

September 13, 2017

Good Afternoon,

I hope that each of you have been able to get outside to enjoy this beautiful late summer weather. The first "full" week of school has gone well so far. I'm sure that you have some tired kids at home already!

Here are this week's updates:

**(1) Parent Collaborative Meeting - Thursday at 8:15:** The first Parent Collaborative meeting of the new school year will be held tomorrow morning at 8:15 in the school cafeteria. Join us to hear a ton of information about events and activities the PC is planning for our students and families this year.

If you are free, we hope that you will also join us for our first school Mass at 10:00 in the church.

**(2) Parking Reminders:** We have two additional parking reminders to share with everyone this week:

- If you park and stay for morning assembly in the morning, please make sure that you are only parking in the spaces located in middle of the parking lot. The spaces around the perimeter are reserved for our faculty and staff, and we have just enough to accommodate our full staff.

- Please make sure that you do not use the "upper parking lot" - the parking spaces located between the church and school - for pickup or drop off at any time, including during extended day. These spaces are reserved for the parish staff at all times.

Thank you to everyone for your cooperation, and for taking the steps necessary for our parking lot to run smoothly and safely.

**(3) Casual Day- Friday, September 15:** This Friday will be a casual (no uniform) day for all students who bring in at least \$1 to benefit our charity of choice. Usually we wait a little longer for our first casual day of the school year, but I want to make sure that our school contributes promptly to the hurricane relief efforts that are underway in Texas, Florida and the Caribbean.

The money we collect this Friday will specifically go toward helping Catholic schools impacted by the storms to rebuild, reopen, and re-enroll students. This is an initiative sponsored through the National Catholic Educators Association (NCEA) called "Student to Student: A Catholic School Response for Hurricane Relief," and we are happy to be able to participate in this nationwide effort among Catholic schools. As always, your generosity is appreciated.

**(3) Used Uniform Closet:** The used uniform closet will be open for sales this week:

Thursday, 9/14, 9:15am-9:45am (after the PC meeting)

Friday, 9/15, 8:15am-8:45am (after morning assembly)

Evening sale hours will be offered next week on Back to School night:

Thursday, 9/21, 6:30pm-7:00pm and 8:00pm-8:30pm (before and after the presentation)

The used uniform closet is located at the main office, next to the principal's office. Payment by cash or check is accepted. (FACTS billing is NOT available for this event.)

Donations of gently used uniforms are accepted at any time throughout the school year. Look for the donation bin labeled "Used Uniforms" to the right of the gym doors (in the corner of the foyer, next to the Lost and Found bin).

**(4) Amazon Smile - Choose Blessed Sacrament School:** I am sure that many of our families make regular online purchases through Amazon. Did you know that you can also support BSS while doing so? Please take a moment to visit [smile.amazon.com](https://smile.amazon.com) and choose Blessed Sacrament School as your charitable organization. Then, when you make purchases through Amazon, and do so my starting your purchase at [smile.amazon.com](https://smile.amazon.com), .5% of your purchases will go directly to BSS. We received hundreds of dollars from this program last year - know that every little bit helps! Thank you for taking a few second to set this up with your Amazon account.

**(5) Reminders from Mrs. Murphy in the Front Office:**

- Please take advantage of our Directory Spot app, which was introduced to everyone in an email on Monday. See the attached letter for more information about how to set this up on your phone or home computer.

- If you have not yet returned your student/family verification forms, please do so ASAP.

- The second attached document answers many of the Frequently Asked Questions that we get here at BSS. Specifically, the document tells who/when to call for absences and early dismissals. If your child will be absent, tardy, or needs to be dismissed early, please be sure to let us know by 8:15.

Print and post this document at home so that it can serve as a resource for you throughout the year.

-----

We hope to see many of our parents tomorrow morning at our PC meeting and school Mass. Enjoy the rest of the week.

Jim



# Welcome to Blessed Sacrament School 2017-2018



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	Cathy Murphy	508-668-2336, x 1050	cmurphy@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		617-678-1345	
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

<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>My Students Progress (MSP)</b>	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.
<b>Directory Spot</b>	<a href="http://www.directoryspot.net">www.directoryspot.net</a>	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 <sup>th</sup> .
<b>FACTS</b>	<a href="https://online.factsmgt.com/signin/3CB3P">https://online.factsmgt.com/signin/3CB3P</a>	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**

	<b>Preplanned</b>	<b>Unplanned</b>
<b>Absent</b>	Email absent@ <a href="mailto:absent@blessedsacrament.org">blessedsacrament.org</a> AND email student's teacher	Email absent@blessedsacrament.org BEFORE 8:15am OR call 508-668-2336
<b>Tardy</b>	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
<b>Early Release</b>	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 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.

For privacy reasons, please contact Cathy Murphy  
at the Main Office for the Directory Spot Launch  
Letter to be emailed directly to you.



**Cathleen A. Murphy** • Office Manager

**Blessed Sacrament School**

**Phone:** [1-508-668-2336](tel:1-508-668-2336)

**Email:** [cmurphy@blessedsacrament.org](mailto:cmurphy@blessedsacrament.org)

808 East Street, Walpole MA 02081



<http://school.blessedsacrament.org>