



Welcome to Blessed Sacrament School 2017-18

Principal	Jim Spillman	508-668-2336, x 1051	jspillman@blessedsacrament.org
Vice Principal	Jen Roy	508-668-2336, x 1052	jroy@blessedsacrament.org
Office Manager	Michelle Saunders	508-668-2336, x 1050	msaunders@blessedsacrament.org
School Nurse	Elaine Lannigan	508-668-8175	nurse@blessedsacrament.org
Bookkeeper	Barbaramary Horgan	508-668-2336, x 1053	bookkeeper@blessedsacrament.org
Dir. Food Services	Tim McLaughlin	508-668-2336, x 1056	chef@blessedsacrament.org
Extended Day		617-668-2336, press 9	
BSS School Board	The purpose of the School Board is to aid in the development and definition of policies that govern the operation of the school and to promote implementation of these policies.		schoolboard@blessedsacrament.org
BSS Parent Collaborative (PC)	The BSS Parent Collaborative serves the BSS students and community using members' time, talents and resources for the betterment of the school.		bsspc@blessedsacrament.org
Teachers' and other staff members' contact information can be found on the BSS Website as well as in the BSS Digital Family Directory through Directory Spot.			

Communication

School website	School.blessedsacrament.org	The school's website is used as a resource for policies and procedures, the current school calendar, club and activity information, academic information, and much more.
My Students Progress (MSP)	Boston.mystudentsprogress.com	This platform is used for attendance, communication, service hour reporting, and for progress reporting in grades 4-8. Mid-September a login email will be sent to parents.
Directory Spot	www.directoryspot.net	Digital Family Directory. Convenient smartphone app also available and includes links to lunch menu, absence reporting, & school calendar. A "launch letter" with login instructions will be released by September 15 th .
FACTS	https://online.factsmgt.com/sig/nin/3CB3P	Online tuition management system that is also used for the billing of incidental items such as field trips, clubs and activities, etc. Families should have already registered with FACTS.

Note that the main form of communication regarding school matters is via weekly emails from Jim Spillman, Principal. Teachers may also use email and/or blogs for classroom communication.

Rules and Regulations

Consult the **2017-18 BSS Parent/Student Handbook** for details. The handbook can be found under *Important Policies and Procedures for BSS Parents* on the website.

Arrival and Dismissal times/ Extended Day Option

Please consult the BSS Website- *BSS Parents- Important Policies and Procedures-Parking Expectations* for a diagram and details of parking lot regulations.

7:00-7:45am Early Morning Extended Day available for a fee of \$5 per day per student.

7:45 Students Grades PK-8 arrive through gymnasium doors

8:00-8:15 Preschool students may be dropped off at the PS door during this time

8:00 **Students PK-8 are expected to be in the gymnasium.**

Morning Assembly Begins.

Gym doors are locked at 8:10. Tardy students must sign in with a parent at the East St. entrance.

8:15 Classes Begin

12:00 Dismissal for the AM session of PS and PK

2:20 PS and PK afternoon dismissal

2:25 Kindergarten Dismissal

2:30 Grades 1-3 Dismissal

2:35 Grades 4 & 5 Dismissal

2:40 Grades 6-8 Dismissal

On **early release days**, PS-K are dismissed at 11:45, Grades 1-3 at 11:50, Grades 4 & 5 at 11:55, and the Middle School at 12:00. Dismissal times are staggered to provide for safety in the parking lot.

2:30-3:45 Extended Day available for \$8 per student

2:30-5 Extended Day available for \$16 per student

2:30-6 Extended Day available for \$24 per student

Extended Day fees are charged to your account in FACTS. You will receive an email from FACTS before the money is billed. Please let your teacher know when a student will be attending Extended Day. Note that Extended Day is for all grade levels. Middle School students are not allowed to "hang around" waiting for pick up but must be registered in an Extended Day Classroom after the 2:40 dismissal time.

Who/When to Contact School regarding Attendance

	Preplanned	Unplanned
Absent	Email absent@blessedsacrament.org AND email student's teacher	Email absent@blessedsacrament.org BEFORE 8:15am OR call 508-668-2336
Tardy	Email absent@blessedsacrament.org AND email teacher. PARENTS MUST ACCOMPANY STUDENTS TO SIGN IN	Email absent@blessedsacrament.org OR call 508-668-2336 BEFORE 8:15am. PARENTS MUST ACCOMPANY STUDENTS TO SIGN IN
Early Release	Email office@blessedsacrament.org AND student's teacher by 9am. Students will be called to the office upon parent arrival at the office. PARENTS MUST SIGN OUT THEIR STUDENTS	Call 508-668-2336 ASAP. Students will be called to the office upon parent arrival at the office. PARENTS MUST SIGN OUT THEIR STUDENTS.

Service Hours

Families are required to perform 15 hours of service to help defray tuition increases. Hours MUST BE ENTERED INTO MSP to receive credit for hours worked. Consult the Parent/Student Handbook for details on Service Hours. Note that all volunteers must have a background (CORI) check each school year before volunteering. We encourage all volunteers to take a VIRTUS training class offered by the Archdiocese. More information is on the School's website.

Uniforms

Students in grades K-8 are required to wear BSS school uniforms, which can be purchased from JB Pride in West Roxbury. Land's End also sells most of the BSS uniform items, and limited items are available in the BSS Used Uniform Closet. Consult the handbook for uniform rules, and check the website for more uniform ordering details, such as school ID codes, etc.

Lunches

School lunches may be purchased in advance on a yearly or half year basis. If a half year or full year lunch program is not selected, lunches are billed through FACTS in arrears. Lunch menus can be found on the school website as well as on the Directory Spot app. A daily milk program is also available.

Clubs, Activities

Mr. Spillman's weekly emails will notify parents when club and activity registration begins. Flyers will be posted on the website. Most Clubs and activities are paid via the BSS FACTS Incidental Billing System.