administrative failure and insure that the student is able to make-up all necessary work.

Convocation

The Prep and Upper School, grades 6 through 12, begins each school day at 8:10 a.m. with Convocation that includes prayer, the Alma Mater, the Pledge of Allegiance, attendance, and announcements.

The Lower School begins each day in homeroom with prayer, the Pledge of Allegiance, attendance, and announcements.

Early Dismissal

In order to leave school early, a student must have a note from a parent or guardian indicating a time and reason for the early dismissal. This note must be presented to the office at the beginning of the school day. The student must sign-out in the office before leaving the property.

Attendance during Exams

Students are expected to attend school on exam days. Absences must be approved by the administration before a student is allowed to make up an exam. Students who meet the eligibility requirements for exemptions may be absent for exams when they have earned an exemption.

Inclement Weather

In cases where classes are canceled due to inclement weather, an announcement will be made through email, text message, posted on the school website and broadcast on television Channels 6, 8 and 12. Students and parents are asked not to call the school to confirm closing information.

Tardiness

Any student who arrives late to school must report to the main office and receive a late slip before being admitted to class. Teachers will not admit students who are tardy without a slip. Parents are notified if a student is late more than four (4)

times during any 9 week grading period and may be asked to participate in a conference with the administration.

Tardiness due to a medical reason or an unavoidable auto problem (i.e. flat tire or accident) is considered excused. Tardiness due to heavy traffic or the need to get fuel is considered unexcused. In the case of carpool riders, the person or persons causing the lateness will be unexcused, others will be excused.

Students must report to each class on time. The schedule provides three minutes for students to move between classes. The following policies exist with regard to tardiness, whether to school or an individual class:

1. Teachers report all tardies to the office.
2. Individual tardies are recorded on the student's attendance record.
3. An accumulation of four unexcused tardies (whether to school or to class) within a semester period results in detention for students in grades 6 through 12.
4. Students in grades 6 through 12 who have a chronic problem with tardiness are subject to suspension or other disciplinary action.

Truancy for Students in Grades 6 through 12

Truancy is absence from school without permission. A student who is truant may be suspended. Truancy in excess of ten school days results in the school contacting the Truant Officer in the County or City in which the student resides. Further legal action and/or expulsion from Blessed Sacrament Huguenot may also result from truancy.

REGULATIONS AND POLICIES

Drugs and Alcohol

Blessed Sacrament Huguenot has a zero-tolerance policy with regard to the use or possession of illegal drugs and alcohol. The use, selling or possession of illegal drugs, alcohol, chemical substances, or drug paraphernalia at school or at any school function, regardless of its location, is grounds for dismissal. Blessed Sacrament Huguenot is a pro-active partner in the fight against substance abuse. The school reserves the right to conduct random searches throughout the campus and parking lot.

Tobacco and Tobacco Products

The use or possession of tobacco products or paraphernalia at Blessed Sacrament Huguenot or at any school-sponsored activity is strictly forbidden and subject to disciplinary action.

Harassment and Bullying

Blessed Sacrament Huguenot is a school where each individual is treated with sensitivity and respect. Physical or psychological harassment of individuals for any reason will not be tolerated.

Each student in grades 6 through 12 must sign the Blessed Sacrament Huguenot Harassment Policy, which will be kept on file in the office.

Pregnancy

Blessed Sacrament Huguenot is concerned with the Catholic - Christian development of the individual and of the student body as a whole. In a society that often undermines these values and principles, we strive to provide an atmosphere that stimulates and fosters the growth of these principles.

Pre-marital sex is not in keeping with Christian values and is not considered acceptable for a Blessed Sacrament Huguenot student. Since our school is concerned with the individual, should a pregnancy occur, every measure will be taken to encourage counseling, health care, continued education, and direction to help the student make mature decisions in accordance with the beliefs of the Roman Catholic Church.

Should a student become pregnant, Blessed Sacrament Huguenot will:

1. Work on an individual basis with the student.
2. Maintain a respect for the life of the student and the unborn baby.
3. Guide the student and her family toward appropriate counseling agencies.
4. Cooperate in establishing appropriate home schooling options once the pregnancy is known at large and/or the student becomes visibly pregnant.
5. Make all reasonable attempts to insure that the student can continue her education at Blessed Sacrament Huguenot after the baby is born.

Cellular Phones/Electronic Devices

Students are not allowed to use cell phones or electronic devices on school property during school hours or on school buses traveling to and from school. Cell phones taken from students will be held by the school for pick up by a parent. Students in grades 6 through 12, utilizing or visibly seen with an electronic communication device during school hours may be subject to disciplinary action including confiscation of the device, detention and suspension from school.

Leaving Class

Students leaving class for any reason must obtain a pass from their teacher. Students are expected to use the passes in the intended manner.

Leaving the School Grounds

Students are not allowed to leave the school grounds while school is in session without permission of the administration and written permission from the parents.

Parking Lot

Students are not allowed in the parking lot during the academic day.

Chewing Gum

Chewing gum is not permitted on the school property before or during school.

CONDUCT, BEHAVIOR, AND DISCIPLINE

The Honor Code

“On my honor, I have neither given nor received any unauthorized aid on this work.”

Cheating and Plagiarism

Cheating and plagiarism are serious offenses and may result in expulsion. Students may be required by teachers to write the Honor Code, in its entirety, and affirm it with their signature.

Upper School Honor Council

The Honor Council is comprised of the Chief School Administrator or Principal and appointed student members from the Upper School. The Honor Council reviews all cases involving academic dishonesty brought forward by the Administration. The Honor Council may provide recommendations to the Administration regarding the seriousness of and possible consequences for academic dishonesty. The Administration will determine the final disposition of the violation.

Honor infractions in the Prep School are handled by the administration, the teacher and the student’s parents.

Discipline

Blessed Sacrament Huguenot seeks to provide a safe and positive environment for all students. The school strives to be a positive influence for students and the community. Disciplinary problems are addressed in light of our staff and administration’s high expectations and firm leadership. The school reserves the right to decline the admission of or request the withdrawal of any student, who, in the opinion of administration, is an undesirable influence on other students.

Students are expected to behave in a courteous, cooperative, respectful, and responsible manner at all times. Discipline reports may be issued by any teacher or authorized staff member for an infraction of school rules, disruption of classes or discourteous behavior. The report is sent to the administration for appropriate action. These discipline reports may be issued for, but are not limited to, the following infractions:

- *Improper uniform attire*
- *Unauthorized absence from class*

- *Disturbing class or other pupils*
- *Damaging school property or the property of others*
- *Disrespectful or discourteous behavior at school or at a school-sponsored activity*
- *Inappropriate language or gestures*
- *Antagonistic attitude toward class or school routine*
- *Chewing gum on campus*
- *Having food or drink outside the cafeteria or Warwickshire*

Penalties for Lower School Students

Most disciplinary infractions are handled by the classroom teacher or learning specialist in a manner that is respectful to and maintains the dignity of the student. Serious offenses such as fighting, disrespect to an adult, defacing of property, or throwing of food are referred to the administration and may result in suspension. Suspension can be either “out of school” or “in school,” as determined by the administration. Parents are informed in advance of any school suspension.

Penalties for Students in Grades 6 through 12

Friday/Saturday detentions: Designated for more severe offenses and may involve a work detail. Friday detentions are served from 3:00 p.m. to 5:00 p.m. and Saturday detentions are served from 9:00 a.m. to 12:00 noon. Periodically, Friday morning detentions will be offered from 7:00 a.m. to 8:00 a.m. Detention obligations and arrangements must be fulfilled before a student can participate in extra-curricular activities. Failure to report to detention without administrative approval will result in an in-school suspension.

Disciplinary Probation: Students who receive more than six (6) hours of detention in a school year or commit a serious infraction may be placed on disciplinary probation by the administration. During this period, a student is under close supervision of the administration and may have privileges revoked.

Suspension: A suspension can be either “out of school” or “in school.” This determination is made by the Chief School Administrator or Principal. Parents are informed in advance of any school suspension. An out of school suspension is considered an unexcused absence for calculation of assignment credits.

Expulsion: After consultation with the Diocese of Richmond, the Chief School Administrator and the Principal reserve the right to expel a student at any time during the school year for reasons related to his/her academic progress or behavior.

UNIFORMS AND APPEARANCE

The wearing of school uniforms dictates simplicity of style. In line with this, the following policies address jewelry, make-up, and haircuts:

Jewelry - Simple jewelry is allowed, including watches, simple chains, and rings. Two necklaces and one bracelet (per wrist) are allowed. Girls with pierced ears are allowed to wear simple earrings that are of appropriate size, shape, and color. Only two earrings are allowed, per ear. Boys are not allowed to wear earrings. Other body piercing, whether for boys or girls, will not be allowed.

Make-up - Girls in grades 6 through 12 are allowed to wear light make-up tastefully applied. Fingernail polish of a single color is allowed for all girls. The use of aerosol sprays is prohibited.

Haircuts - Students are expected to be neatly groomed at all times. Unusual hairstyles or colors (as determined by the administration) are not allowed. Boys' hair must not touch the shirt collar in the back or the eyebrows in the front. Boys must be clean-shaven, and sideburns may not extend below the ear lobe. The use of aerosol sprays is prohibited.

Physical Education / Athletic Attire - Students are to dress appropriately for Physical Education and sports practices. Prep and Upper School students are required to wear the school Physical Education uniform to participate in Physical Education classes.

Tag Day Guidelines - On Tag Days, students are not required to wear school uniforms. Tag Days are rewards, privileges, or spirit builders. While the uniform is not worn, decency of dress is required. The following are not allowed on Tag Days:

1. Shorts or skirts that are shorter than uniform shorts or skirts.
2. Tee shirts with tasteless sayings or slogans.
3. Halter, tank, or sleeveless tops of any type.
4. Any shirt or blouse that exposes the midriff (including when the arms are raised).
5. Any shirt or blouse with a revealing neck line.
6. Sleeveless sundresses, halter tops, tank tops,
7. Any clothing with holes in the fabric.
8. Any sleepwear including pajama bottoms.

Uniform Code

The wearing of school uniforms has a three-fold benefit. It eliminates competitive dressing, it lends to economy in the family, and it adds to the consistency and discipline of the environment.

The Uniform Code at Blessed Sacrament Huguenot is strictly enforced. A student not wearing the correct uniform may be sent home on suspension until he or she demonstrates compliance.

LOWER SCHOOL (PK 3 and 4 through 5)

Girls

Navy uniform Bermuda shorts, slacks, skorts, or plaid skort
White uniform polo or white turtleneck
Red uniform sweater or fleece
Navy or White socks and/or navy tights
White tennis shoes with minimal colored accents

Boys

Navy uniform Bermuda shorts or slacks
White uniform polo or white turtleneck
Red uniform sweater or fleece
Navy or white socks
White tennis shoes with minimal colored accents

Note: There is no Uniform Code for the 2 year old Preschool Class.

PREP AND UPPER SCHOOL (6 - 12)

Girls

Khaki **Uniform Company** Bermuda shorts, skirts, skort, or slacks

Navy uniform polo

White socks and neutral colored tennis shoes with minimal colored accents and/or

Navy socks, tights or leggings and black or brown low-tops/loafers

Outerwear: Navy Uniform fleece, school varsity jacket, school navy jacket, or "approved" team attire with school name.

Girls' Full Dress Uniform (Mass Days/Special Events-noted on school website calendar)

Khaki **Uniform Company** skirt/skort

White button-down oxford shirt and school uniform tie

Navy uniform blazer with school crest (grades 6 through 12)

Navy tights, socks, or leggings and black or brown low-tops/loafers

Boys

Khaki **Uniform Company** Bermuda shorts or slacks

Navy uniform polo

White socks and neutral colored tennis shoes with minimal colored accents and/or

Navy socks and black or brown low-tops/loafers

Outerwear: Navy Uniform fleece, school varsity jacket, school navy jacket, or "approved" team attire with school name.

Boys' Full-Dress Uniform (Mass Days/Special Events-noted on school website calendar)

Khaki **Uniform Company** slacks

White button-down Oxford shirt and school uniform tie

Navy uniform blazer with school crest (grades 6 through 12)

Navy socks and black or brown low-tops/loafers

SPECIAL UNIFORM NOTES FOR ALL STUDENTS

1. Only solid white short-sleeved tee-shirts may be worn under approved outer shirts.
2. Only navy tights or navy leggings may be worn at any time. Sweatpants may not be worn under kilts.
3. No ornaments or decorations are allowed on uniforms.
4. All polo and dress shirts must be tucked into waistband so that the waistband is visible.
5. The white turtleneck may be “traditional” or “mock” in style and worn only under the uniform sweater and/or blazer.
6. The school emblem must be permanently sewn on the navy blazer (grades 9 through 12).
7. All Bermuda shorts or slacks with belt loops require an appropriate belt which must be worn inside the belt loops.
8. All uniform slacks and shorts must be worn at waist level.
9. The kilt must be no shorter than 4” from the floor to the bottom hem when kneeling. The waist band of the kilt may not be rolled.
10. Tennis shoes must be predominately white, gray or black with matching or neutral soles and laces. Tennis shoes may have an accent color. No “backless” tennis shoes or slides may be worn.
11. Winter dress shoes must be low-tops that are black, brown or navy in color.
12. No boots, clogs, platform shoes, sandals/Birkenstocks or brightly colored tennis shoes are allowed. Shoes must not have heels more than 2 inches high.
13. No hats or sunglasses are allowed at any time.
14. Hooded sweatshirts are not allowed except on Fridays when BSH hooded sweatshirts are allowed.
15. Students may wear non-BSH outerwear during inclement weather but non-BSH outerwear must be removed when entering any building and remain off while inside. BSH outerwear, except hooded sweatshirts, may be worn inside and outside.

STUDENT AND CAMPUS LIFE

Birthdays

Lower School students are allowed a Tag Day to celebrate their birthday. This should be taken on the actual day or on Friday if the birthday falls on a weekend. Students with summer or vacation birthdays may choose another day throughout the school year.

Care of School Property

Blessed Sacrament Huguenot belongs to all of us. Students are expected to maintain neatness and cleanliness at all times in the buildings and on the school grounds. Students may be asked to participate in its up-keep.

Personal Property

Each student must assume responsibility for personal belongings. Books and other personal property should be clearly marked with the student's name. It is suggested that the school blazer and the school sweater have the student's name permanently marked inside. Book bags and backpacks are to be kept in class or in student lockers and may not be left in hallways overnight. All lockers must be kept neat, closed and locked after each use.

Fire Drills

Fire drills are held on a regular basis to insure that students and faculty can evacuate the buildings quickly and safely. When the fire alarm is sounded, students will move quickly and quietly by designated routes. Silence is maintained at all times during a fire drill.

Food, Drinks, Snacks and Lunches

Students are to be in the cafeteria during their lunch period. A hot lunch is sold each day (a monthly menu is sent in the Parent Signature Folder and published on the BSH website) or the student may bring his or her lunch. Milk, juice, snacks, and ice cream are sold daily.

As a special privilege, seniors may eat in Warwickshire. This privilege may be revoked by the Administrative team as a means to curb individual or group boisterous behavior, littering, or any other disruptive behavior. Students are to remain in the cafeteria until the dismissal bell rings. Students may not leave campus for lunch. Lower School students are not allowed to purchase candy or

sodas, and we ask parents not to send or bring candy or sodas to school at lunchtime.

Health

Birth certificates and social security numbers are required for students entering kindergarten and 1st grade. State law requires that parents furnish documentation, signed by a physician, showing dates and proof of inoculation for Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella and Mumps.

Upper School students must have received three (3) doses of the Hepatitis B vaccine. All students are requested to have periodic check-ups. Any pertinent medical reports must be filed with the school.

All students in the Upper School must have a current physical on file in the office before they are allowed to participate in athletics.

Lice

Students infected by lice must remain out of school until proper treatment has been conducted and all nits have been removed as verified by school staff.

Medication

The school must administer any prescription medication to students. Medication is kept in the school office and administered by the school nurse or designated staff. A "Release for Dispensing Medication" form must be signed and on file in the office. Over-the-counter medication, i.e. aspirin or Tylenol, is not provided to students. If a student has a chronic need for such medication, a physician's note is required and a "Release for Dispensing Medication" form must be on file.

Service to School and Community

It is an integral part of the mission and philosophy of the school that students provide volunteer service to the community. Service to the school is also valued and believed to be an important outreach for members of the Blessed Sacrament Huguenot family.

In the Upper School, students will be required to complete 20 hours of community service per year. Students in the Prep School will be required to complete 10 hours of community service per year. Community service hours will be accumulated for each school year attending BSH. They are a requirement for graduation. Hours may be accumulated between the first day of summer vacation and the beginning of exam week. Religion teachers will assist in

maintaining these records. Service may include such things as campus work days, special projects, assistance at athletic events, and working at community non-profits.

Social Function Regulations

1. Events must be well-chaperoned by adults, including the faculty sponsor of the organization.
2. All events must end by 11:00 p.m. unless otherwise specified by the Chief School Administrator or Principal.
3. The officers and sponsor of the organization are responsible for all arrangements, such as, but not limited to, location, refreshments, set-up, clean-up and financing.
4. Clean-up must be completed prior to the beginning of the following school day. Any extra service by the custodian will be paid for by the sponsoring organization.
5. Upon entering a social function at Blessed Sacrament Huguenot, a student agrees not to leave the building until time for departure. Students who leave the building prior to this time will not be re-admitted and will be required to leave school grounds.
6. Only Blessed Sacrament Huguenot students and their dates may attend social functions sponsored by the school. Dates who do not attend Blessed Sacrament Huguenot must be approved by the administration.
7. Proper attire and conduct are expected at all social functions. Misconduct will result in the same disciplinary actions as infractions committed during regular school hours.

Student Fundraising

Students and student organizations wishing to raise money must submit a written proposal to the Advancement Office. All proposals must be approved by administration.

Field Trips

Field trips normally take place during the regular school day and usually involve a fee for tickets and transportation. Occasionally, trips will involve early morning departure, late evening return, and / or overnight stays. Written parental permission is required for all students on any field trip.

TRANSPORTATION / DRIVING

Buses

Students will ride the assigned bus daily unless written permission (with specific instruction to the driver and the school) is sent to the office.

Students riding the school buses, whether for daily transportation, athletic events, or field trips, are expected to act in a manner which respects the driver, other students, and the public at large.

The safety of the driver and passengers is of utmost importance. Likewise, the image of our school is reflected by the actions of students riding our buses. The following rules are for the safety of students. Students unable to abide by these rules will be disciplined and deprived of their privilege to ride the bus.

1. The driver is responsible for discipline on the bus just as a teacher is in the classroom. Students must respect and conform to their regulations.
2. Students must board buses in an orderly manner, be seated and remain in their seats until the vehicle comes to a complete stop.
3. No boisterous play or fighting will be tolerated.
4. Heads, hands and all objects must be kept inside the vehicle at all times.
5. The driver has authority to assign seats.
6. Students must be at pick-up points on time.
7. Students must not eat or drink on the bus.
8. Inappropriate language is not permitted.

Driving

Driving a car to school is a privilege that comes once a student has attained a driver's license. If the school feels that the student driver is endangering his or her own life, the life of passengers, and/or the public at large, driving privileges to school may be revoked. The following regulations are in effect:

1. All student drivers must purchase a valid school parking permit.
2. Parking will be allowed in designated areas only.
3. Students will not be allowed to return to any vehicle during school hours without a pass from the office.
4. The speed limit on school grounds is 5 mph.
5. Students riding to and from school with another student must have a permission slip signed by the parents of the driver and rider on file.

Lower School Car Riders

Parents who drive their child(ren) to and from school are asked to adhere to the following:

1. Enter the parking lot using the entrance closest to the bus garage.
2. Form a line perpendicular to the 100 building, parallel to the playground, and remain in your vehicle. When necessary, parents are asked to circle the bus garage using the gravel road in order to keep traffic off of Academy Road.
3. Teachers on duty will load and unload the vehicles stopped by the 100 building.
4. Morning unloading will begin at 7:58 a.m. and afternoon loading will conclude by 3:00 p.m.
5. Students are expected to wait patiently and quietly for parents in the car pool line.
6. The parent must state, in writing, any change in the regular method of transportation.

ATHLETICS

All Blessed Sacrament Huguenot students involved with school athletics must have physicals on file. Students without a physical form on file may not practice or participate in any athletic event.

Athletic Eligibility

A student who receives more than one F in any 9 week grading period is ineligible to participate in team sports during the next 9 week grading period (VCC Student Eligibility Rule). In addition, students on disciplinary or academic probation are also ineligible.

If an ineligible student wishes to continue to practice (with the coach's permission) an appeal can be made following the next interim or grading period. If there has been significant improvement in grades and/or behavior, a solid continued commitment to the team in spite of ineligibility, and a positive attitude, then the Athletic Review Committee can remove the ineligibility status.

Sport Offerings:

Fall

Cheerleading
Cross Country
Football
Volleyball

Winter

Basketball
Cheerleading
Swimming
Wrestling

Spring

Baseball
Golf
Soccer
Softball
Tennis
Lacrosse

FINE ARTS

Upper School students have the opportunity to participate in fine arts offerings as an elective and after school.

Offerings:

Fall Drama Production, Spring Drama Production, Talent Show, Music Class

STUDENT ORGANIZATIONS

The administration and faculty believe it is important for students to be given the opportunity to develop qualities of leadership and cooperation. Activities are based on students' needs and interests and may vary from year to year.

Leadership Positions

A student at Blessed Sacrament Huguenot may hold only one major leadership position each year. Major leadership positions are considered to be the President of the Student Government Association, the Vice-President of the Student Government Association., the President of the Honor Council, and Class President.

Student Government

The Upper School has an active Student Government Association that meets regularly to discuss many aspects of student and campus life and typically sponsors various projects and activities. The association has officers, including a president, vice-president, secretary, and treasurer, who are elected annually.

Candidates for office must have a minimum GPA of 2.5 for the year, have demonstrated outstanding moral character (i.e., no suspensions or behavioral infractions in the past year) and fulfill the petition process for the election.

Elected officials are charged with maintaining these standards throughout their term of office. Failure to do so will result in that student's immediate involuntary resignation from office.

LIBRARY POLICIES and PROCEDURES

The Anderson Library provides books for the enjoyment and use of the students, faculty and staff of Blessed Sacrament Huguenot. It is consistent with the goals for academic excellence as set by school policies.

All borrowed material and books are the property of Blessed Sacrament Huguenot. Borrowed books and materials must be returned in good condition.

1. Lost books or materials will be paid for in-full by the borrower.
2. Books or materials returned damaged and beyond repair will be paid for in-full by the borrower.

Lower School students (Grades pre-school through 5) may borrow two (2) books per 2-week period. Prep level students may borrow two (2) books per two-week period. Upper school students may borrow three (3) books per two week period.

All borrowed books may be renewed by bringing the books or materials to the Library on or before the due-date to have a new due date assigned.

Returned books are placed in the book drop for processing and re-shelving.

PROCEDURE FOR CHECKING OUT BOOKS

1. Book cards must have the student's first initial, last name and grade level written legibly.
2. The book's due date must be stamped on the signed book card and the due date slips in the back of the book. The signed and stamped book card remains with the librarian.

REFERENCE BOOKS

Any book or material marked as REFERENCE may only be used in the Library.

Acknowledgement of Receipt and Review of the Blessed Sacrament Huguenot Handbook

I certify:

1. receipt of the Blessed Sacrament Huguenot Catholic School’s Handbook which includes the Code of Conduct, Behavior and Discipline
2. that my signature indicates that I have reviewed the contents of the handbook including all policies, rules and expectations noted.

By signing below I agree to abide by all policies, rules and expectations noted in the Handbook. I also understand that failure to follow the policies, rules and expectations noted in the Handbook may result in consequences up to and including expulsion from Blessed Sacrament Huguenot Catholic School.

Student’s Name (Please print neatly)

Grade

Student Signature

Date

School Parent/Legal Custodian Signature

Date

Principal Signature

Please tear out and return this page to your child’s teacher within two (2) weeks of beginning each new school year.