

# **BISHOP SCHAD REGIONAL SCHOOL**

**A SCHOOL YOU CAN HAVE "FAITH" IN!**



## **2009 – 2010 PARENT/STUDENT HANDBOOK**

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## **FORWARD**

The Old Testament instructs us to: “Love the Lord your God with all your heart, with all your soul, and with all your strength. Emphasize this with your children; speak of my laws to them at home and abroad, whether you are busy or at rest.” (Deut. 6: 7-8).

In the New Testament, Jesus tells us to: “Welcome the little children for such is the kingdom of God” (Luke 18: 16-17).

The priests, administration, faculty, and staff of Bishop Schad Regional School embrace these charges when providing our students with the best religious and academic education possible.

This handbook contains the school’s policies. We ask that you take time to read it thoroughly with your children. Your support and cooperation, as parents, are vital to the successful implementation of these policies.

## **PHILOSOPHY**

BSRS seeks to present a clear vision of our faith, worship, and daily living. Our message is the “Good News of Jesus Christ.” All students are encouraged to blend Christian values into their spiritual, intellectual, social and physical growth.

The goals of the priests, administration, faculty and staff are to help each student:

- Develop a positive self-concept;
- Foster a concern and love for each other;
- And, through personal involvement, develop mutual support and cooperation for others.

## **MISSION STATEMENT**

Bishop Schad Regional School, in the presence of Jesus, provides an academic environment promoting life-long learning and the development of intellectually mature and morally responsible people of faith, vision, and purpose.

## **BELIEF STATEMENTS**

- We believe all children within our school family are valuable individuals and capable of learning.
- We believe it is our responsibility to meet the individual needs of all our children within a safe and secure environment.
- We believe in our ability to create programs and secure resources required to meet the needs of our school community.
- We believe in developing problem-solving and critical thinking-skills among all stakeholders.
- We believe in relevant instruction for students and the creative expression within each.

## **IMPORTANT NOTICE**

**The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.**

**Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.**

**The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.**

## **SCHOOL-COMMUNITY PHILOSOPHY**

We strive to provide a nurturing environment in which all children can flourish and grow, and enhance self-worth.

- We care about all children within our school family.
- We strive to meet the individual needs of all of our children.
- We believe in our ability to create programs and secure the resources needed to meet our needs.
- We believe in our ability to solve problems.
- We respect one another and believe in setting and modeling appropriate behavioral standards for all students.

We strive for academic excellence in a stimulating school environment.

- We try to instill in all children a love for learning.
- We value problem-solving skills and critical-thinking skills.
- We value creative expression in all hearts.
- We believe instruction should be relevant to children's lives.
- We value bright, attractive, inviting and stimulating classrooms.
- We continually examine our curriculum and instructional practices to ensure educational growth and the best possible program for children.

We value close ties among children, staff, parents, and the community.

- We value frequent contact between parents and staff to ensure a connection with all aspects of school life.
- We value the mutual sense of appreciation within the school community.
- We work together and plan whole-school experiences as well as activities across grade levels.
- We strive for mutual understanding and respect between the school, the parishes, and the community.

**We all share a sense of pride in being associated with our school family.**

### ADMISSION POLICIES

BSRS admits students of any race, color, nationality or ethnic origin. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic and/or school-administered programs.

A letter from a pastor stating that the family is registered in the parish must be presented when enrolling the first child of the family.

Non-Catholics are admitted if there are openings, with the understanding that the students will participate in religion classes and religious activities.

***Students entering Kindergarten:***

Pupils must be five years of age by September 30<sup>th</sup>.

***Required Certificates:***

Birth certificates, Baptismal certificates, and immunization records must be presented at the time of enrollment.

***Transfer Students:***

A transfer card, report card, and medical record must accompany the admission of a child to grades 1-8.

## ACADEMIC POLICIES

BSRS uses a quarterly program utilizing four deficiency notices and four report cards. These reports keep parents and students well informed regarding pupil achievement and areas for needed improvement. Dates are available on the yearly calendar, which inform parents when deficiency notices and report cards are being sent home. Additionally, this information is included on the school's monthly calendar. Parents should notify the school if they do not receive the report card on the date listed on the official school calendar.

The interpretation of letter grades, set by the Diocesan Office of Education is as follows:

A+	97-100
A	93-96
B+	89-92
B	85-88
C+	81-84
C	77-80
D+	74-76
D	70-73
F	below 70

The following honors are awarded with each graded report card to students in grades 4-8:

- Principal's List      A+, A
- First Honors      A, B+
- Second Honors      B or higher

Marks must be attained in all major subjects: Religion, Reading/Language Arts, Math, Social Studies, and Science.

### ***Conferences:***

Parent/teacher conferences are held every year. The purpose of these conferences is to foster communication between the family and the school regarding the progress and well being of the student. All parents/guardians are encouraged to take part in these conferences. Additional conferences may be set up at the request of either the parent or the teacher regarding specific concerns. Please contact the teacher at school to set up an appointment.

### ***Homework:***

The policy of BSRS is to assign homework, reading, written, or study. Homework assignments will vary according to classroom, subject area and grade level. Reading should be a nightly component of homework. Reading Logs are a required component of homework. Homework assignments:

- Provide experience in research and extended assignments, which require more time or more extensive material than can be provided in the classroom.
- Develop, reinforce, or provide practice in the subject areas being covered in the classroom.
- Provide enrichment by allowing the child to extend the materials and information provided in the classroom by working independently and sharing his/her findings with the class.
- Encourage responsibility and organization of time.

It is the responsibility of the student to do his/her homework and return it to school. Failure to either do or turn in homework will have an adverse affect on the student's academic grade for a given subject.

Students who are absent, for whatever reason, will pick up their homework and missed class work when they return to school or they may retrieve it from the school's website. Students will have as many days as they were absent to turn in their homework/class work. Provisions will not be made for parents to pick up homework during the school day.

***Promotion and Retention:***

Promotion and retention are based on the academic, physical, emotional, and social growth of the student. When retention of a student is being considered, the parent must be notified by the second progress report. Final decisions for retention are decided by the principal, and will be forwarded to the parents by the principal no later than May 15<sup>th</sup>.

***School Records:***

The permanent record of a student is open to the parent and student. If parents/guardians would like to view the records of their child, they must send a written request to the school office for an appointment.

School records are forwarded to another school, if officially requested by the parent/guardian. **Records are not forwarded unless tuition and other fees are paid in full.**

**ATTENDANCE**

School attendance is an integral component of student success and growth. In accordance with Diocesan policy:

- 10 cumulative days of unexcused absence will result in a written warning notice being sent to the parents. It is expected that the parents will respond to the principal as a result of the warning.
- 19 cumulative days of absence will result in a parent/counselor/principal conference to discuss the situation and resulting consequences.

***Arrival:***

Schoolyard coverage begins at 7:15 A.M. Students are admitted into the school building at 7:25 A.M. Students are expected to be in their classroom prior to 7:40. Opening prayers begin at 7:40. Students arriving after 7:40 will be marked tardy unless this occurs due to a problem with a school bus.

Students arriving at school between 7:15 and 7:40 must enter the building in the morning through the Myrtle Street entrance. Students arriving after 7:40 must enter the building through the Landis Avenue entrance, accompanied by a parent. We ask that you explain the reason for the late arrival.

***Tardiness:***

When a student is tardy (arriving after 7:40), a parent must accompany the student into the office through the Landis Avenue entrance.

***Absences:***

If a child is to be absent, the parent/guardian must notify the school by 9:00 A.M. Please follow the telephone prompts to leave a message reporting the absence. If the school has not heard from the parent/guardian by 9:00, the school will call the parent/guardian at home or work for verification.

The student must bring a note to the homeroom teacher when returning to school.

***Early Dismissal:***

Regular attendance has a marked influence upon scholastic achievement. Therefore, doctors' appointments should be made outside of school hours when possible. Parents should notify the office in advance if their child will be picked up early. The student must be "signed out" by the parent/guardian in the attendance record book. If the child returns to school before the regular dismissal time, he/she should return to the office and sign-in before returning to classes.

***Vacations:***

Parents are asked to honor the school calendar and plan vacations to coincide with school holidays. If a family does decide to take additional days of vacation, the faculty and administration will not be held responsible for class work, homework, and tests missed by the student. Teachers are not obligated to provide tutorial help for the time missed. The parents or child will contact the teacher(s) **after** the vacation to get the work missed during the vacation time. Work will be completed within one week of the student's return unless other arrangements are specifically made with each teacher.

**CARE OF SCHOOL PROPERTY**

Respect for property is considered an important characteristic of a student's development. All textbooks are to be covered. Students are required to carry books to and from school

in a book bag/backpack. School property that is lost, damaged, or destroyed will be repaired or replaced at a cost to the parents.

### **CHANGE OF EMERGENCY INFORMATION**

Parents are requested to notify the office whenever there is a change in emergency information. It is extremely important for your child's well being that this information, especially phone numbers, is kept updated. Please keep us informed of any medical problems and present appropriate physician documentation. Also, we should be notified about any legal agreements regarding your child. Copies of these agreements should be given to the school.

### **COMMUNICATIONS**

Communication between school and home is essential. A large, blue, plastic envelope will be sent home on Thursdays containing any handouts, newsletters, announcements and PTA information.

### **CONFERENCES**

Anytime you wish to speak to your child's teacher, please request an appointment. Formal parent conferences are held once each year. Either the teacher or parent/guardian may request additional conferences, for any reason. Parent conferences are encouraged in order to maintain good communication between the school and home.

To schedule a conference, you may either call the school during school hours or send a note directly to the teacher. Teachers are not permitted to leave their classrooms to see parents or answer phone calls. Please do not call teachers at their home. Questions, issues, concerns, and difficulties should first be discussed with the teacher of the student. Open and honest communication between a parent and teacher usually clarifies or solves most situations.

### **CURRICULUM**

BSRS follows the mandated curriculum of the Diocese of Camden in all subject areas. Textbooks and supplemental materials that contain the main goals and objectives of the diocesan guidelines are chosen by the faculty and administration.

- Grades K-4 are self-contained classes
- Grades 5-8 are departmentalized classes

The religious curriculum is of primary importance and its spirit permeates the day. We begin our day with a prayer that includes a gospel reading with reflective questions along with responses to petitions and the Lord's Prayer. Many of our classes include prayers

within their daily routine and lessons. Our school day ends with the students and faculty/staff once again coming together in prayer. Students attend Mass on First Fridays and Holy Days of Obligation. Prayer services are incorporated throughout the year in addition to Penance services, which the classes develop with the aid of a deacon or priest.

Religious instruction includes special preparation for the sacraments of Penance, Eucharist, and Confirmation. Parents of students being prepared for the sacraments are required to attend meetings in their parishes to assist their children in their preparation. Students receive the sacraments of First Penance, First Eucharist, and Confirmation in the parish in which the family is registered. The pastors must approve any exceptions and Directors of Religious Education by both parishes concerned.

The religion program is enhanced by a special family life program that discusses such topics as drug abuse, AIDS awareness, and sexual growth and development.

Physical education, art, music, library, and Spanish are scheduled weekly for students. Computers are also used in the classrooms for the reinforcement and enrichment of curriculum. Additionally, a computer lab is available for classes. Students and parents will sign Internet Contracts.

## **CUSTODY ISSUES**

If there is a family situation, which limits or forbids access to a child by the non-custodial parent, the custodial parent should provide a copy of the court order to the main office.

## **CHRISTIAN LEARNING ENVIRONMENT PROCESS**

### ***Student Code of Conduct:***

The essence of Christian discipline is self-discipline. The rules of conduct for BSRS students aim at developing an inner discipline that will be shown by respect for authority and by recognition of the rights of all members of the school community.

The following code of conduct is mandated:

1. Students should be aware that their first obligation is to give service to God and others.
2. Students should cooperate with all school personnel by following directive willingly and by offering service.
3. Students should give proper respect and courtesy to all school personnel: faculty/staff, aides, and volunteers.
4. Students are required to wear the complete school uniform unless permission is given, such as during Scout Week or dress-down days.
5. Students should be on time for school; students may not leave the school premises once they have arrived.

6. Students should try to use class time as effectively as possible by taking pride in doing their best and helping to provide an atmosphere in which real learning takes place.
7. Students are responsible for the completion of all homework assignments and projects, and for turning them in on time. Failure to do so will adversely affect the academic grade and conduct record.
8. Students should obey all the rules and regulations of the school and their individual classroom.
9. Students are required to take care of the things given them for their use. Textbooks are to be covered and given proper care.
10. Students may not chew gum anywhere on school property.
11. Students should walk through the building and maintain a quiet atmosphere so that classes are not disturbed.
12. Students are expected to show a Christian attitude toward one another. Therefore, fighting, abusive/foul language, obscene gestures, roughness, excessive taunting, or any similar conduct is forbidden and will have serious consequences.
13. Students may play with balls made of soft material; violent games are not permitted.
14. Students must keep their hands, feet, and objects to themselves.
15. While it is not possible to list every type of conduct that may require correction, the following is a list of some types of behavior that are not acceptable in a Catholic School and which may warrant suspension, expulsion, and in some cases civil prosecution:
  - Gross insubordination and/or showing disrespect to teachers and other persons of authority by word, gesture, or action
  - Falsification of parent signature.
  - Stealing, cheating
  - Cutting classes, truancy
  - Damaging property or defacing school property or the property of others
  - Bringing weapons or instruments that could be used as weapons to school
  - The possession or association with pornography, alcohol, cigarettes, or drugs on school property, or in any activity connected with the school in anyway, including but not limited to Internet websites, dances and sports.

### **CELL PHONES ARE PROHIBITED IN SCHOOL AND ON FIELD TRIPS.**

Students may not bring cell phones to school. This includes carrying them in book bags, purses or pockets. Additionally, students may not take cell phones on field trips. Students who bring cell phones to school will have the phones confiscated and may face suspension.

#### ***Rationale:***

The rationale for these rules follows two educational rights:

- The right of the student to be taught
- The right of the teacher to teach

The school and classroom rules provide an environment in which these two rights are respected. Therefore, observation of the stated rules is mandatory for all students.

Teachers are the primary persons responsible for promoting a respectful and creative classroom atmosphere where the right to teach is observed by students. The school rules and subsequent classroom rules are established to:

- Promote the living of Jesus' message
- Provide the best possible learning environment
- Protect the physical safety of all students and staff.

The observance of school and classroom rules is necessary and mandatory. The consequences for disregarding them will be promptly and strictly enforced.

***Positive Reinforcement:***

Most students realize the need for school and classroom rules and appreciate a positive and disciplined learning atmosphere. The staff will establish positive reinforcement awards to encourage this attitude.

***Process for Enforcement of Rules:***

BSRS will employ various disciplinary measures including suspension and expulsion for behavior that is not consistent with the proper atmosphere for a Catholic school. This section of the handbook explains the types of disciplinary action typically imposed for various types of misconduct and prohibited behavior. Please be aware that similar disciplinary action may be taken for violations that are not listed if the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. In addition, while this section explains typical disciplinary procedures, the principal and the pastor have the authority to alter these procedures as they determine warranted in a particular process.

Effective discipline requires a cooperative effort between parents and teachers. When school and classroom rules are disregarded by students, specific consequences will result. The following is representative of the disciplinary process:

1. The teacher issues a warning
2. The parent is notified with a possible conference requested
3. An after-school detention is assigned
4. A conference is held with the teacher, parent, student and principal in order to remedy the situation
5. Suspension ( in-school or out-of-school) of the student.

If the above steps are not effective in changing the negative behavior, a conference will be held with the parent, teacher, student, principal and pastor to consider expulsion.

Grave and serious offenses may warrant immediate suspension and/or expulsion at the discretion of the principal and/or pastor.

**Parents are expected to support the school rules and aid their children in following school rules. Students and parents who consistently refuse or fail to follow the school rules will be asked to find an alternative educational setting.**

***Detention:***

Detentions will be issued for:

- consistent tardiness
- disrespect
- incomplete homework
- failure to comply with the dress code
- improper written or verbal language
- any and all violations of school regulations

Notice will be sent home at least one day ahead of the detention date in order that parents may arrange transportation if needed.

***Cheating Policy:***

BSRS strongly stresses the importance of doing your best rather than the grade. If a student chooses to cheat on a test or assignment, the student will receive a zero on the test or assignment. If another student is actively involved in the cheating, he/she will also receive a zero.

***Physical Fighting:***

BSRS does not permit any physical fighting. Any student involved in a physical fight will be suspended immediately and will not be readmitted to class until the parent and student have a conference with the principal or delegated authority.

***Suspension:***

The principal has the right to suspend a student for consistent or grave infractions of the school and classroom rules. The school will notify the parents/guardians if a suspension is warranted. There are two forms of suspension: in-school suspension and home suspension. In-school suspension removes the student from his/her classroom for a specified period of time. The suspension is served in another classroom or in the office. Students are separated from their peers, eat lunch in the office and lose their recess time. Home suspension has the student remaining at home for a specified period of time. The following offer some of the offenses committed by a student that may warrant suspension while under the jurisdiction of the school:

- willful disobedience to authorized personnel
- vandalism, which includes damage, destruction or defacing school property
- arson
- unauthorized entry to or use of school facilities or materials
- stealing
- possession, distribution or use of alcoholic beverages, illegal substances, or drugs
- possession of tobacco

- possession of weapons or use of objects as weapons
- continued possession of cell phones or camera cell phones
- possession or distribution of pornography
- harassment
- fighting
- harassment toward others for the purpose of intimidation or coercion
- forgery of documents and/or signatures of parents or school personnel
- repeated disruption of the learning environment
- disrespect shown toward school volunteers or personnel, verbally or by actions
- repeated violations of any school rules
- conduct, whether inside or outside of the school that is detrimental to the reputation of the school
- inappropriate representation of the school while on the internet
- for any federal offense.

### **EMERGENCY CLOSINGS**

BSRS will be closed for inclement weather conditions when the Vineland Public School District announces a closing. **Please do not call the rectory to find out whether the school will open or close due to the weather.** Announcements will be made over local radio and television stations. In addition, it will be announced on our website, [www.bsrschool.org](http://www.bsrschool.org). If, during the school day, an emergency causes an early closing, announcements will be made on our Community Safe phone messaging service, local television stations and our website. Rest assured, the students will be held in school and safely monitored until a parent or guardian is able to pick them up.

### **EXTRACURRICULAR ACTIVITIES**

The following is a list of extracurricular activities. Please note these are subject to change with additions and deletions as warranted:

- Altar Servers—grades 4-8
- CYO sports including soccer, basketball, cheerleading, and track
- Student Council
- Yearbook Staff
- National Junior Honor Society
- Art Contests
- Spelling Bees
- Presidential Academic Fitness Award
- Presidential Physical Fitness Award
- Jump Rope and Hoops for Hears
- Talent Show
- Christmas Program

- After school clubs program may include a variety of activities. Past activities have included: drama, cooking, music, art, crafts, story time, sign language, newspaper, homework, broadcasting, origami, needlecraft, CPR and others
- After School Program running until 5:30.

***Field Trips:***

Field/class trips are synonymous and are extensions of curriculum and lessons within a classroom. They are an outgrowth of the curriculum contributing to the total education of the student. Parents will be notified of such trips in advance and will be required to sign a permission slip for the trip. No phone permissions will be granted, however, last minute permissions may be faxed. Students are required to travel to and from their class trip on the school bus. This is in accordance with Diocesan policy.

Students who do not join their class on the field trip, for whatever reason, are expected to be in school. Academic arrangements will be made in school. Students are not permitted to stay home in lieu of going on the field trips.

The use and selection of chaperones for the field trips are at the total discretion of the individual classroom teacher. It is the teachers' prerogative to choose the number of chaperones needed for the trip and the method of selection. Room mothers are not automatic chaperones.

If you are not chosen as a chaperone and do not feel comfortable sending your child on a field trip without you, please do not send the student on the trip. Parents will not be permitted to arrive at the field trip destination in lieu of going as a chaperone. Additionally, non-chaperoned parents are not permitted to follow the bus.

***PTA:***

The purpose of the PTA is to aid the advancement of Catholic education and the welfare of school children, to promote school activities, and initiate fundraising activities. Annual dues are collected at the beginning of the school year. All families are encouraged and expected to join.

**MEDICAL POLICIES**

***Health regulations:***

The school office/nurse must be notified of a child's allergies.

Any pupil who is suspected of having a communicable disease shall be excluded from school. Any pupil retained at home or excluded from school due to a communicable disease will not be readmitted to the classroom until he/she presents a written note of good health from the physician.

If a student sustains a physical injury (inside or outside of school), a note is required by a physician stating the nature of the injury, any physical limitations, and when the student may return to the normal school routine.

***Health Appraisals:***

The primary responsibility for the health of the child rests with the parent or guardian and primary care provider. A comprehensive health appraisal should be completed prior to the entrance to the school. In addition to the pre-entry health appraisal, the pupil should be scheduled for a medical examination at approximately the fourth or fifth grade and again at the seventh or eighth grade.

***Home Injuries:***

School personnel (nurse) will not treat home injuries. If your child requires medical care for an injury or accident that occurred at home, please make the necessary medical arrangements to have this taken care of before the child comes to school.

***Hospitalization:***

The principal should be notified if a student is hospitalized and if the student will require a homebound tutor. A student will not be re-admitted to school without a physician's certificate stating that he/she is able to return to school.

***Illness:***

If your child is ill, has a fever or has vomited—your child belongs at home. Please do not send your child to school with the following message: "If you don't feel any better, call me."

***Illness/Injury while at school:***

In the case of illness or injury during the school day, the student will be cared for by the school nurse. If emergency medical treatment is necessary, the parent will be contacted.

In cases of extreme emergency, should school personnel be unable to reach a parent/guardian or other designated person(s) on the school emergency form, the school, acting in the place of the parent, will arrange for supervised transport to a source of medical attention.

***Immunization:***

BSRS follows the immunization requirements applicable to children in all New Jersey schools. Notices are sent to parents/guardians regarding the immunization deficiencies.

Parents of students are required to maintain up-to-date immunization standards. Current policy for the Diocese of Camden states that only students with medical exemptions verified by the family physician may be accepted. Religious exemptions of any kind are not accepted.

***Medications:***

Only prescribed medications that must be administered during school hours are permitted in the school building. Prescribed medications may be given at the written request of a doctor. The medication should be brought to the school by the parent in the original, properly labeled, container and given to the school nurse.

## **RELIGIOUS EDUCATION**

The purpose of Catholic Education as stated by the American Bishops in “To Teach as Jesus Did” embraces four interlocking dimensions of Message, Community, Service and Worship. Religious Education at BSRS strives to awaken students to a growing awareness of the values they hold and enable them to internalize a Christian value system.

Parents play a key role in the religious development of their children, primarily by the strong influence of their Christian witness. As the first religious educators, parents are also involved in the sacramental preparation of their children through special meetings and evenings of prayer preceding the reception of Penance and Eucharist.

We believe that Gospel truth and values should be integrated throughout the entire curriculum. Students are provided with frequent liturgical experiences adapted to their age level and designed to foster spiritual growth. Dialogue with God, with each other, with their teachers, and with their families is used to help students come to a genuine lived faith response. The message they receive, the fellowship they experience and the skills they develop in school should enable students to grow in their commitment to service of God, one another and the local and world community.

## **TRANSPORTATION**

### ***Busing:***

The following public school districts provide busing: Vineland, Buena, and Millville. Applications must be filled out at the time of registration and at the end of each school year to request this service. Districts, which do not provide transportation, give a reimbursement to the parent. Application for these funds is required.

### ***Car Riders:***

All students who arrive by car must be dropped off on Myrtle Street, only.

Students must be dropped off at school no later than 7:35 to provide adequate time to prepare for the school day. Teachers and safeties are available until 7:40 to monitor and assist students. If you park your car in the church parking lot and walk your child(ren) across Myrtle, please say good-bye at the fence.

Parents picking up their children must park in the church parking lot and walk across Myrtle Street in order to pick up their children in the area between the church and the

school. Do not park in the handicapped areas, unless you are handicapped, do not double park and do not pull into the parking area directly in front of the school.

***Walkers:***

Students who walk home or to the library must obey the crossing guards and follow traffic signals. Students may not deviate from their path without the direct permission from their parents and a note to the school.

## TUITION

Tuition rates are based on the projected school budget for the coming year. Tuition must be current in order to receive report cards. At the end of the school year, all tuition must be paid in full in order to participate in graduation ceremonies, receive a report card, register for the following year or be provided with a transfer card.

## UNIFORM/DRESS CODE

***General Information:***

- **Hair:** Must be neat, groomed and of reasonable length. Hair should be arranged off the face. No extreme styles are permitted. Bangs must be above the brow; boys' hair must not extend over the back collar; no flip bangs. Dyed, colored, or highlighted hair is not permitted.
- **Facial hair:** Mustaches and sideburns are not permitted.
- **Jewelry:** Excessive jewelry is not permitted. Boys are not permitted to wear earrings. Girls may wear only one pair of earrings at a time. K-4 may wear post earrings only; grades 5-8 may wear post or hoop earrings. Hoops may not be larger than a dime. Multiple earrings, dangling earrings, hoops and watches that make sounds will be confiscated and kept until the end of the school year.
- **Make up and nails:** Make up, lip-gloss, eyeliner, and nail polish, nail tips, press-on nails and acrylic nails may not be worn or brought to school. Clear nail polish only, is permitted. Girls that come to school with improper nail polish will be sent to the school nurse to have the polish removed. Girls who come to school with make-up will be sent to the nurse to wash her face. Continued violations will result in administrative intervention including detention and suspension.
- **Shoes:** Students must wear the approved styles of black school shoes listed on the website as both the uniform and gym shoes.

**SHOES WHICH WILL NOT BE PERMITTED IN SCHOOL INCLUDE THE FOLLOWING:** Adio, Etnies, DC Shoes, 1-Path, Circa, Vanns, 'es, DVS; Sneaux, Emerica, Lands End summer mocs and all weather mocs, and any other shoe that may be of the same style as the ones listed above.

- **Boots:** Boots may be worn during inclement weather; however, shoes should be brought to school to wear throughout the day.
- **Enforcement:** The uniform policy will be strictly enforced. Students not conforming to this policy will receive a uniform code violation notice requiring a parent signature. Detentions will be administered for continued violations.

Please refer to the Cheryl's Uniforms link on our webpage to view the school uniforms and accepted colors for polo shirts.

***Uniforms for Boys:***

- School uniform navy blue slack or shorts (shorts can only be worn in Sept/Oct and May/June)
- Long/short sleeved polo shirts
- Black/Navy blue socks
- A dark belt is to be worn with the slacks

Navy blue sweaters may be worn whenever necessary.

***Uniforms for Girls:***

- Navy blue shorts, culottes, navy blue slacks, plaid jumpers, plaid skirts
- Long/short sleeved polo shirts, white blouses
- Socks, knee socks, tights
- Culottes must be the style sold at the uniform store.
- **Skirts, jumpers, and culottes shall not be worn shorter than 2 inches above the knee!**

Navy blue sweaters may be worn whenever necessary.

**ALL UNIFORM SHIRTS FOR BOTH GIRLS AND BOYS ARE TO BE TUCKED IN NEATLY.**

Gym uniforms are worn on gym days. Gym shirts do not have to be tucked in.

Students may wear their gym outfits or their gym bottoms with the gray BSRS t-shirt on half days (not including those at the beginning or end of the school year).

Students may wear their gym uniforms on half-days, excluding the first three days of school.

### ***Dress Down Days:***

Periodically, throughout the year, BSRS has dress down days. These days must still follow the rules and guidelines under general information, especially those pertaining to shoes, jewelry, and make-up. In addition, students may not wear tank tops, muscle shirts, skimp and/or see-through tops, t-shirts with inappropriate words or pictures, or belly shirts. Outfits should not reveal the mid-drift or navel. Short shorts are not permitted.

### **VISITORS**

Visitors are always welcome at BSRS. Visitors must report to the Main Office upon arrival. Parents who need to pick up their child(ren) during school hours must wait in the office while a staff member calls the student to the office. If your child forgot something and you are bringing it to the school, please drop it off in the office and the office will see to it that your child receives it. Your compliance with these regulations avoids interruptions to the instruction program and maintains building security.

### **WITHDRAWALS**

**A STUDENT TRANSFERRING FROM BSRS TO ANOTHER SCHOOL MUST COMPLY WITH THE FOLLOWING PROCEDURE:**

1. Call and inform the school office.
2. Return all textbooks and school materials belonging to the school.
3. Pay all debts including but not limited to tuition, textbook, library or cafeteria charges.
4. Obtain a transfer car from the school once debts have been settled. There is a \$5.00 transfer fee.
5. Provide the office with the name and address of the new school to which you are transferring your child.
6. Sign a permission slip from the new school for the release of school records.
7. After all routine matters are satisfactorily cleared; the secretary will forward the records upon request of the receiving school.