



## Welcome to Blessed Sacrament School 2018-19

Principal	Dustin Demers	508-668-2336, x 1051	<a href="mailto:ddemers@blessedsacrament.org">ddemers@blessedsacrament.org</a>
Vice Principal	Jen Roy	508-668-2336, x 1052	<a href="mailto:jroy@blessedsacrament.org">jroy@blessedsacrament.org</a>
Office Manager	Linda Lucia	508-668-2336, x 1050	<a href="mailto:office@blessedsacrament.org">office@blessedsacrament.org</a>
School Nurse	Elaine Lannigan	508-668-8175	<a href="mailto:nurse@blessedsacrament.org">nurse@blessedsacrament.org</a>
Bookkeeper	Barbaramary Horgan	508-668-2336, x 1053	<a href="mailto:bookkeeper@blessedsacrament.org">bookkeeper@blessedsacrament.org</a>
Food Services	Cafe/Kitchen	508-668-2336, x 1056	<a href="mailto:cafe@blessedsacrament.org">cafe@blessedsacrament.org</a>
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.		<a href="mailto:schoolboard@blessedsacrament.org">schoolboard@blessedsacrament.org</a>
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.		<a href="mailto:bsspc@blessedsacrament.org">bsspc@blessedsacrament.org</a>
Teachers' and other staff members' contact information can be found on the BSS Website as well as in through the Parent Portal.			

### Communication

<b>School website</b>	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.
<b>Parent Portal</b>	Available through link on school website	This platform is used for attendance, communication, service hour reporting, and for progress reporting in grades 4-8. Login information will be shared at the beginning of the school year. Parent Portal will serve as the parent directory and the connection to the FACTS billing program for all families at BSS.

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

**Rules and Regulations** Consult the **2018-19 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 <a href="mailto:absent@blessedsacrament.org">absent@blessedsacrament.org</a> AND email student’s teacher	Email <a href="mailto:absent@blessedsacrament.org">absent@blessedsacrament.org</a> BEFORE 8:15am OR call 508-668-2336
Tardy	Email <a href="mailto:absent@blessedsacrament.org">absent@blessedsacrament.org</a> AND email teacher. PARENTS MUST ACCOMPANY STUDENTS TO SIGN IN	Email <a href="mailto:absent@blessedsacrament.org">absent@blessedsacrament.org</a> OR call 508-668-2336 BEFORE 8:15am. PARENTS MUST ACCOMPANY STUDENTS TO SIGN IN.
Early Release	Email <a href="mailto:office@blessedsacrament.org">office@blessedsacrament.org</a> 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 Renweb 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 half year basis due to the pilot nature of the program. If a half year lunch program is not selected, lunches are billed through FACTS in arrears. Lunch menus can be found on the school website and the Parent Portal. A daily milk program is also available.

**Clubs, Activities** Mr. Demers’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.