

# **Blessed Sacrament School**

## **Parent/Student School Handbook**

**2019-2020**



## **A Note from the Principal**

*Dear Parents and Students,*

*Welcome to Blessed Sacrament School.*

*We share the goal of ensuring that our students receive a high-quality Catholic education that prepares them for their next steps and for life. This handbook details the policies and procedures that allow our school to operate in an efficient manner and achieve that goal.*

*It is important that families take time to become familiar with the handbook. In addition to policies and procedures, information on organizations, services, and activities is also available. The handbook is a vital communication piece between the school and community.*

*Our parent community is a large part of the reason our school is so strong. We encourage parents to become active in our school and parish community. There are many opportunities to volunteer in the school and parish throughout the school year. Watch the school newsletter and parish bulletin for these opportunities. All volunteers must be Virtus trained.*

*Thank you for taking the time to read this handbook and become a part of the Blessed Sacrament School community.*

*God bless,*

*Mr. Dan Steffen  
Principal*

# Our History and Traditions

**Founded in 1921**, Blessed Sacrament School provides a quality education to 550 children in grades kindergarten through eighth grade. Located in Fort Mitchell, Kentucky, Blessed Sacrament School serves the children of Blessed Sacrament Parish, as well as children of various faiths from the greater northern Kentucky area. The school is located just seven miles from downtown Cincinnati in a quiet residential area.

With an emphasis on spiritual growth and superior academic instruction, Blessed Sacrament School promotes the involvement of the entire family in the educational process. As a three-time **National Blue Ribbon School of Excellence**, Blessed Sacrament School focuses on a complete and quality education for every student. This prestigious honor is only given to schools for excellence in student environment, teaching environment, curriculum and instruction. The school ranks in the top 10% of schools nationally on standardized tests.

## School Data

**Parish and Pastor:** Blessed Sacrament Parish, Rev. Dan Vogelpohl

**Address:** 2407 Dixie Highway, Fort Mitchell, KY 41017

**Phone:** (859) 331-3062 Email: office@bssky.org

**School Day:** 7:45-2:40

**Enrollment:** Approximately 550 students (K-8)

**Average Academic Class Size:** 20 students

**Approximate Teacher-Student Ratio:** 1:16

**Faculty:** Principal, Assistant Principal, 35 Full-Time Teachers, 2 Part-Time Teachers, 1 Full-Time Counselor, 7 Instructional Aides, 6 Part-Time Kitchen Staff, 3 Secretary/Office/Tech Support Staff

**Standardized Testing:** MAP Testing Grades K-8, NCEA/ACRE Religion Test Grades 5 and 8, High School Placement Test Grade 8

**District:** Diocese of Covington

**Accreditation:** Kentucky Non-Public School Commission, Renewed February 2014. The next accreditation process will take place during the 2018-19 school year.

**School Colors:** Navy and White

**Mascot:** Eagle

**Uniform Colors:** Navy, white, blue, khaki (7th and 8th grade), and blue plaid

**Facilities:** 27 classrooms, 3 resource rooms, media center/library, music room, art room, gymnasium, counselor's office, cafeteria

**Parents enrich our school environment.**

**Please take the opportunity to be a volunteer!**

## **VIRTUS**

In compliance with the policies of the Diocese of Covington, the Virtus training directives will be strictly enforced at Blessed Sacrament School. All parents, grandparents or other persons that will be volunteering in a classroom or the cafeteria, going on a field trip, or having contact with our children in **ANY** way must be fully trained and in compliance. Consult the diocesan website, [www.covingtondiocese.org](http://www.covingtondiocese.org) for all of the necessary information. We want to continue to be able to use one of our most valuable resources – YOU!

### **ATTENTION ALL SCHOOL VOLUNTEERS**

In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program. For more information, please login to [www.covingtondiocese.org](http://www.covingtondiocese.org). Go to **Child & Youth Protection**.

Click on the following topics:

- **Diocesan Policy** – Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office.
- **Latest Virtus Training Schedule** - Training classes offered at various locations throughout the Diocese. Dates and times are listed on the website and in *The Messenger*. To register: [www.virtus.org](http://www.virtus.org) “Registration”
- **Background Checks** – Click on **Volunteer Application** - Fill out the form and return to the school office, do not mail to Frankfort. The information will be sent to the Diocese who in turn will forward the information to Frankfort for a background check.

After completing the above items, you will be required to read a monthly bulletin online to remain Virtus compliant.

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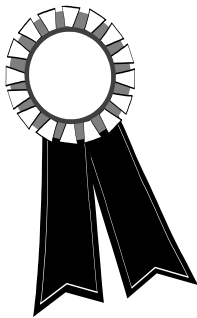
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## **Blessed Sacrament School**

### **Mission Statement**

The mission of Blessed Sacrament school is to spiritually, academically, and personally develop active Catholics using the Gospel teachings of Jesus Christ.



### **BSS – A Blue Ribbon School**

The United States Department of Education has instituted a national program to recognize outstanding schools across the nation.

In 1994, 2007, and again in 2015 Blessed Sacrament School received this prestigious award. A requirement of this award was standardized test scores in the top 10% of the country. Distinctive qualities that contributed to this award included leadership, teaching environment, curriculum and instruction, student environment, and parent and community involvement.

The entire Blessed Sacrament School community continues to strive for excellence in education.

## Philosophy of Education

People are created in the image of God, and, out of His goodness and love for them, He has redeemed them through His Son, Jesus Christ. Parents share in the process of creation and redemption and are *the primary educators of their children*. A Catholic school is a cooperative agent in that education and consequently accepts its responsibility to cooperate in the total education of each child. This education encompasses spiritual, intellectual, emotional, social, and physical dimensions. The school fulfills this responsibility in a **two-fold** manner, both being **equal** and **complementary**.

In the area of spiritual development, the goals are to instill Christian values in the children and to aid in the development of a positive self-image. Love and respect of self will lead naturally to respect for God and His church, as well as His command to love one's neighbor. For this reason, these values have both an individual and a social dimension. In the area of curriculum, the school is expected to provide a strong and appropriate academic program, which stimulates educational development in a positive atmosphere of Christian love.

A **three-fold** cooperation is necessary to achieve our philosophy:

- The school is expected to teach, in the most appropriate way, the basic skills necessary for entrance into high school.
- Students are expected to put forth maximum effort and to cooperate with the school.
- Parents are expected to be actively involved in the spiritual and academic education of their children and to give support to the policies and programs of the school.

## Our Objectives

Blessed Sacrament School, as a parish Catholic elementary school, strives to provide a Christian education adapted to the needs of each student. The purpose of a Blessed Sacrament School education is to help our students discover their personal relationship with Christ and become contributing members to their families, their parish, and their community.

As a Catholic School, Blessed Sacrament has these objectives:

For Our Students	For Our Faculty	For Our Administration
<ul style="list-style-type: none"><li>• To build within each student a desire for truth through study and examination of our Catholic faith and heritage</li><li>• To present Christian values and experiences in Christian living by forming a Christian community within the school</li><li>• To concentrate on the individual needs and capacities of each student as well as to adapt the learning situation to individual rates and levels of learning</li><li>• To focus each student's learning experience in the development of an ability to make responsible choices regarding education and the use of time</li><li>• To build within each student a positive attitude towards learning</li><li>• To create a nurturing environment and positive atmosphere at all times</li></ul>	<ul style="list-style-type: none"><li>• To encourage our teachers to be Christian leaders, helping the individual come to know, love, and serve God and others</li><li>• To focus on student learning</li><li>• To create an atmosphere of support for fellow teachers, administration, and staff in their efforts to educate students</li><li>• To use teaching methods and strategies which maximize the potential of each child</li><li>• To communicate effectively with parents, encouraging their active support in the education of their children</li></ul>	<ul style="list-style-type: none"><li>• To study the varied means of education, research, and technology in order to better promote and enrich the present curriculum</li><li>• To cooperate with nearby schools and colleges in order to make the resources of these institutions, training programs, books, and professors available to our faculty</li><li>• To establish and maintain frequent communication with parents concerning student development in order to foster students' growth</li></ul>



# Spiritual/Religious

## **Prayer**

The type of prayer said in the classroom is determined by the teacher. They may use traditional prayers or spontaneous prayer; at other times, students may be in charge of prayer selection. As a community, students pray throughout the day in their classrooms. All-school prayer services are held throughout the year. Grade-levels plan and lead these.

## **Weekly Mass**

Students attend Mass weekly. Students in grades 5-8 attend Mass on Wednesdays, and students in grades 1-4 attend Mass on Fridays. Kindergarten students attend at least once per month. All-School Masses occur monthly and revolve around the Liturgical calendar. Parents are always welcome to sit with their child's class, and they are encouraged to participate in these liturgies.

For the utmost safety our of students, beginning this year, the church will be secured, and all doors will be locked five minutes after the start of every Mass (8:45). This will happen every school Mass, and there are no exceptions. Please keep this is mind if you plan on attending Mass with your child.

## **Christian Service Hours**

In addition to the religious curriculum, students in grades 4-8 perform a given number of service hours for their parish and/or community. By doing for others, we hope that our children will see that faith necessitates action and that our Catholic faith is a service-oriented faith. As Christ ministered to others, so can we. All service hours that children perform will be documented.

### **Christian Service Hours:**

- 4<sup>th</sup> Grade – 10 hours (at least 4 outside home, including 1 parish activity)
- 5<sup>th</sup> Grade – 15 hours (at least 6 outside home, including 1 parish activity)
- 6<sup>th</sup> Grade – 15 hours (at least 8 outside home, including 1 parish activity)
- 7<sup>th</sup> Grade – 20 hours (at least 12 outside home, including 1 parish activity)
- 8<sup>th</sup> Grade – 20 hours (at least 12 outside home, including 1 parish activity)

### **Guidelines for Service Hours:**

- Service hours are reviewed by teachers in January and May.
- Parent or another adult must sign each item.
- At least one parish activity needs to be completed.

### **Parish/Community Activities**

- At least one activity needs to be completed by each student. Hours may vary.
- Opportunities will be coordinated through Blessed Sacrament Pastoral Office.

***Note:** For further information regarding any part of our religious curriculum, please call our Coordinator of Religious Education, Ms. Rosanne Thomas at 578-4753.*

## **Religion**

We follow the Diocese of Covington guidelines in teaching religion. Textbooks used are in accordance with diocesan policies.

**Theology of the Body will be incorporated in grades K-8.**

## **Sacramental Preparation**

The sacraments of Reconciliation and the Eucharist are administered to Catholic students in the second grade. The sacrament of Confirmation is offered to Catholic students in the eighth grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during these sacramental years.

Retreats are held for both second grade and eighth grade students prior to receiving the sacraments.

Students in grades 2-8 are given the opportunity to receive the sacrament of Reconciliation periodically throughout the year.

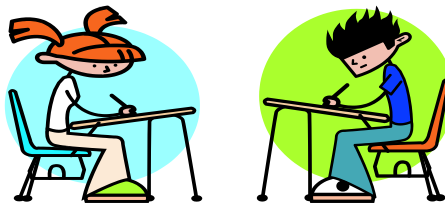
***Please note:** As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class. Non-Catholic children may have limited participation in sacramental celebrations and liturgical ceremonies at the discretion of the Pastor/Coordinator of Religious Education.*

# Academic

## *Subjects Taught:*

K-8 Religion  
K-8 Language Arts – Reading, English, Writing, Spelling, Vocabulary  
K-8 Math – Algebra is taught to advanced students in the 8<sup>th</sup> grade.  
K-8 Social Studies  
K-8 Science  
K-8 Music  
K-8 Physical Education  
K-8 Computer  
K-8 Art  
K-8 Library Skills  
2-8 Spanish

**Our school has a reading specialist, math specialist, Spanish specialists, enrichment specialist, academic support teacher, guidance counselor, and teacher aides for grades K-3.**



## *Achievement Codes for Academic Subjects*

A+100-98	B+ 92-91	C+ 84-83	D+ 76-75	F 69 & Below
A 97-95	B 90-88	C 82-80	D 74-73	
A- 94-93	B- 87-85	C- 79-77	D- 72-70	

- **Sycamore** is a computerized system parents and students can access daily to view student grades, assignments, student conduct, visits to the nurses' office, etc.
- **Report Cards** are distributed each trimester.
- **Special Subjects** P.E., music, art, and Spanish are graded courses.

## *Academic Groupings*

- Kindergarten - Grades 1-2: K-2 are self-contained.
- Grade 3: Grade 3 is departmentalized for religion, science, and social studies. Language arts (reading, writing, grammar, spelling, vocabulary, and phonics) and math are taught in each homeroom.
- Grades 4-6: Grades 4, 5, and 6 are departmentalized and are grouped heterogeneously with the exception of math in grade 6.
- Grades 7-8: Grade 7 and 8 are departmentalized. An accelerated class is offered in both language arts and math.

**Student math and language arts averages, MAP scores, and teacher recommendations** based on observations of student skills, effort, and ability determine placement in advanced courses.

# Student Academic Responsibilities

**Assignments** must be completed and handed in on time. Grades 3-8 have a student plan book that is used for all assignments. Jr. High homework is posted on Sycamore, and all tests, quizzes, and long-term assignments/projects are communicated to parents via a weekly grade-level newsletter from the teachers. Teachers, in some grades, require that parents sign their child's plan book on a daily basis.

**Homework** is an educational tool, which reinforces a concept taught or reviews previously presented material. It is not necessarily always written work: studying and reading also constitute homework. If your child is consistently taking a greater or lesser amount of time than is necessary for his/her grade level, please contact the teacher.

## Suggested time limits for homework:

Grade 1 10-15 minutes

Grade 2 15-20 minutes

Grades 3-4 20-30 minutes

Grades 5-6 30-45 minutes

Grades 7-8 45-60 minutes

When homework is assigned, the expectation is that it will be completed and turned in on time with an overall goal of increasing student responsibility.

The homework policy is meant to promote responsibility and not hurt a child's grade. ***The first two late assignments of the trimester have no penalty associated with them.*** In most grade levels, homework is a small percentage of the overall grade. If a student has ten, ten-point homework assignments and one assignment has points deducted for being late, the student would still receive 95 out of 100 possible homework points. Meetings with the student and parent are built into the policy to help find a solution if it becomes an issue. Work must be done neatly. Students may be asked to redo papers that are not neatly done.

**Toys, Bounce Bands, and Fidgets:** Toys and fidget toys are not permitted at school without explicit permission from a teacher, administrator, or written permission expressed in a child's ALP. Bringing these items without permission may result in disciplinary action.

Late Homework Policy: Grades 4 -8	
<b><i>These consequences start with the third referral of the trimester</i></b>	
Failure to Turn in Homework on due date	Responsibility Referral
Homework turned in <b><i>one day late</i></b>	75% Credit
Homework turned in <b><i>two days late</i></b>	50% Credit
Homework turned in <b><i>three days late</i></b>	No credit for the assignment
Homework turned in <b><i>four or more</i></b> days late	Warning Referral & E-Mail Home

**Communication** between home and school is essential. Parents are asked to call or email teachers if needed.

**Student Leisure Book** – All students are required to have a book of their choosing with them at all times. The object is for all students to have reading material with them throughout the school day.

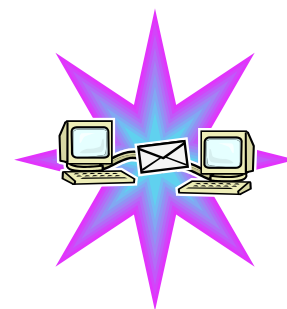
**After School** – It is the student's responsibility to take the necessary work and materials home each afternoon. Students are not permitted to come back for forgotten books once the school grounds have been cleared of cars/buses, etc. This time period is usually until 3:00 p.m. while teachers are still in their classrooms and can let students in the room. Office keys will not be given out to students/parents. If students have difficulty with this practice, our school counselor can help with organizational strategies.

# Home/School Communication

*Our goal is to keep open lines of communication between school and home so that all of our children will be successful.*

## **The BSS Website ([school.bssky.org](http://school.bssky.org))**

Our school website contains current information about our school. Parents, students, and visitors can keep up-to-date with Blessed Sacrament School news through the website or by following us on Twitter, Instagram, or Facebook. Check it out! Parents who do not have online access, please contact the office (331-3062).



## **Teacher-Parent communication is encouraged**

Our school website, Sycamore, and weekly classroom newsletters may include class updates, calendar items, tests, and long term projects. Access to student assessments is an informative feature of Sycamore for both students and parents. Other ways to communicate between home and school are the student planner, e-mail, telephone calls, and voice mail. **When problems/concerns arise, parents' first line of communication is the teacher.** Teachers are available for conferences when needed. Call the office (331-3062) to contact any teacher, or e-mail using the first letter of the teacher's first name, their full last name, and @bssky.org (e.g. Tom Smith – [tsmith@bssky.org](mailto:tsmith@bssky.org)).

**Written communication** regarding student academic progress is in the form of report cards. The school year is divided into trimesters with reports given out at the end of each trimester. Between published report cards, grades are available on Sycamore. New grades are uploaded at the discretion of the teacher. Access to **Sycamore** is given to each new family at the beginning of the school year.

**Parent-teacher conferences** are scheduled at the end of the first grading period. A parent or teacher can request other conferences at any time. We strongly encourage parents to schedule conferences with teachers if they have any concerns. We encourage students in grades 4-8 to attend conferences with their parents.

## **Parent/Visitor Sign-in Procedure**

**Any time parents/visitors come to school**, they must follow the safety procedures posted on the front door. Upon admittance, they need to stop by the school office and receive a "School Visitor Badge." Parents, please sign in your younger children also. In the event of an emergency, the sign in process allows us to account for all visitors. This policy is strictly enforced.

Parents are not permitted to "drop by" classrooms during school hours without notice or office approval. Volunteers are to report to the classroom in which they will be working. Please do not visit other areas of the building.

## **Child Custody**

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation to the contrary, the school will contact only the custodial parent. Kentucky law provides that "the custodial parent/guardian may determine the child's upbringing including his/her education." However, a non-custodial parent may have access to the child's records under one or more of the following conditions:

1. Access is granted by divorce decree.
2. The custodial parent has given written permission for limited or total access to the child's records.
3. A court order has been issued granting access of the child's records to the non-custodial parent.

In the case of joint custody, both parents' signatures must be on file.

Documentation granting or refusing access to the student's records will be kept in the student's file in the school office and counseling office.

## **School Wellness Policy**

Blessed Sacrament School believes one's physical wellness enhances the ability of the individual to grow spiritually and academically. The curriculum shall include the study of the human body, the importance of physical activity, and the importance of good nutrition. The school cafeteria will provide balanced meals each day. After school sports programs are provided through the Blessed Sacrament Booster Organization.

# Student Behavior

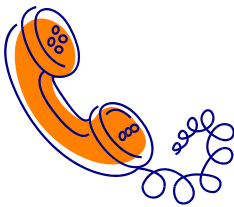
## *Respectful School Behavior*

**Students are expected to display the following positive behaviors:**

1. Exercising respectful behavior at Mass and liturgical services
2. Displaying respectful attitude toward adults and classmates
3. Using appropriate language
4. Remaining in authorized areas during the school day
5. Respecting school property as well as the property of others
6. Exercising appropriate behavior in the restrooms, cafeteria, classroom, and playground
7. Using hall passes when appropriate
8. Maintaining silence during drills
9. Using the elevator only when authorized by faculty/staff
10. Walking quietly through the hallways

## *Telephone Use*

The office and classroom telephones may be used by students for emergency calls only. Students will not be permitted to call home for forgotten lunches, homework, clothes items, etc. We have found that this procedure helps develop a stronger sense of responsibility with our students.



Students and parents should work out after school plans ahead of time so as to avoid last minute arrangements. This is necessary for activities such as scouts, sports, detention, etc. **A note is required to be written and given to the teacher to notify them of a difference in your child's after school route/routine.**

Students may have a cell phone for after school use, but it must be turned off or placed on silent during school hours. Any cell phones ringing or being used during school hours without permission will be confiscated and held in the school office until retrieved by a parent.

## **Cafeteria Behavior/Seating**

1. Do not run to seats /tables in the cafeteria
2. Be inclusive! No saving seats, denying others a place at a table, or excluding
3. Kind and friendly attitude
4. Say "please" and "thank you"
5. Line up students the following way: packers, drink purchasers, lunch purchasers
6. Students buying lunches, line up in a single file line at the register
7. No more than 8 at a table without administrator permission
8. Quiet and respectful eating (inside voices)
9. Use spoons/forks
10. Eat your own lunch only
9. No getting up and visiting other tables. All students remain seated until dismissed by cafeteria staff.
10. Students are responsible for picking up their messes, wiping tables, and throwing trash away as they leave the cafeteria.
11. When dismissed, the students may move to the playground in an orderly manner.
12. Misbehavior may result in LOSS OF RECESS AND/OR A WARNING/BEHAVIOR REFERRAL.

**Seating:** The cafeteria expectations listed above will be reviewed and made clear to all students by the teachers and administration. Students choose their own seats in the cafeteria unless they demonstrate behaviors that result in the loss of this privilege. If assigned seats become mandatory for students/a grade-level, it will be communicated to parents by the teachers explaining why this has occurred.

# Discipline Grades K-3

## Discipline

A respectful, responsible, and Christian attitude is expected at all times at Blessed Sacrament School. By respecting self and others, our students will become responsible people. When there is a breach of this respect, students receive logical consequences for their inappropriate choices. Since the school encompasses grades K-8, these consequences may vary according to the age and grade levels of the students.

## Kindergarten

The kindergarten teacher works closely with parents if a child behaves in an inappropriate manner. Usually, the problem is resolved with parents and teachers supporting one another in developing a behavior plan with set rules and logical consequences for the child.

## Grades 1-3

In general, our discipline code proceeds in the following manner:

1. When a problem arises, the teacher will discuss it with the student(s) to find the possible causes and recommend a solution. Teachers may want to use a "problem/plan sheet, which is a written contract of how the student(s) intends to help solve the problem, especially if it is a chronic one. Teachers will follow their specific discipline practice and individual discretion.
2. Logical consequences will be administered in accordance with the misbehavior.
3. Teachers in grades 1-3 maintain written/electronic records for consistent and/or special discipline situations. These records keep the parent informed as well as supply the school with a definite and logical system of reporting behavior infractions. If a child receives a number of these written referrals and chooses not to change his/her behavior, a conference between teacher, parent, student, and/or principal will take place.
4. If the problem persists, the teacher will arrange for an appointment with the principal and/or student. Parents may be notified.
5. If there is no improvement, the principal and teacher will schedule a meeting with the parents. Students may be included in the conference.
6. If any student continues to behave in an inappropriate manner, possible serious measures may be taken (deprivation of school activities, field trips, and/or suspension)
7. In the case of serious misbehavior, the administration will determine the sequence of discipline.

# Responsibility & Behavior Expectations for Grades 4-8

A respectful, responsible, and Christian attitude is expected at Blessed Sacrament School. When there is a breach of respect, students receive logical consequences and/or referrals for their inappropriate choices. Depending on severity, the administration reserves the right to determine appropriate consequences in addition to referrals.

**All disciplinary decisions are at the discretion of the administration.**

Referrals are divided into three categories: Responsibility Referral, Warning Referral, & Behavior Referral. See below for more details.

**A Responsibility Referral** – Responsibility referrals are logical consequences for student lack of responsibility. Parents will be informed of responsibility referrals via referral slip and through Sycamore. Responsibility referrals reset at the beginning of each trimester. Please see the following pages for the consequences associated with responsibility referrals. A responsibility referral may be given for, but is not limited to, the following:

- Classroom work/homework not turned in
- Classroom work/homework incomplete
- Unprepared for class
- Lacking a leisure reading book
- Violating dress code policies
- Report Card or other forms (e.g. permission slips) not signed
- Others as determined by teacher

**A Warning Referral** – Warning referrals (or behavior warnings) are meant to alert students of their inappropriate behavior and give them a chance to rectify it. Parents will be informed of warning referrals via referral slip and through Sycamore. **Every second warning referral becomes one behavior referral.** Please see the consequences for behavior referrals, as every two warning referrals becomes a behavior. Warning referrals do not reset. A warning referral may be given for, but is not limited to, the following:

- Disrupting class
- Gum chewing/eating candy
- Excessive talking in class
- Writing/passing/reading notes
- Inappropriate/disrespectful language of any type
- Alteration of hair color
- Others as determined by teacher

**Behavior Referral** – Behavior referrals are meant to be a logical consequence for blatant inappropriate behavior. Behavior referrals do not reset. Please see the consequences for behavior referrals on the following pages. A behavior referral can be given directly or issued as a result of accumulating two warning referrals. A behavior referral may be given for, but is not limited to, the following:

- Missing a morning tardy detention
- Accumulating two warning referrals
- Blatant or repeated disrespect of teachers, staff, parents or fellow students
- Cheating on homework, class work, quizzes, tests or exams (this includes copying, talking, or assisting others in cheating).  
Upon completion of the assignment, a grade of up to 60 may be given *at the discretion of the administration.*
- Plagiarism (see page 17)
- Misusing/damaging school property
- Leaving school grounds without permission
- Profanity of any type
- Talking or exhibiting inappropriate behavior during drills
- Blatant disregard of dress code e.g. hair color change/style
- Racial remarks
- Use of cell phones or other prohibited electronic devices
- Others as determined by teacher/division

**Responsibility Referral Consequences: Grades 4-8:**

Responsibility referrals reset to zero at the conclusion of each trimester.

Homework lab is held during recess and is a time for students to complete work they missed or other school work. If a teacher informs a student that they need to attend homework lab, they are responsible for attending. Failure to attend will result in a warning referral.

<b>Responsibility Referrals: Grades 4 - 8</b>	
<b>Number of Referrals</b>	<b>Consequence</b>
<b>1</b>	Warning & parent notification via referral slip
<b>2</b>	Warning & parent notification via referral slip
<b>3</b>	Homework lab during recess, parent notification via referral slip, & grade deduction
<b>4</b>	Homework lab during recess & parent notification via referral slip, & grade deduction
<b>5</b>	Homework lab during recess, parent notification via referral slip, grade deduction & student meets with homeroom teacher to develop a plan. Administration included as necessary
<b>6</b>	Homework lab during recess, grade deduction, & parent notification via referral slip
<b>7</b>	Homework lab during recess, grade deduction, & parent notification via referral slip
<b>8</b>	Homework lab during recess, & grade deduction. Student, parent, and teacher meet to discuss and revise plan. Administration included as necessary
<b>9</b>	Homework lab during recess, grade deduction, & parent notification via referral slip
<b>10</b>	An individual plan will be developed and implemented by teachers & administration for students accumulating 10 responsibility referrals within a trimester. Parents will be contacted. A copy of the plan will be shared with all teachers and kept on file

**Warning & Behavior Referral Consequences: Grades 4-8:**

Warning and behavior referrals do not reset. They accumulate throughout the school year.

<b>Late Homework Policy: Grades 4 -8</b>	
<i>These consequences start with the third referral of the trimester</i>	
Failure to Turn in Homework on due date	Responsibility Referral
Homework turned in <i>one day late</i>	75% Credit
Homework turned in <i>two days late</i>	50% Credit
Homework turned in <i>three days late</i>	No credit for the assignment
Homework turned in <i>four or more</i> days late	Warning Referral & E-Mail Home

Every two warning referrals equals one behavior referral.

<b>Warning &amp; Behavior Referrals: Grades 4 - 8</b>	
<b>Number of Behavior Referrals</b>	<b>Consequence</b>
<b>1</b>	<b>Detention &amp; parents contacted.</b>
<b>2</b>	<b>Detention &amp; parents contacted.</b>
<b>3</b>	<b>Detention, parents contacted, loss of one lunch/recess with peers, &amp; student meets with counselor &amp; homeroom teacher to develop a plan. Loss of leadership position.</b>
<b>4</b>	<b>Detention &amp; parents contacted. Plan developed above followed.</b>
<b>5</b>	<b>½ Day suspension at parent expense. Parents and student meet with teacher, counselor, and administrator to review and revise plan.</b>
<b>Each Additional Behavior</b>	<b>Consequences at the discretion of the administration. May include but not limited to: loss of privilege (field trip, activity, etc.), full day in-school suspension (at parent expense), or others.</b>

A parent's refusal to sign a referral, detention, or suspension, does not negate the consequence/s.



## Discipline Grades 4-8 (continued)

Fighting, stealing, destruction of property, use of drugs, possession or use of weapons are strictly forbidden. Consequences could include, but are not limited to, suspension or expulsion.

**Search and Seizure:** Desks, coat-racks, school books, lockers, etc. are the property of Blessed Sacrament School and may be periodically checked by teachers or the administration. Students' personal property could be searched for reasonable cause in accordance with the state's search and seizure procedures.

**Principal/Pastor reserves the right to suspend or expel any student at any time for serious or disrespectful actions that could include, but are not be limited to, activity involving fighting, harassment, threats, weapons and/or drugs. At all times, disciplinary actions are at the discretion of the administration.**

### Plagiarism

A curriculum teaching research to students was developed by our teachers and has been implemented by the faculty. The curriculum builds from the primary grades through junior high school.

Students in grades 4-8 are taught the meaning of plagiarism and are given concrete examples as they work on research projects and other assignments. Much time is dedicated to student understanding that taking another's work for one's own is dishonest. The consequence for plagiarism in 7th and 8th grade is a zero for the assignment. Students in grades 4 through 6 may be allowed to do the assignment over for a partial credit. The administration will consult with the faculty on all incidents of plagiarism. All students will receive a detention.

According to the New World Dictionary, plagiarism is the act of taking ideas, writings, etc. from another and passing them off as your own. Knowing when to document information is key to avoiding plagiarism. The following table provides some guidelines for documentation. Please review this with your children.

Need to Document	No Need to Document
<ul style="list-style-type: none"> <li>When an individual uses or refers to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, or other medium</li> <li>Individuals must also document: information gained through interviewing another person; copying exact words or "unique phrases" from somewhere</li> <li>When one reprints any diagrams, illustrations, charts, and pictures</li> <li>When using ideas others have given you in conversations or over email</li> </ul>	<ul style="list-style-type: none"> <li>When writing about your own experiences, observations, insights, thoughts, or conclusions about a subject</li> <li>When using "common knowledge" - folklore, common sense, observations, shared information within your field of study or culture</li> <li>When compiling generally accepted facts</li> <li>When writing up your own experimental results</li> </ul>

# Discipline Grades K-8

## ***Stealing/Destruction of Property***

Stealing and destruction of property are serious offenses. These infractions will be dealt with on an individual basis depending on the severity. Consequences include behavior referral, suspension, expulsion, retribution, involvement of civil authorities, and any other consequence that the faculty/administration deem appropriate.

## ***Drugs***

Possession and/or being under the influence of any unauthorized controlled substance and/or drug is grounds for immediate suspension. The principal will meet with parents and other personnel to determine how each offense will be handled. A note is required from parents for permission to take any medication at school. All medication is to be brought to the office.

***Please note: School personnel are legally NOT permitted to dispense a medication, including aspirin, for any reason unless the parent brings in medication in the prescribed package and returns the proper forms to the school office. Students are forbidden to give any medication to another student.***

## ***Weapons***

Possession or use of instruments of harm (weapons) are strictly forbidden. In the case of any student found in the possession of a weapon, the parents will be called to take the student home. The child will be faced with the *possibility* of the following:

1. Principal, parent, student conference
2. Suspension until a member of the administration interviews the student's parent(s)
3. Psychologist / psychiatrist reports on mental stability of student
4. Withdrawal of the student's right to participate in school activities and/or other serious consequences
5. Police notification
6. Dismissal from school

## ***Teasing/Bullying and Threats***

Often, threats are a result of chronic teasing/verbal abuse of another student. At other times, threats can be a result of discussions in a group of students that escalate to a stated threat. In these examples, any student involved, whether or not she/he was the one that issued the threat, may have to meet with the local police. This is because these students were involved, to some degree, in the situation, i.e., in the interaction, as a witness, etc.

Parents, in your discussion of threats with your child/children, please talk about teasing, bullying, and verbal abuse.

Threats such these will be taken seriously:

"I'm going to kill you."

"You're on my hit list."

Names of students threatened could be written down on paper or just voiced. Both will have similar consequences.

All of us have been teased. But, all too often, teasing turns violent. Some children are victims of chronic verbal abuse. We must do more to stop this: at home, in school, everywhere.

<p><b>The administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.</b></p>
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# Student Harassment

Blessed Sacrament School and Blessed Sacrament Parish School of Religion do not condone any form of harassment. All students are expected to treat fellow classmates and others with dignity and respect.

Harassment is anything that makes someone feel uncomfortable or unsafe and prevents students from learning and enjoying school.

Harassment at school can take many forms. Harassment can be physical, verbal, and/or nonverbal.

**Harassment of any form is unacceptable and will not be tolerated.**

**The following are procedures for dealing with harassment of and by students. All claims of harassment shall be dealt with in a manner appropriate to the age of the student(s) involved.**

1. If the situation warrants or the harassment occurs, the offended student should first ask the harasser to stop.
2. If the situation warrants or the harassment continues, the student should report the incident to an appropriate school official immediately. Teachers and/or principal will call individual and/or group meetings with the students involved. The principal will be notified of incident. Parents of both parties will be notified. Additionally, false reports will also be subject to disciplinary action.
3. If warranted, the teacher, principal, and/or school counselor will initiate an investigation of the complaint including meeting with all involved parties. Documentation will be made at the time of the conference.
4. Based on the results of the investigation, the principal will report to parents of both students an opinion and conclusion as to whether the harassment occurred as well as other relevant information. A conference may be set up to further discuss the incident if the parents and/or principal desire it.
5. The principal, with the consultation of teacher(s) and/or counselor(s), will decide what, if any, disciplinary action is warranted. Advice from the Pastor may also be obtained before a decision regarding disciplinary action is given.
6. Disciplinary action for students may include the following consequences:
  - Behavior referral
  - Written apology to offended student
  - Meeting with parents and student to discuss the incident and set up a behavior modification program
  - Deprivation of school activities
  - Attendance at detention for the harassment incident(s)
  - Counseling may be recommended *or required* for continued enrollment at BSS.
  - Possible isolation of student from other students in situation where harassing occurs
  - Possible in-school suspension
  - Possible out-of-school suspension – In extreme cases, possible indefinite suspension from BSS
  - Expulsion
7. Reports of serious incidents and the results of any investigations conducted by the principal shall be recorded in the students' permanent records. The inclusion of minor incidents shall be retained as seen fit by the school principal.
8. Principal's decisions may be appealed to the Pastor and additional unfavorable decision may be appealed to the Diocesan Superintendent.

***Important: Blessed Sacrament School will not condone any form of harassment and will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.***

# Discipline Grades K-8

## ***Internet Use/Blogging Policy***

Evidence of any student making negative or inappropriate comments about another via the internet (a social network or blogging site, etc.) will warrant disciplinary action. Blessed Sacrament School reserves the right to discipline students for off-campus conduct.

## ***Suspension/Expulsion***

Students may be suspended or expelled for serious cause at the discretion of administration, such as, but not limited to the following:

1. Threat of violence
2. Use of obscenities
3. Disrespect/insubordination toward teachers and/or staff
4. Chronic disciplinary problems
5. Vandalism
6. Causing harm to persons (threatening, bullying, verbal/physical abuse)
7. Causing harm to property
8. Refusal to cooperate with school authorities
9. Possessing or using drugs, alcohol, or tobacco
10. Possessing or using a weapon
11. Continual source of disturbance in the classroom or other areas of school life
12. Repeated failure to do assigned work
13. Cheating or assisting others in cheating
14. Stealing
15. Fighting

## ***In-School Suspension***

Parents will immediately be notified of an in-school suspension. The student will report to an appropriate place to do the assigned work for part/all of the school day.

A \$60 fee will be charged to cover the cost of a substitute teacher who will supervise the student for the full school day, and a \$30 fee will be charged for half a day.

**The principal and/or pastor have the authority to suspend/expel a student from school.**

## ***Disciplinary Appeals Procedure***

Diocesan policy gives parents the opportunity to appeal a discipline decision made by the principal to the pastor. If the family desires, the pastor's decision can be appealed to the Superintendent of Schools.

Specifically, the appeals process begins with a request for an appeal made to the principal. Within three school days, the pastor/principal will contact the family with a time for a hearing at which both the pastor and principal will be present. After the hearing, the pastor has the discretion to acquire more information pertaining to the case. The pastor will communicate his decision to the family within three school days of the hearing.

The family should contact the Superintendent of Schools through the Curia (859-392-1500) if a further appeal is requested.

# Recess Behavior

**Recess is a time for students to relax and to play. Each child should show respect for others. At recess, the students will...**

1. Observe “fair play” with everyone and show respect for fellow students.
2. Ask for permission from teachers to bring toys/equipment from home. (Students who bring personal equipment from home do so at their own risk and are responsible if lost/damaged.)
3. Follow the duty teacher’s rules for lining up at the end of recess.
4. Play in designated areas.
5. Dress appropriately for the weather.

## ***Recess Rules***

The following are strictly forbidden:

- Fighting
- Pulling on clothing of others
- Frisbees, electronic games, cell phones, keep-away, tackle football, or contact games
- “Touch Football” with excessive roughness
- The throwing of hardballs, sticks, rocks, snowballs, etc.
- The use of inappropriate language
- Playing near parked cars, dumpsters, fences, etc.
- The taking of or destruction of personal property (jackets, hats, etc.) or grade level equipment (balls, etc.)
- Pushing, shoving, tripping, or other rough physical play
- Children leaving the playground without permission from the teacher/aide on duty
- Having food on the playground.
- Use of sports equipment without teacher/aide on duty present
- Standing on the guardrails
- Children under 5<sup>th</sup> grade retrieving balls that go down by the creek (Fifth-eighth grades need to first get permission from the adult on duty before getting balls/equipment that go over the hill.)

## ***Consequences***

If the above rules are ignored or abused, the following are the consequences:

*(The order of these depend upon grade level and/or severity of the situation)*

- Conference with the child
- Sit on the wall or walk the perimeter of the playground, no visits with friends
- Grades K-3 write a plan
- Grades 4-8 behavior referral
- Conference with teacher
- Some incidents may result in an in-school suspension

<p><b>Please understand that a teacher/supervisor can only correct what has been seen. Every attempt will be made to follow up on all inappropriate behavior reported.</b></p>
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# Bus Discipline

The safety of our students while riding the bus to and from school is of utmost importance to our parents, as well as the staff and administration of Blessed Sacrament School. We expect our children to behave and conduct themselves in an orderly manner. Discipline procedures will be instituted by the administration in cooperation with the bus company.

# Policies & Procedures

## Parish Registration Policy

According to universal Church law, parishes in the Diocese of Covington are established as territorial parishes. This means that parishes have definite geographical boundaries. Each parish is responsible for the pastoral care of Catholics who live within its boundaries. If a parish is able to serve the needs of others who live outside its boundaries, it is free to do so. But its first responsibility is to care for those who live within its geographical boundaries.

Persons who live outside the geographical boundaries of Blessed Sacrament parish are free to join the parish. Such persons are, of course, expected to be active parish members. ***To receive parish tuition rates, a family must be active parishioners.*** Active membership includes participation in the Sunday liturgy at Blessed Sacrament Church and stewardship of time, talent, and treasure.

Blessed Sacrament is bounded on the west by I-71 & I-75, on the north where I-75 & 71 cross Dixie Highway, on the east to Highway 17 but not including houses on either side of that highway and on the south by I-275. Extensions based on previous alignments were added in 1993 to include:

1. North - Ft. Mitchell down to Ridge Road
2. South – the area opposite Dillard's and south to Dixie Heights High School
3. West – the area north of Beechwood Road, beyond where it crosses under I-75 and as far as Waterford Estates off Crescent Spring/Bromley Road.

## BSS Enrollment Policy

*The parish registration/application process detailed below will be followed between the end of January until approximately March 1st each year. After that March 1, students will be accepted on a first come basis. Fees must be paid in full at that time. Acceptance is based upon the principal's discretion and availability of space in the class.*

As a parish school, we have a primary responsibility to provide the children of our parish community the opportunity to attend Blessed Sacrament School. However, because we are a territorial parish as explained above, we are required by Church law to give enrollment preference to those parishioners who actually live within the boundaries of the parish. Next enrollment preference is given to active parishioners who live outside the geographical boundaries. These are followed by non-parishioners.

To that end, we have established the following priority guidelines for enrollment in Blessed Sacrament School. Parishioner, as used below, refers to an active parishioner as defined in the Parish Registration Policy.

1. All students currently enrolled in the school are guaranteed a space for the following school year provided all school fees are satisfied and the registration fee for the next year is paid by the in-school registration date.
2. In-boundary parishioners who are siblings of students currently enrolled in Blessed Sacrament School, or whose sibling has recently graduated
3. In-boundary parishioners who are new students to the school and/or children of teachers at Blessed Sacrament School
4. Out-of-boundary parishioners who are siblings of students currently enrolled, or whose sibling has recently graduated
5. Non-parishioners who are siblings of students currently enrolled and/or out-of-boundary parishioners who are new to the school
6. New, non-parishioner Catholic students, and non-Catholic students will be enrolled on a first come, first served basis.

*Note: Tuition is set according to in-boundary, out-of-boundary and non-parishioner status. Tuition assistance is available for parishioners.*

## Kindergarten Age of Admission Policy

Beginning with the 2018 – 2019 school year, children who turn 5 years of age no later than August 31, 2018 following the opening of school may enroll in kindergarten. Children who turn 6 years of age no later than August 31<sup>st</sup>, 2018 following the opening of school may enroll in first grade. Exceptions for early entry into kindergarten or first grade may be considered for students who turn 5 years of age (kindergarten) or 6 years of age (first grade) on/between September 1, 2018 and October 1, 2018 and who meet the following early entry criteria:

1. Verification of birth date
2. Written request by the parent or guardian for early entry submitted to school principal by June 1<sup>st</sup> prior to the date of the requested entrance.
3. Successful completion of a Diocesan-approved standardized test
4. Available space at the receiving school
5. Best interest of the child.

It is recommended that all children enrolling in kindergarten be able to: take turns and cooperate with others, print their first name, sit and listen to a story, stay on task for ~7 minutes, be able to use pencils, scissors, & glue, and have a sense of letters and numbers.

# Tuition and Registration

*Please direct concerns and inquiries to:  
Mr. Rick Schwab, 331-4302, Blessed  
Sacrament's Tuition and Business Manager*

## Kindergarten

- **School Fees:** A materials fee is required with kindergarten registration. It is non-refundable after April 1st.
- **Tuition:** Half-day tuition is due biannually – August 1 and December 1; or paid in full by August 1. Full day tuition may be paid biannually—August 1 and December 1, paid in full by August 1, or use the 10 month tuition program set up through the **FACTS Tuition Management**.

## Grades 1-8

- **Registration:** A non-refundable book and materials fee is required each year.
- **Tuition Policy** (Board of Total Catholic Education, revised from quarter to trimester, 2008)

## File application in early May

### Payment Options:

1. Monthly payments from June to March made **through FACTS Tuition Management**—payment is due on the 30th
2. All of tuition paid up front by June 1 with discount – discount forfeited if payment is late
3. Tuition paid half and half due June 1 and December 1

**Tuition Assistance** is available through the Parish to registered parishioners. These grants are based on an assessment of financial needs and parental involvement in the Parish and are awarded for one academic year. **Interested families should apply through FACTS.**

**Tuition Payments** will be reviewed four times per year, beginning in August and prior to the end of each trimester to insure each student's tuition is up-to-date. This policy will be strictly enforced.

### Consequences for non-payment are as follows:

- The student(s) will not be listed on the class listing posted prior to the start of school. They may not attend school if the business manager has not received the first two tuition payments by August 1.
- Payments must be current at the end of December in order for the student to return.
- The final payment must be current for the student to complete the school year and to receive his/her report card. Registration and a space for the following year will not be held unless written arrangements are made with the business manager.
- Report cards will be withheld at each trimester for any family not current with tuition.
- Delinquency letters will be sent out by the business manager.
- If your child is in eighth grade, all payments and late fees must be made by the due date in order for the student to participate in graduation ceremonies and to receive his/her final report card or school transcripts.
- Chronic delinquencies will be dealt with on an individual basis.

## School Fees

- School Fees are set yearly and include books, supplies, field trips and cafeteria management fees.
- School fees need to be fully paid by the end of the current school year. Students cannot begin the next school year until all fees are paid.

# Admittance



## Class Size Policy

This policy was adopted by the Board of Total Catholic Education, in conjunction with school administration and states the following:

- Kindergarten classes are not to exceed 25 children per homeroom.
- Classroom for Grades 1-3 are not to exceed 25 children per homeroom.
- Classroom for Grades 4-8 are not to exceed 28 children per homeroom.

## Transferring to BSS

- Open to parishioners when there is change of residence into the parish and a favorable recommendation from the previous school.
- In the case of an unfavorable recommendation or a voluntary transfer from a public school without change of residence, the student can be transferred with a one-year probation.
- Students wishing to transfer to BSS in grades 7-8 are not normally enrolled except in rare cases. If they are conditionally accepted, they will be on probation for a given time period.
- In the case of a student being asked to leave or being expelled from another school, acceptance is at the discretion of the principal. The student would be on a one-year probation. If, at any time, the student causes disruption to the program or the welfare of the other students, the student will be withdrawn.
- Any student on a one-year probation that completes the year successfully will be given notice by the principal that the probation has ended.





# Promotion/Retention



## 8<sup>th</sup> Grade Graduation Ceremonies

Graduation ceremonies are held in late May/early June to mark the successful completion of eighth grade. The date is set in early March once we have experienced the majority of bad weather days and communicated to parents via an eighth grade letter. Our graduation date is also influenced by local area high school commencement ceremonies.

## Kindergarten Celebration

Our youngest students conclude their kindergarten experience with a celebration. The event is held in the evening, and parents, relatives, and friends are all invited. The program includes student activities that highlight the kindergarten experience.



## Promotion – Grades K-3

Promotion for these grades is based on teacher recommendation which is determined mainly by the child's proficiency in reading and mathematical skills, as well as social and emotional maturity.

If it is necessary for a child to repeat a grade, either because of immaturity or lack of understanding of the basic fundamentals of language arts and mathematics, it is best to retain the child in one of the primary grades. A conference with teachers, parents, and the administration would be necessary with the welfare of the individual student taking top priority.

## Promotion – Grades 4-8

Promotion for these grades will be based on the two major academic subjects: reading and math. If a student fails both these subjects, she/he will need to repeat the grade. The following academic subjects will be taken into account as well: English, social studies, and science.

Failure in one of the following academic subjects (reading, math, English, social studies, and science) must be made up through an approved tutor. Parents will receive a letter with the required number of tutoring hours needed in the given subject. The tutor needs to let the school know in early August that the student fulfilled the number of hours required with satisfactory grades. Students will not be able to start the year without written documentation from the tutor.

## Tutors

The school office has a list of approved teachers and recommended outside tutors.

# Attendance

## Arrivals

Full-day kindergarten and grades 1-8 School Session:  
7:45 A.M. – 2:40 P.M.

## Half-Day Kindergarten Sessions

Morning: 7:45 – 10:50 A.M.  
Afternoon: 11:30 – 2:40 P.M.

*There is no supervision in the cafeteria until 7:20 A.M.*

Grades K-3: 7:20-7:35 A.M. – Students sit in the cafeteria

After 7:35 A.M. – Students go directly to classroom

Grades 4-8: 7:20-7:30 A.M.—Students sit in the cafeteria

After 7:30 A.M. – Students go directly to classroom



## Tardy Policy

Arriving on time to school is the best way for children to begin the school day. Time to get organized and be part of the morning routine of the classroom helps children start their day in a calm and comfortable manner.

1. Students must report to the office for a tardy slip before going to the classroom.
2. A morning detention will be served after 5 tardy arrivals in one trimester for students K-8. Children should report to the office at 7:10 the morning after their 5th tardy date to serve their morning detention.
3. The office will notify the parents of the morning detention.
4. If a student does not show for their scheduled morning detention, a Thursday after-school detention will be served.
5. Each additional tardy during that trimester will continue to earn the child a morning detention.
6. Tardy counts do reset to zero each trimester.

## Half-Day

If a student is absent for more than two hours total, consecutively or otherwise, he/she will be marked absent for half a day.

## Late Pick-Up Policy

For the safe and orderly dismissal of students, parents are required to promptly pick-up or arrange for the pick-up of the children at 2:40 p.m. from BSS. The employees of BSS are not charged with the care of children after dismissal from the school day or after dismissal from any given after-school activity.

Those parents (or others, as arranged by the parents) who do not arrive to pick-up their children by **2:55 P.M.** are considered late. For each late pick-up, the family of the children will be charged \$1 per minute after **2:55 P.M.** until pick-up occurs. Each family will have two grace periods (not to exceed 10 minutes each) per year.

This late policy also applies to after-school detention.

Access to **Sycamore** will be denied and/or report cards will not be distributed to those owing any fees due to late pick-ups.

# Attendance

## (continued)

### Absences

If a student misses 15-20 days of school, parents will be notified. After 5 absences, a doctor's note will be required each time. A meeting will be scheduled to evaluate the student's academic progress. The following may result:

- Additional makeup work
- Deprivation of student activities
- Tutoring
- Grade retention

Parents should notify the school office each day a student is absent due to illness. Call the office between 7:00 - 8:15 A.M. at 331-3062. Messages may be left on the answering machine prior to school office hours.

State regulations require a written explanation from the parent or guardian for each absence to be kept in the teacher's files.

Book and assignment requests for children absent from school must be requested when you call the office in the morning.

It is strongly suggested that parents have a designated student to pick up the homework when their child is sick. When calling the office, give the name of the child who is to be responsible for taking care of your child's homework. The office will inform the teacher. The teacher will have the assignments ready at 2:20 P.M., and a student will deliver books to the appropriate room. If another student cannot get your child's homework, it may be picked up from the shelf in the school office.

Timeline for Make-up Work—Blessed Sacrament School understands students will be absent due to illness and wishes to assist families in helping their children stay on track with their education. Guidelines have been established. Students will be given one day per day out of school to make up missed assignments and assessments. Parents, please contact teachers to set up make-up days for tests and quizzes.

All requests to leave the school building while school is in session must be cleared through the school office. A written request from the parent or guardian is required.

BSS discourages students from taking vacations when school is in session. **It is up to individual teacher discretion whether to give work/how much work is possible to give prior to an unexcused absence.** Families are strongly encouraged to have students in attendance during MAP testing.

Leaving the school without permission is classified as truancy. The parent needs to report to the office to pick up his/her child, and sign him/her out in the designated office notebook. The student will be called from his/her room. We ask that parents do not go to the child's room unless authorized to do so.

# Arrival & Departure

## Car Riders—All Day Kindergarten & Grades 1-8

**Drop-off:** Drop off in the parking lot behind school near the cafeteria doors, starts at 7:20.

**Pickup Authorization:** During the first week of school, an Authorized Pickup Form will be sent home with the youngest child in your family. The purpose of this form is to authorize individuals other than primary guardians to pick up your children from school. If anyone A) picks up your children regularly or B) may pick up your children at some point during the school year (family friend, emergency pickup, no-bus days, etc.), please list them on this form and update their information in Sycamore (steps are included on the form).

A laminated placard will be sent home with the youngest child of every family by the second week of school. This sign is required to be in the car that picks up your children on regular and no bus days. Anyone attempting to pick up your children who does not have your family's placard in the window will be asked for identification to ensure they are authorized to pick up your children from school. If their name is not on the Authorized Pickup Form or in Sycamore, they will be sent to the school office and a parent will be called for verification before children are released to them. Notes/emails sent in to the teacher to communicate transportation changes will also authorize others to pick-up your children for that day.

**Pick-up:** Pick-up for car riders occurs in the back parking lot, with students exiting through the cafeteria doors. Driving an automobile to the front entrance causes a serious traffic hazard for children walking to school. Only teachers and parents of handicapped children may enter the parking lot through the front entrance.

Parents who have not arrived at the cafeteria side by **2:55 P.M.** must go to the office to pick up their child.

**Note:** *It is important to keep the car line moving. Parents, help this procedure by remaining in your car. If you do not see your child, ask the teacher on duty for assistance from inside your car.*

Parents of car riders are strongly encouraged to follow the school's drop off and pick up procedures. These were designed with great concern for the safety of our students.

**Blessed Sacrament strongly discourages parents from using side streets in the morning and/or afternoon for drop off and pick up.**

## Walkers

Walkers should enter using the school lobby entrance. Students coming from Idaho Avenue need to stay in specifically marked lines as they cross the school's front parking lot. Students walking down the highway across from school use the underpass. School crossing guards are stationed at 2 locations to insure our students' safety. Walkers must follow the directives of the school crossing guards.

**Important:** *Failure to obey the crossing guards will result in disciplinary measures by the principal.*

Parents of young children should arrange for their child/children to walk to and from school each day with supervision. Again, the safety of our students is of utmost importance.

Walkers are defined as children living within the Beechwood School District or a "walkable" distance according to age. For example, students whose home address is in Taylor Mill or Hebron, will not be released as walkers. Definition of "walkability" is at the discretion of the administration.



## Buses

Our school uses the Kenton County buses. They have set routes in conjunction with our local public schools. If a parent is unsure about time/stops for a child, please call the bus company at 356-5050, and they will help you. Our buses usually arrive at school between 7:20 and 7:40 A.M. Students are dismissed on the driveway between Church and the rectory.

When Kenton County buses are not operating, parents are responsible for providing transportation. The school will notify parents in advance when possible. On days without bus service, students who are normally bus riders should be dropped off in the morning using the driveway between the church and rectory. Afternoon pick up will occur through the car line. A sign with the family name on the passenger side will expedite pick-ups.

If buses are operating on a delay due to inclement weather, tardiness will be excused for those arriving by bus.

**Dismissal on Private Transportation Days** – On days when Kenton County buses do not operate, e.g., public school holidays, snow days, etc. our dismissal procedure varies slightly. The first bell will ring at **2:20 P.M.** This accommodates the additional traffic that occurs when we do not have bus transportation.

**Changes in Way Going Home** - *Any change in the manner in which a student is going home must be documented with a written note from a parent. Please be specific as to the mode of transportation.*

## Bicycles, Scooters and Skate Boards

All bicycles must be parked and locked in bike racks. The school cannot be responsible for any damaged or stolen bikes. Bikes, scooters, and skate boards are to be walked on and off the property to insure the safety of adults and children. Children who use Idaho Street must walk their bikes within the designated lines in front of school. Children who live on the west side of Dixie Highway will use the traffic light.

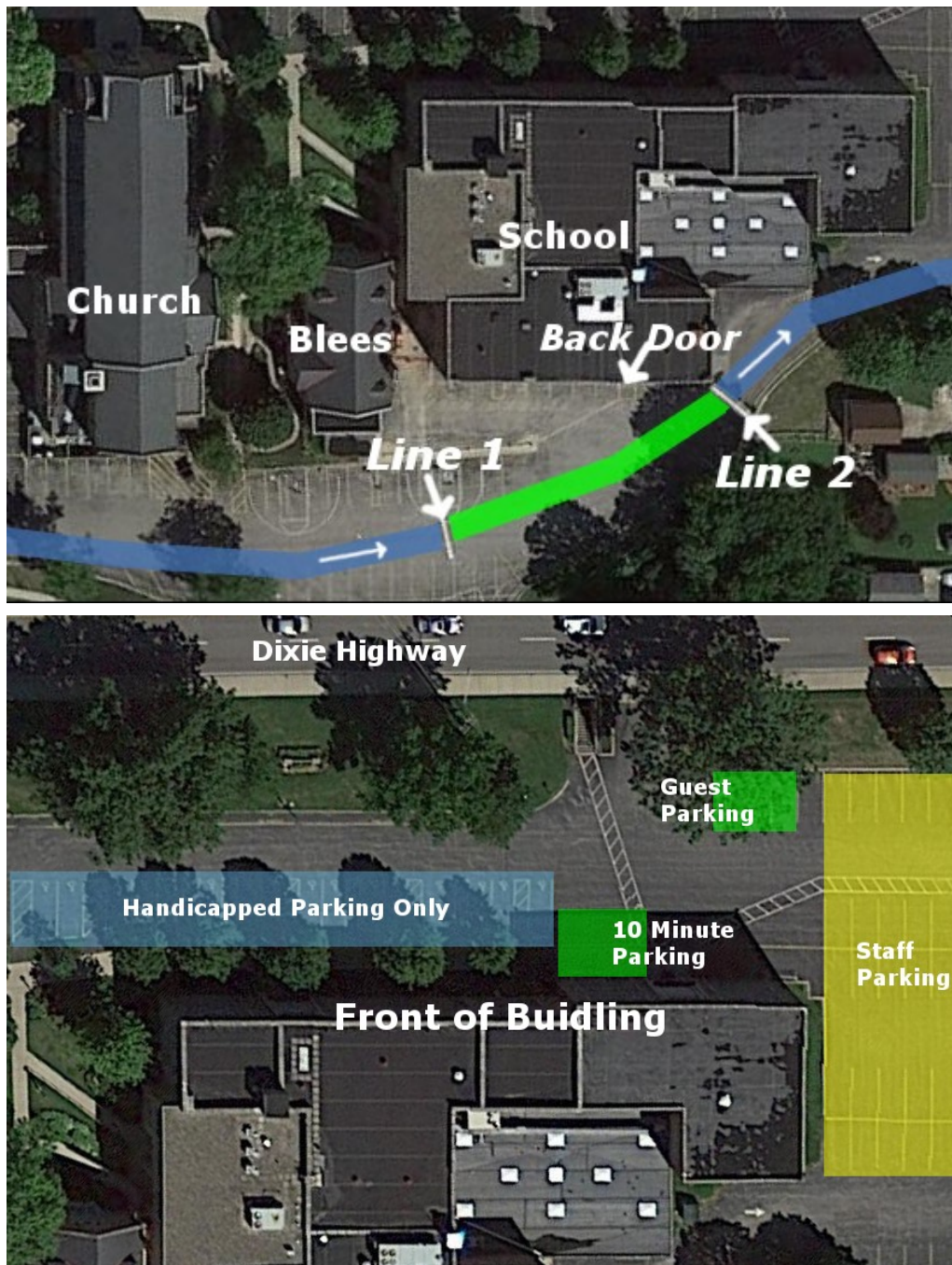
Roller blades are strictly forbidden on Blessed Sacrament property at all times.

# Traffic Rules & Procedures for Student Safety

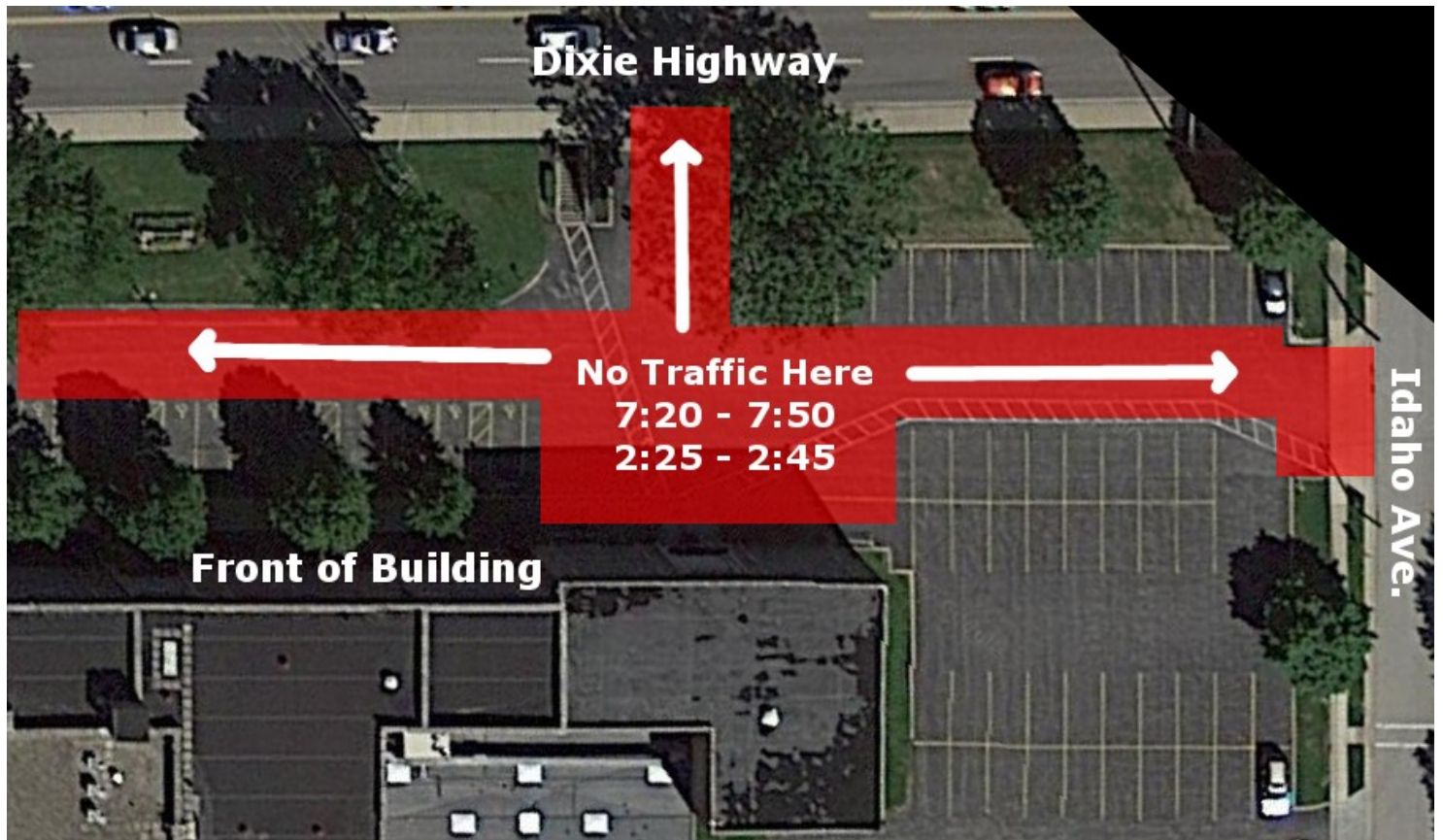
## Arrival & Dismissal for car riders:

- If it's after 7:45A.M., drop off students at the front door
- No pick-up or drop-off in handicapped area (front of school)
- Tell grandparents and neighbors procedures when filling-in for parents
- No left turn onto Dixie Highway during designated times when coming from Idaho
- All safety directives posted on the parish/school property will be strictly enforced. **Violating these safety directives may result in a traffic fine by the Ft. Mitchell Police Department.**

Note: After 2:55 P.M. students will be in the office. Parents will need to use the front door buzzer to notify the office of their arrival (park in 10 minute parking places).







# Dress Code

*Schoolbelles*  
5046 Old Taylor Mill Road,  
Taylor Mill, KY 41015  
859-581-3111

Students need to be in dress code at all times on any part of school property, including arrival and dismissal. Faculty reserves the right to prohibit any type of dress not specifically mentioned in this policy if they feel it is not appropriate for the school.

## *Girls*

### Grades K-4:

**Shirts** - Plain, all white or light blue, traditional, tucked in, sized to fit, clean, pressed look. Knit, polo-style shirts, or button up blouses, long or short sleeved; Oxford button-down collars, long or short-sleeved; Turtleneck or mock turtleneck, long-sleeved.

**Jumper**- Plaid uniform jumper from Schoolbelles, must be no more than 2" above the knee or 1" below the knee.

**Pants** - Dress navy twill. No patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

**Socks** - Solid white, black, or navy only. Solid tight-fitted leggings that are black, gray, or navy (i.e. no sweats, warm-ups, or flared legs) may be worn in the winter months.

### Grades 5-6:

**Shirt** - White, banded polo with school logo from Schoolbelles. Plain, all white or light blue, traditional, tucked in, sized to fit, clean, pressed look. Knit, polo-style shirts, or button-up blouses, long or short sleeved; Oxford button-down collars, long or short-sleeved; Turtleneck or mock turtleneck, long-sleeved. Must be tucked into skirt. (Only white undergarments may be worn.)

**Skirt** - Box pleated or pleated skirt from Schoolbelles, must be no more than 2" above the knee or 1" below the knee.

**Pants** - Dress navy twill. No patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

**Socks** - Solid white, black, or navy only. Solid tight-fitted leggings that are black, gray, or navy (i.e. no sweats, warm-ups, or flared legs) may be worn in the winter months.

### Grades 7-8:

**Shirt** - White or navy banded polo with school logo from Schoolbelles. Plain, all white or light blue, traditional, tucked in, sized to fit, clean, pressed look. Knit, polo-style shirts, or button-up blouses, long or short sleeved; Oxford button-down collars, long or short-sleeved; Turtleneck or mock turtleneck, long-sleeved. Must be tucked into skirt. (Only white undergarments may be worn.)

**Skirt** - Box pleated or pleated skirt from Schoolbelles, must be no more than 2" above the knee or 1" below the knee.

**Pants** - Dress navy or like khaki twill. No patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

**Socks** - Solid white, black, or navy only. Solid tight-fitted leggings that are black, gray, or navy (i.e. no sweats, warm-ups, or flared legs) may be worn in the winter months

## *Boys*

### Grades K-6:

**Shirts** - Plain, all white or light blue, traditional, tucked in, sized to fit, clean, pressed look. Knit, polo-style shirts, long or short sleeved; Oxford button-down collars, long or short-sleeved; Turtleneck or mock turtleneck, long-sleeved. (Only solid white undershirts may be worn.)

**Pants** - Dress navy twill. No patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

**Socks** - Solid white, black or navy only

### Grades 7- 8:

**Shirts** - Plain, all white or light blue, traditional, tucked in, sized to fit, clean, pressed look. Knit, polo-style shirts, long or short sleeved; navy polo with school insignia from Schoolbelles; Oxford button-down collars, long or short-sleeved; Turtleneck or mock turtleneck, long-sleeved. (Only solid white undershirts may be worn.)

**Pants** - Dress navy or light khaki twill (no gold/dark khaki). No patch pockets; no faded pants. (Only solid white undershirts may be worn.) Shorts are permitted in Aug., Sept., Oct., Apr., May, and June.

**Socks** - Solid white, black or navy only



# Dress Code

## All Students

**Shoes** – Loafers, tied casual shoes, and traditional, below-the-ankle, gym/tennis shoes are all permitted. Girls in all grades may also wear boots during winter months. Gym shoes must be a reasonable color. Color rim accents are permissible. Students may wear high-top gym shoes of a reasonable color. Shoes not mentioned above (i.e. clogs of any type, slippers, army boots, lighted gym shoes, or shoes with wheels, backless shoes, open-toed shoes) may not be worn. The administration will determine if a shoe is inappropriate, unreasonable, or unsafe for school wear.

**Belt** - A solid navy blue, black, or brown belt must be worn with belt-looped pants/shorts. Belts may not have studs or other decorations. (K-3 may wear slacks with elastic waistbands.)

**Sweaters** - Permitted sweaters are solid gray, navy, or white with no insignia. Must be hip-length. Long sleeve or sleeveless cardigan, v-neck, or crew neck sweaters may be worn. No zippered or double breasted sweaters. No ¼ zip or pullover sweaters bearing any insignia. No sweat/fleece material. **No hoods.** School sweatshirts/fleeces purchased through the school may be worn with school uniform (available are: navy 1/4 zip navy fleece with school insignia, 1/4 zip grey or navy sweatshirt with school insignia, or navy crew neck sweatshirt with school insignia). ***Spirit Wear hoodies, sweatshirts, and pullovers may be worn on Spirit Wear days only.***

**Nametags** - Nametags are part of the student's uniform. They are provided in August. Replacement cost is \$3.00.

**Shorts** - Shorts may be worn in Aug., Sept., Oct., Apr., May, and June. They must be dress shorts, navy blue, twill. 8th grade students only can also wear khaki shorts. Shorts must be at or 2" above the knee. Styled to fit, not oversized.

**Hair** - All haircuts and styles must be deemed "school appropriate." Fad styles such as, but not limited to: Mohawks, numbers, letters, etc. are not allowed. Hair must be neat, clean, and combed. Both boys' and girls' hair should be out of the eyes and no longer than the eyebrow. Boys' hair should be off the collar in the back and approximately mid-ear on the sides. No changes in natural hair color in any way. No streaking, highlighting, or alternation to natural color.

**Earrings, Jewelry, Hats, Fads, Etc.** - Students are not permitted to wear makeup or too much jewelry. Girls may wear one pair of small, post, pierced earrings or small hoops. No dangling earrings. Girls with double-pierced ears may wear small posts for each set of piercings. Earrings may not be worn in the upper ear lobe. Boys are not allowed to wear earrings. No tattoos. Hats, caps, hoods, scarves, bandanas are not allowed to be worn inside the school building. Any "fad" that the principal and staff deem improper will not be permitted. **No smart watches/devices may be worn as accessories.**

**Spirit Wear Days**-On Thursdays, students may wear any type of BSS Spirit Wear (hoodies are acceptable) or a BSS sports jersey top with their uniform bottoms.

**Out of Uniform Days:** Appropriate attire must be worn. Shorts/skirts/dresses must not be more than 3" above the knee, no hats may be worn (unless it is a special themed day), no offensive pictures/sayings on shirts, and no strapless/spaghetti strapped clothing may be worn. Teachers and administration reserve the right to determine if any clothing or item causes a disruption or is inappropriate. Students need to be prepared for P.E. class if they have it on an out of uniform day.

## ***DRESS CODE FOR PHYSICAL EDUCATION CLASS***

### **Grades K-8:**

On gym day, the gym uniform should be worn in place of the regular uniform. Students may choose to wear their gym uniform for the duration of the day, or they may change into their school uniform after gym if desired. During winter months, (December-March) leggings under shorts or sweatpants must be worn. Shorts may be worn under sweatpants if they are preferred for class.

Shorts: Regulation BSS logoed blue mesh shorts purchased through the Spirit Wear link during designated sale times. **For students in grades K-3, non-logoed navy or gray shorts are acceptable.**

Shirt: A BSS logoed tee shirt purchased through the Spirit Wear link during designated sale times is to be worn (any past or present variety) Hooded sweatshirts are not acceptable dress code for physical education class

**Sweatpants:** Regulation BSS logoed navy sweatpants purchased through Spirit Wear link during designated sale times are to be worn. **For students in grades K-3, non-logoed navy or gray straight-legged loose leggings or non-logoed sweatpants with an elastic or hemmed leg are acceptable.**

**Dress Code Violations:** Students in Grades 4-8 will receive a responsibility/behavior referral if they are out of uniform. Students in Grades K-3 have grade level appropriate consequences for dress code violations.



# Safety & Emergency Procedures

## **Basic Child Safety at BSS**

Make sure your emergency form includes current home, work, and cell phone numbers to reach you. We cannot stress the importance of having up-to-date phone numbers enough.

The possibility of illness or accident during the school day demands that we have up-to-date information concerning where we can reach parents or other responsible adult. Each family fills out an emergency form when a student registers. The form is updated each school year. We depend upon parents to update this information when it changes. An emergency form is on-line. Please update as necessary and send to the school office.

Upon enrolling at BSS, all parents must complete a custodial/non-custodial liability form. If the family situation changes at any time while your child is enrolled in BSS, it is your responsibility to contact office personnel and update the form. Court documents are required to be on file in divorce situations.

## ***General Emergency Parent Information***

### **In the event of an emergency:**

The principal will initiate the appropriate procedures. All faculty, staff, and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will be secured. This means all teachers will follow planned procedures to account for their students and ensure their ongoing safety until the police give the “all clear” or direct the classes to evacuate.

### **Parents need to follow the safety directives listed below:**

1. **DO NOT COME TO SCHOOL.** Listen to the Emergency Broadcast system on the radio/TV. Unnecessary traffic and people will slow down the police/fire response and increase the number of emergency personnel needed to aid in the emergency.
2. **DO NOT CALL THE SCHOOL.** When it has been determined that parents may pick up their children, the media and/or our school messaging system will be used to inform you.
3. **PHOTO IDENTIFICATION and PARENT SIGNATURE WILL BE REQUIRED TO RELEASE A CHILD.** This is necessary because the Student Accounting and Release Team may not be the regular office staff and school must release each student to the legal parent/guardian. Upon arrival, parents will be asked to park their car, go to the Student Release Center (Parish Center, Undercroft, or Ft. Mitchell Baptist Church) and sign the Student Release List.

# Safety & Emergency Procedures (continued)

## ***Fire Drills***

Blessed Sacrament School will conduct fire drills at regular intervals during the year. Annual inspections by the fire department insure that our procedures are in line with the state and local fire codes. We must insist that every child remain absolutely silent and proceed in an orderly fashion so that teachers can account for every child under their supervision.

## ***Tornado/Earthquake Drills***

We will practice a specified safety procedure in the event of a tornado warning. Students will be informed of this procedure. In the event of a tornado watch, we will not interrupt the daily routine of the school, but will monitor weather reports closely. In the event of a tornado warning, we will proceed to the basement level of the school, and remain there until the warning is lifted. Even if the warning should extend beyond our regular dismissal time, no child will be released unless a parent or authorized adult comes for him/her. With regard to earthquake drills, the school has been instructed by the local safety officials as to the proper procedure to follow.

## ***Lockdown***

A lockdown is an emergency procedure used when there is an unsafe situation (i.e. threatening stranger) and it is necessary for all teachers to secure the safety of their students. The faculty and staff have received training in this area. Throughout the year, this kind of drill is practiced with our students.

## ***Evacuation***

Once an evacuation is called, the principal works with the Ft. Mitchell Police and Fire Departments in ensuring the safety of our students and staff. If it is determined that students and staff cannot remain on campus, all will be evacuated to the predetermined evacuation site. During an evacuation, our students, staff, and teacher walk to the evacuation site, where they would stay until the situation is stabilized. When it is time to release our students, we will notify the media and attempt to call parents/emergency contacts for students to be picked up.

As students are released, the Student Release Team will ask parents to park in the parking lot, direct them to the Student Release Center, ask for a photo identification, and have the parent sign the School Release list.

## ***Snow Days***

For school closing or delay notification, please refer to local radio and TV stations. In addition, an automated calling system will alert parents by phone and text message.

Blessed Sacrament School will be listed separately. We will not be grouped with any other school.

We are often ***not*** on a delay, even though Kenton County buses are on a delay. In this event, we would appreciate if parents would transport children by the normal starting time. If children must ride the bus, tardiness will be excused. If there is no Kenton County bus service, parents are responsible for providing transportation.

**Dismissal of bus riders will be through the regular car line on private transportation days. A sign with the family name on the passenger side will expedite pick-ups. Please make sure that your child knows whom to ride with if the buses are not in service. Please refer back to private transportation dismissal protocols.**

## ***Early School Closing***

There have been situations, although rare, when it is necessary to have an early dismissal (i.e. weather). The bus company calls the school to inform us of early pick up of students, usually within the hour. When this happens it is extremely difficult to give parents much advance warning. Every attempt will be made to notify parents via radio announcement, TV announcements, and the phone system.

•Prior to sending **bus riders** and **walkers** home, the teacher will email parents. A return email from a parent will allow the bus riders or walkers to be dismissed.

•**Car riders** will be held at school until their driver arrives in the **car line**. *Children may not be picked up through the office or the classrooms during an early dismissal.*

•Parents should give written permission for another adult to pick up their child/children during an early school closing via email.

# Student Services

## Health Services

The office maintains health records for each student. A first-aid area is provided for students who become ill at school but who do not need to be sent home. Any student experiencing vomiting, diarrhea, or a fever will be sent home. Parents will be contacted for any of the following issues:

Fever (>100*)	Sore throat w/ speckles/fever	Vomiting/ diarrhea	Nausea that does not subside with food/water/rest
Re-occurring nurse visits	Flu-like symptoms	Head lice	Skin rash
Allergic reactions	Asthma attacks	Seizures	Hyper/hypoglycemia
Any injury that re- quires further evalua- tion (head, joint, bone)	Fainting	Pink eye symptoms	Severe ear ache, headache, toothache

### Returning to school after an absence/illness

A student’s temperature must be below 99 degrees for 24 hours before returning to school without the aid of fever-reducing medication.

Symptoms of illness such as vomiting, diarrhea, severe cough, etc. must be symptom-free for 24 hours before returning.

Students who have had head lice must be completely free of nits before returning. A member of the school staff will conduct a lice screening to determine if the student is ready to attend class.

According to diocesan and state regulations, aspirins, vitamins, antihistamines, or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1). On occasion, a student may be on medication that must be taken during the school day. This medication should be brought to the office where the student may come to take it at the prescribed times. **Parents must complete a form with the following before any child will be given medication:**

- Parent’s signature (or physician’s)
- Directions for administering (time, frequency, amount, latest possible time to take)
- Parents should also clearly mark the medication with student’s name
- Medicine will be disposed of if not picked up by the last day of school

Administration of insulin must be overseen by a RN or LPN. If no nurse is available on-site, parents must be called to administer insulin.

### *Student Use of Elevator*

Students may use the elevator when injured or when they have administrative permission to do so. When a student has sustained an injury that prohibits effective movement, she/he may use the elevator. A doctor’s note, along with a parent’s note, needs to be given to the principal explaining the condition.

### *Lost and Found*

**We strongly recommend that the student’s name be put on all articles coming to school.** Students are discouraged from bringing unnecessary and/or valuable items to school. The school cannot be responsible for lost articles. Lost articles are placed in the “Lost and Found,” which is a bookshelf outside the cafeteria. At the end of each quarter the unclaimed items from this area are donated to charity.

### *Student Celebration/Birthday Treats*

Periodically throughout the year, various grade levels have holiday parties hosted by the Parents’ Club. Grade level coordinators and homeroom parents are in charge of these parties. The parent in charge will coordinate the snacks. Please don’t send in snacks without consulting your grade-level coordinator.

Students may bring in treats to celebrate their birthday, so long as they are listed on the peanut-free list on the following pages. **Do not send soft drinks or products containing nuts. Anything that is sent in that isn’t on the list will be sent home.**

When students are celebrating events like their birthday and have a party at their home and only a part of the class is invited,

## Blessed Sacrament – Acceptable Peanut-Free Snacks

Blessed Sacrament is an allergy-friendly environment. While we cannot make the lunch room completely peanut-free because of our use of the federal lunch program, we do not allow peanut products anywhere else in the building. When choosing snacks to send to school, it is extremely important to check the label to ensure that it is free of nuts and was processed in a nut-free facility. Homemade items may never be sent to school due to a high risk of cross-contamination.

**Safe Snack Guide**—Click this link, then click the red button that says ‘Click to download your copy’.  
(<https://snacksafely.com/safe-snack-guide/>)

*Note that the guide is frequently updated and therefore is only valid for two weeks. Download another copy once yours expires.*

**Classroom Snack** options include fruit, vegetables, crackers, cereal, popcorn, pudding, yogurt, and salty snacks that are compliant with our peanut free policy (again, please check the ingredients label!)

**Birthday Treat** options include the aforementioned ‘classroom snacks’ as well as candy, gummies, pudding, cookies/bars, & other salty snacks that are compliant with our peanut free policy. Homemade items may never be sent to school due to a high risk of cross-contamination. Students should coordinate the best time to hand out the treat with their teacher.

**Classroom Party** options include all items listed above, as well as frozen treats/ice-cream so long as they are compliant with our peanut free policy. No soda may be sent in. Any snacks sent in that aren’t peanut-free will be returned home.

Classroom parties (Halloween, Thanksgiving, Christmas, Valentine’s Day, etc.) will be coordinated by a parent grade-level coordinator. **Do not send in snacks unless contacted to do so by your grade-level coordinator.** Any snacks sent in without permission/any snacks that aren’t on the peanut-free list will be returned home.

Check food labels often to ensure ingredients haven’t changed. Make sure products are free from: peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/nut meal, or any of the statements "May contain traces of peanut/nuts" or "Manufactured in a facility that also processes peanuts (and/or other nuts)".



# Student Services

## ***Pictures***

A professional photographer comes to the school during the fall of every year for individual and class pictures. Parents have the option of purchasing a package directly from the photographer if they wish.

## ***Publicity Permission***

Parents of students new to the school will be given a "Photo, Video, Website Permission Form" that will enable them to indicate any directives concerning his or her child's photograph.

Privacy rights are in place for all students while they are on the Blessed Sacrament campus. Caregivers provide or deny consent to photograph their child via a 'Photo Release' form at the beginning of the school year. This includes pictures taken at classroom parties, in the cafeteria, on the playground, during centers, etc. While this kind of information sharing is appreciated by so many, there are some protocols that must be adhered to. Please see below:

**Under no circumstance should a photo of any child with a visible nametag be posted.** Have students remove the nametag or digitally remove the name before posting any such image. Student names also should not be posted in picture captions.

Any child in a photo to be posted must be confirmed to be on the "OK to photograph" list held and maintained by the school office. If guardians have denied consent or not responded, the child may not be posted.

If consent has been granted and you intend to post the pictures on social media, pictures should not be posted where they can be accessed by the public. Private, monitored groups consisting of other BSS parents/guardians are acceptable.

Never share a photo or video that another child or parent would be uncomfortable with.

Sharing media from school events is meant to be fun and uplifting, so thank you for following protocols to ensure the privacy and safety of our students.

## ***Media Center***

Library books and magazines are checked out on a weekly basis during class time from grades K-4 or during independent study times, and technology class is held in the media-center for K-2. Fines are imposed for late and lost items. The library media center is intended as a place of learning as well as of enjoyment for all. All parents and their child(ren) in grades 1-8 are asked to sign the Acceptable Use Policy regarding access to the internet while their child(ren) are students at BSS. This form is usually completed at the time of registration.

## ***Services Available***

### **Counseling**

- The counselor is available at the request of parents, students, teachers, and administrators. Students may wish to see the counselor for a variety of reasons: school difficulties, homework hassles, family changes, concerns about mood or anxiety, or discipline issues.
- Parents are encouraged to call with any questions or concerns about their child. Please know there are a variety of books, articles, pamphlets and referral sources available in the guidance office to assist families.
- Students are encouraged to use the counselor as a resource at school; someone in addition to parents, teachers, and friends in order to deal with conflicts or difficult feelings. At the beginning of each year, the counselor visits each classroom introducing services to students of all grade levels. Please know that the students may access the counselor at any time and parents will be notified if the problem is one that cannot be dealt with in one or two informal sessions.

### **Testing**

Psycho-Educational Testing is available to students when learning difficulties exist. Beechwood School System provides services through the federally funded Child Find program in which students with learning differences can be identified. If you have questions about your child, please contact the counselor and the teacher to determine the difficulty and develop steps to remedy the situation.

### **Speech Services**

Beechwood also provides speech/language screening, evaluations and services for Blessed Sacrament students. Please contact your child's teacher or the counselor if you have any questions regarding your child's speech or language development.

### **ALP**

The Alternative Learning Plan (ALP) model is used to help students who are struggling in the classroom. The team is comprised of the child's teachers, an administrator or counselor, parents and the student. Areas of difficulty are defined and strategies are developed to aid the student in becoming more successful in the classroom. Teachers or parents may initiate this process. *An ALP requires an up-to-date (within 3 years) documented diagnosis.*

# Cafeteria Services and Policies

## **Cafeteria Policy**

Our school participates in the U.S. Government School Lunch Program, which is administered locally by the Diocesan Education Office. This program enables the school to offer a well-balanced lunch at a reasonable price.

### ***Eating lunch with your child***

We invite parents to eat lunch with their children. To accommodate our cafeteria staff's planning, please call the cafeteria (331-3062, extension 51) in the early morning on the day you are coming so you may order your lunch. You may also bring lunch to share with your child. ***No soft drinks, please.***

### ***Bringing lunch from home***

In addition to purchasing a complete meal in the cafeteria, students have the option of packing lunch and purchasing a drink, or bringing their entire lunch, including drink, from home. Menus are available on the website so that students will know in advance what is being served. Cheese sandwich, ham sandwich, salad, and fruit are always available. If you are dropping off a forgotten lunch for a student, please mark the lunch with the student's name and homeroom and leave it in the cafeteria or office. The student can pick up the lunch when called or when she/he goes through the cafeteria line. **Soft drinks and fast food may not be dropped off for students.**

### ***Cost***

Students are advised of the cost of purchasing lunch and a drink at the beginning of the school year and are given advance notice of any changes.

### ***K-12 System***

**BSS uses the K-12 accounting system in recording lunch purchases.** Parents are required to set up a family account online and are requested to pay online. Lunch charges are recorded and can be viewed online.

*When unpaid charges reach \$15 per child, a cheese sandwich will be served.*

### ***Parent Cafeteria Workers***

Volunteers are an integral part of our cafeteria program. All **Virtus trained parents** who would like to volunteer should contact Mrs. Geiman via telephone at 331-3062 or at [jgeiman@bssky.org](mailto:jgeiman@bssky.org)

## **LUNCH PAYMENT AND CHARGES**

Parents are encouraged to pay for meals in advance with cash, checks, or on-line with a debit or credit card. The on-line payment system (<https://www.k12paymentcenter.com/Default.aspx>) can be found by going to the Blessed Sacrament School website at [www.school.bssky.org](http://www.school.bssky.org) and click on the cafeteria page.

The lunch accounts are debit accounts and are *not* charge accounts. It is the responsibility of parents to include the *low balance e-mail notification* when setting up the account. This feature will let you know when your child has used her/his lunch money.

Charging meals is allowed to cover the situation of a family occasionally losing track of the lunch account and funds becoming depleted. BSS cannot extend credit for charged lunches on a continuous basis. Under no circumstances can a-la-carte items be charged.

**“In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions, including Blessed Sacrament School, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.”**

# Student Programs and Activities

## *Curricular*

### *Celebrate Success*

“Celebrate Success” is a recognition program for all students at Blessed Sacrament. The goal of Celebrate Success is to encourage all students to work to their maximum potential each trimester.

- **Academic Achievement**
  1. 93% average in religion, language arts, math, social studies, science.
  2. No grade below 85%.
  3. A “B” average or above in music, physical education, art, Spanish.
- **Staying on Track**
  1. No behavior referrals
  2. No more than 2 responsibility referrals
  3. No more than 1 warning referral
  4. No more than 3 tardy referrals
- **5% Award**
  1. Report card average is raised by 5% or more in religion, language arts, math, social studies, science

In all grades, students meriting distinction are recognized through special certificates for each honor. This program has been in existence since 1988, and we are extremely gratified to see what a motivational factor it has become for our students. Because there are attainable goals for every student, Celebrate Success has become a highly desirable goal to achieve each quarter.

### *Christian Student Award*

The Christian Student Award is awarded at the end of a trimester to two students in each grade level in grades 4-8 who have been Christ-like in their words and actions to their classmates, faculty, and staff. Award recipients are chosen through peer nominations.

**D.A.R.E. (Drug Abuse Resistance Education)** is a year-long study plan aimed specifically at our 6th graders. It is conducted in the school by the Ft. Mitchell Police Department. D.A.R.E. examines drug use, abuse, short and long term effects, as well as methods of dealing with peer pressure. Graduation from the D.A.R.E. program is a very special event for the sixth graders and their parents as they celebrate and reinforce the anti-drug abuse message.

### *Everybody Counts*

This educational program, which is staffed by Virtus trained parent volunteers, aims to make our students more aware of the challenges and opportunities of people with various disabilities. Each grade level focuses on a designated handicap:

Grade 1 – Blindness  
Grade 2 – Deafness  
Grade 3 – Mental Disability  
Grade 4 – Orthopedic  
Grade 5 – Learning Disabilities  
Grade 6 – Diabetes and Asthma  
Grade 7 – Eating Disorders  
Grade 8 – Serious Illness (Cancer, etc.)

### *Field Trips*

In order to participate in a field trip, a signed permission form is required. We believe it is the student’s responsibility to have their parents sign this form within the designated time frame in order to attend the function. **Phone calls, notes, and faxes granting permission will not be accepted.**

Students who have behavior problems in school pose a liability to the reputation of the school when they are permitted to attend various field trips. If a student has experienced difficulty in self-discipline, his/her parents will be contacted prior to the trip (via a phone call or a note in the student’s plan book), notifying them of the possibility of staying at school rather than going on the upcoming field trip. Any field trip, including extra curriculum events, follow diocesan regulations.

**Red Ribbon Week** is a national effort to promote drug awareness and prevention during the last week in October. At Blessed Sacrament, the week is dedicated to educating students and making them aware of the consequences of alcohol and other drug use. During the week parents, students, staff and the community work together using research-based activities to promote the health and wellness of Blessed Sacrament School students.

**RTI, WIN, STRETCH, and EXPLORE** are programs to give enrichment and remediation to students based on skill and ability levels.

# Student Programs and Activities

*A variety of clubs and academically oriented competitions are offered to the students at BSS. All are available after school. Below is a list of activities that your child might enjoy.*

## **Extra Curricular**

**Challenge** is a club for girls, ages 10-16. It offers an atmosphere of fun, friendship, and Catholic formation which is carried out through talks, group dynamics, workshops, retreats, and many other fun and exciting activities. The moderator is a Virtus compliant parent volunteer.

**Elementary Governor's Cup and Middle School Governor's Cup** are academic competitions that include written assessment, Future Problem Solving and Quick Recall. Students in grades 4-5 are eligible to participate for elementary and grades 6-8 for middle school. Individuals and teams advance on their own merit from district to region. Middle grades can advance to the state competition. Both individuals and teams earn points for their school based on their order of finish. Several teachers along with Virtus compliant parent volunteers act as coordinators of this program. Competitions are held in February for grades 6-8 and in March for grades 4-5.

**Homework Buddies** is a dedicated group of seventh and eighth graders that mentor younger students. Students are paired up to complete homework together after school once a week for an hour. Older students attend a training session where they learn helpful ways to interact and help younger students. During weekly meeting, students are encouraged to develop good study strategies and habits while building positive relationships with their buddies. The counselor serves as moderator and contact person for the program.

**Robotics Club** is sponsored by the Kentucky State Technology Leadership Program. It is available for students in Middle School, grades 5-8. It meets weekly during the school year. The moderator and parent coaches are Virtus compliant.

**Mass Servers (Grades 5-8)** Boys and girls who have a desire to serve Mass may do so beginning in the 5th grade. These students are required to be in the sacristy 15 minutes before Mass begins. Students who are scheduled to serve (schedules are received periodically throughout the year) are expected to fulfill their obligation. This is an important service to our Church, and a real opportunity for our children to develop their faith, as well as their sense of responsibility and commitment. They serve at the 10:00 A.M. Mass and Grades 1-4 Masses.

**Mathcounts** is a math competition that is open to students in grades 6-8. This after school activity is designed to make math challenging. Students compete throughout the school year. The moderator is a Virtus compliant parent volunteer.

**Student Council** is an organization that serves the school, parish and community. Students in grades 6-8 may run for office. A staff member acts as moderator and contact person for this organization.

**Parish Choir** is for students in grades 5-8. This choir sings at Sunday Masses and performs seasonal concerts.

**Boy Scouts** is a program that helps boys develop character, a sense of personal achievement and spiritual growth. We offer scouting for boys in grades 1-8.

**Girl Scouts** is a program designed to develop the whole person. Girl scouting is offered to girls from Kindergarten to eighth grades.

*Periodically other clubs in the areas of arts and science are offered along with Red Cross Babysitting.*



# Sports at BSS

Instructional and competitive sports programs are provided by the Blessed Sacrament Athletic Boosters. This organization is made up of parents and operates separately from the school. The boosters' website can be accessed at <http://www.bssboosters.com/>.



## ***Basketball***

***Boys***

***Grades 3-8***

***Girls***

***Grades 3-8***



## ***Baseball***

***Boys***

***Booster Ball***

***Grades 1-6***

***Knothole***

***Grades 1-8***

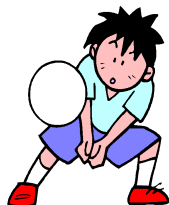
***T-ball/Coach Pitch***

***Grades K-1***

***Girls***

***Softball***

***Grades 3-8***



## ***Volleyball***

***Boys***

***Grades 4-8***

***Girls***

***Grades 4-8***



## ***Soccer***

***Boys***

***Grades K-8***

***Girls***

***Grades K-8***



## ***Cross Country***

***Boys***

***Grades 3-8***

***Girls***

***Grades 3-8***



## ***Golf***

***Boys***

***Grades 4-7***

***Girls***

***Grades 4-7***



## ***Tennis***

***Boys***

***Grades 1-8***

***Girls***

***Grades 1-8***

# BSS Development Committee

The BSS Development Committee was formed in 1991 in response to concerns about the appropriateness of raising funds through door-to-door sales by our school children. Through the committee's two major fundraisers (Annual Giving Campaign and the Evening to Treasure), monies are raised to fund needed programs and enhancements to the school. This means that our children do not have to sell magazines, candles, candy, etc. This committee operates under the auspices of the Board of Total Catholic Education and reports to the Board, the principal, and the pastor.

The Development Committee is made up of volunteers who work hard to help the school achieve its goals. Tuition provides a portion of the basic educational needs. The Development Committee supplements tuition to assure our students are prepared to succeed in today's society. See the Development page on our website for information on the Development Committee membership selection process.

## ***Mission***

The mission of the Development Committee is three-fold: to enable the school to provide an education integrated with Christian values; to identify, coordinate, and expand all resources available to the school; to instill a pride of ownership and involvement in Blessed Sacrament by our school, parish, and civic communities.

## ***Goal***

The Development Committee's goal is to provide capital improvements, curriculum enhancements, cost containment, teacher enrichment, and technology development for the school.

## ***Activities***

The Development Committee plans and coordinates the following programs, events and activities for the school:

- The Annual Giving Campaign
- An Evening to Treasure
- The School Memorial Program
- The Memory Walk
- BSS Open Houses
- Publicity and Public Relations
- Corporate Support Programs
- Grant Writing
- Fish Fries

The Development Committee publishes a variety of brochures and newsletters to spread the good news about Blessed Sacrament School and keep community members involved:

- **Blessings**, our annual newsletter.
- **The Annual Giving Campaign Brochure and Annual Report.**

The Development Committee reports to the Pastor for final approval.

If you are interested in becoming involved as a member of the Development Committee, please call the School Office.

# BSS Parents' Club

The Blessed Sacrament School Parents' Club is an organization devoted to the advancement of Catholic Education and the welfare of all the children of our parish school. The Parents' Club facilitates a closer relationship between home and school, so that parents, faculty, and administration may cooperate in the education and training of our children.

The Parents' Club sends home a list of "parent volunteer opportunities" This is an excellent way to get involved with your child's school and meet other parents. There is a job for everyone, even if one works outside the home during the day.

The Executive Board of the Parents' Club consists of the president or co-presidents, vice-president, secretary, treasurer and bookkeeper. Non-voting members of the board include the grade level coordinators and the homeroom representatives. See the Parents' Club page on our website for information on the Executive Board membership selection process. A business meeting is held each May. Three evening open meeting will be held throughout the school year.

Grade level coordinators are the organizers for their grade level activities. They are to serve as the liaisons between the teacher, the board, and the homeroom representatives. Each grade level is given a special assignment in addition to the three holiday parties:

## Special Assignments by Grade Level

K: Teacher's discretion

1: Help with kindergarten graduation

2: Catholic Schools Week—Sundaes for the students

3: Works with DRE in providing First Communion Retreat for 2nd grade

4: 8th grade play reception

5: Organize the D.A.R.E. luncheon and graduation for the 6<sup>th</sup> grade

6: Plan Confirmation reception for the 8<sup>th</sup> grades

7: Plan the 8<sup>th</sup> grade graduation reception, flowers for prayer service, and chaperone dance

8: Help with fundraising and details for the 8th grade activities

At the beginning of the school year, the grade level coordinator sends home a volunteer sheet to the parents in the grade level asking in what capacity the parent wants to help. She/he tallies the information and passes it along to the homeroom representative.

The homeroom representatives are assigned to carry out the instructions given to them by the grade level coordinator. There are two representatives assigned to help in each homeroom. The representatives are expected to use the list of parents who volunteer to help that particular grade. Representatives are given the responsibility to make phone calls for food and party donations. The homeroom representatives are also expected to help during Catholic School Week.

## Parents' Club Programs

- Everybody Counts
- Health Screenings
- Mathcounts
- New Parent Buddies

## Parents' Club Activities

- Catholic School Week Teacher Luncheon
- Grandparents' Day
- Teacher Appreciation Week
- Welcome Back Teacher Luncheon
- New Parent Meeting
- End of the Year Teacher Luncheon

## Parents' Club Fund Raisers

- Merchandise Certificates
- Food Truck Night
- Uniform Exchange
- Ladies' Fall Event
- Parent-Child Events

### **Board of Total Catholic Education**

The Board of Total Catholic Education is the policy-making organization for Blessed Sacrament School. Members are elected in the spring of the school year and serve a 3-year term. The parish bulletin lists the qualifications. To be eligible to serve, an adult must be a member of Blessed

Sacrament parish, 18 years of age or older, and willing to attend monthly meetings. We encourage our parents to consider being a part of our school board.

*The following pages contain policies formulated and adopted by the Board of Total Catholic Education.*

## **BLESSED SACRAMENT SCHOOL TOTAL BOARD OF CATHOLIC EDUCATION POLICIES Revised June 2001**

### **I. ENROLLMENT AND FEES**

**1.1** As a parish school, we have a primary responsibility to provide the children of our parish community the opportunity to attend Blessed Sacrament School. We are also sensitive to the desires of other families who wish to have their children attend our school.

To that end, we have established the following priority guidelines for enrollment in Blessed Sacrament School. Parishioner, as used below, refers to an active parishioner as defined in the Parish Registration Policy.

- a. All students currently enrolled in the school are guaranteed a space for the following school year provided all school fees are satisfied and the registration fee for the next year is paid by the in-school registration date.
- b. In-boundary parishioners who are siblings of students currently enrolled in Blessed Sacrament School.
- c. In-boundary parishioners who are new students to the school and/or children of teachers at Blessed Sacrament School.
- d. Out-of-boundary parishioners who are siblings of students currently enrolled.
- e. Out-of-boundary parishioners who are new to the school.
- f. New, non-parishioner Catholic students, and non-Catholic students will be enrolled on a first come/first serve basis.

**1.2** Blessed Sacrament School will follow the guidelines of the State of Kentucky and the Diocese of Covington concerning the age of a child for admission to Kindergarten and Grade 1.

**1.3** Tuition will be charged for all students. Tuition rates are set according to in-boundary, out-of-boundary and non-parishioner status. Grants are available to all students who request the grant forms and complete them by the scheduled deadlines.

**1.4** Tuition for the following academic year will be established by the Finance Council, approved by the Pastor and reported to the Board of Total Catholic Education in the spring of each academic year.

**1.5** The Business Manager will oversee the tuition collection process for grades K through 8. Families failing to meet the required tuition payments when reviewed by August 10<sup>th</sup> will not be permitted to enroll their children in the school.

Tuition payments will be reviewed five times per year, in August and prior to the end of each quarter, to insure required payments are up to date. This policy will be strictly enforced. Consequences for non-payment are as follows:

- a. The child or children will not be listed on the class listings posted prior to school beginning and they may not attend school if the first two tuition payments have not been received by the tuition processor by August 10<sup>th</sup>. Tuition payments must be current at the end of the first trimester in December in order for the child/children to return to Blessed Sacrament in the second trimester. The final payment must be current for the child/children to complete the school year and to receive their report cards.
- b. Report cards will be withheld at the end of each trimester for any family that is not current with their tuition payments.

- c. Families who have not completed their tuition payments for the current school year will not be permitted to complete registration for the next school year at the Fee Days scheduled in early May. A space for those children will not be held for the next school year unless written arrangements are made with the Business Manager before the end of Fee Days.
- d. Delinquency letters will be sent out by the tuition processor on a monthly basis. There will be a \$20.00 fee for late payments.
- c. If your only child attending Blessed Sacrament will graduate from the eighth grade, all tuition payments and late fees must be made by the due date in order for the child to participate in graduation ceremonies and to receive a final report card or their school transcripts.
- d. Chronic delinquencies will be dealt with on an individual basis; serious and specific consequences will be imposed.
- e. If any family is unable to make the required tuition payments, a tuition assistance application may be obtained from the school office until November 1<sup>st</sup>. After that time any family encountering financial hardship must notify the school office for further tuition assistance information.
- f. The discount for those paying tuition upfront is available only to those who make their full payment by June 1.

**1.6** There shall be four options for payment of tuition:

- a. Monthly payments from June to March through the current tuition payment system. Payments are due on the 30th of each month and a late fee of \$20.00 will be charged for late payments.
- b. Automatic monthly debit from your account at any bank.
- c. All tuition paid up front by June 1<sup>st</sup>. If paid after June 1<sup>st</sup>, the \$75 discount will be forfeited.
- d. Tuition paid in two installments, the first due by June 1<sup>st</sup> and the second due by December 1st. A \$20.00 late fee will be charged on all late payments.

**1.7** All fees such as school fees, book rentals, and cafeteria fees are the responsibility of the parents. Failure to pay these fees will result in appropriate sanctions as determined by the principal, e.g., withholding progress reports or report cards, children not listed on posted homeroom groupings, etc.

**1.8** Tuition will be charged for all students enrolled in the Parish School of Religion. This tuition will be used to defray costs of instructional materials and catechists' stipends.

- a. Tuition payments for PSR are due semi-annually. Delinquent tuition payments after June 1<sup>st</sup> (30 days after the end of the term) will result in written notification by the Pastor or DRE.

**1.9** Every effort will be made to include children with special needs in the Parish School of Religion (PSR) program.

**1.10** Kindergarten tuition may be paid in full prior to the first day of school or semi-annually. A non-refundable processing fee and the materials fee is required to be paid with Kindergarten registration.

## **II. CLASS SIZE**

**2.1** The Blessed Sacrament Board of Total Catholic Education believes that an ideal student-teacher ratio is important to the educational process. Therefore, the Board has declared twenty-five (25) students to be the maximum permitted in a single room in primary grades Kindergarten through three. The maximum number of students permitted in a homeroom in grades four through eight will be twenty-eight (28), (Revised 2010). In the event that enrollment falls below fifty (50) students in grades one through three or fifty-six (56) students in grades four through eight, the number of homerooms in the affected grade will be reviewed using the following process: The number of homerooms per grade will be determined by the principal and pastor after receiving recommendations from teachers passing and receiving the students, and in consultation with representatives of the Board of Total Catholic Education, Finance Council and Pastoral Council. This process will be completed no later than April 15 in order to accommodate Diocesan teacher contract deadlines.

## **III. RELIGIOUS EDUCATION**

**3.1** The Blessed Sacrament Board of Total Catholic Education directs that formal religious education for the school's students will be provided through religion classes in Blessed Sacrament School and for public school students through the Parish School of Religion.

The formal religious education for Catholic children should also include the opportunity for the students to participate in the sacraments of Eucharist and Reconciliation on a regular basis.

**3.2** In addition, sacramental preparation will be offered in accordance with Diocesan guidelines. The Blessed Sacrament Board of Total Education supports these guidelines.

**3.3** Sacrament Candidates for the first Communion, First Reconciliation, Confirmation, and RCIA for Children must have adequate instruction (preferably one full year) in the Roman Catholic faith prior to admission to the sacramental preparation class.

Those preparing for the sacraments are to be actively participating in the church community and attending Sunday liturgy on a regular basis.

Sacramental candidates will satisfy the requirements for individual sacraments. These requirements are stated by the Diocese of Covington in Initiation and Reconciliation and are supported by the Blessed Sacrament Board of Total Catholic Education.

## **IV. VANDALISM**

**4.1** Parents and children are liable for all vandalism caused by their children on Blessed Sacrament Parish property. Appropriate legal action may be taken at the discretion of the Pastor and Principal. Such liability will be attended to by parents/legal guardians as determined by the Pastor and Principal.

## **V. ALCOHOLIC BEVERAGES**

**5.1** No alcoholic beverages will be permitted or served on school premises in conjunction with school functions

## **VI. VISITORS TO SCHOOL**

**6.1** Visitors are considered to be all persons on school premises during school hours other than school personnel and students. All visitors must report to the school office to sign in and receive a visitor's badge. Visitors must sign out at the school office when leaving.

## **VII. FUNDRAISING POLICY**

**7.1** The primary business of children in elementary and junior high school is learning. For this reason, Blessed Sacrament School limits the fundraising activities of its students through this policy and establishes the following guidelines:

- a. For the safety of our children, Blessed Sacrament School does not promote door-to-door sales by students.
  - b. Blessed Sacrament School limits the number of fundraising activities, both on school-wide and classroom levels. All groups and individuals wishing to raise funds for Blessed Sacrament School, or for Blessed Sacrament School associated activities must do so within the following guidelines.
1. All requests for contributions (money or goods) and all sales must be submitted to the principal on the Monday of the week prior for approval.

### ***Established Fundraisers & Responsible groups:***

- Annual Giving Campaign - Development Committee
- Change for Change - Student Council
- Evening to Treasure \* - Development Committee
- Ladies Fall Event \* - Parents' Club
- Merchandise Certificates - Parents' Club
- Artsonia- The Parent Club earns 20% of the purchase price of all items that parents purchase from the gift shop

\*Please note that all sales and auctions associated with a fundraiser must be completed on the night of the event. Future solicitations of school or parish events related to the fundraiser will not be allowed.

### ***Other Fundraisers:***

- Any other requests/advertising for fundraisers will be very limited and only approved at the discretion of the principal.
- Requests by students, staff, parents to support a national disaster (e.g. earthquake) or community activity (e.g. Red Cross) will usually be solicited through established school organizations, e.g. Student Council, not the general school community.
- Parish and immediate community related fundraisers can be advertised through the Wednesday newsletter but not directly sold to students during school hours.
- Students' free-will offerings to charities outside of the parish (e.g. the Heifer Project, Lenten collection boxes, etc.) that are supervised by Blessed Sacrament School religion teachers and approved by the Principal / Director of Religious Education, are not bound by this policy. Teachers may encourage students' donations through the use of a voluntary donation box in a classroom on a seasonal (e.g., Lent, Advent) or special need (flood, earthquake) basis. Students should be encouraged to make such donations from their own personal funds and not ask their parents for money for this purpose. The use of such donation boxes must be strictly voluntary and no fund raising activities will be conducted in relation to them.

## **VIII. WEDNESDAY ENVELOPE POLICY**

### **8.1 Steps for submitting articles for the Blessed Sacrament School Wednesday newsletter:**

1. Have item to the school office to be approved by Friday of the preceding week. If the article is not in the office by Friday for approval, there is no guarantee that the article will be able to be put into the next week's envelope.
2. If the article pertains to the school, but is associated with a class activity or organization, such as Boosters (sports), Scouts, Parents' Club, clubs, the specific organization will be responsible for the duplicating, counting out and collating after approval. (Classroom numbers are available in the office.)
3. Parish and immediate community related fundraisers can be advertised but not directly sold to students during school hours.
4. Due to the amount of information that goes home each week, articles cannot be repeated a second week.
5. Employed teachers of Blessed Sacrament School may send information regarding their tutoring/enrichment classes. The Wednesday newsletter cannot be used to promote individual parent businesses.

### **8.2 Steps for submitting monthly advertising (sent out the first of the month):**

1. Advertisement accepted only from parishioners, school staff, families and immediate community (Ft. Mitchell, Lakeside Park, Crestview Hills).
2. Have ad to the office to be approved by the 25<sup>th</sup> of the month. Call for approval.
3. After approval, the individual is responsible for running off, counting and returning the advertisement to the school office.
4. Runoffs need to be in the office by the morning of the last day of the month.

*Please note: Items are not necessarily endorsed by the school administration.*

## **IX. ABSENCES**

**9.1** Excused absences will include illness, funerals and other absences as determined in consultation with the principal.

**9.2** All other absences, including vacations, are considered unexcused even if only for a part of a day. Unexcused absences can be detrimental to a child's educational progress and should be avoided. The parents must assume responsibility for such absences.

1. If parents decide to remove a student from school for an unexcused absence, the parents must contact the school office and the teachers involved at least 5 school days in advance of the student's departure. A form must be completed and returned to the school office and approved by the principal.
2. The principal and the teachers involved will determine how the student may account for the work missed. The work may be given in advance at the discretion of the teacher. Appropriate sanctions will be applied in the event the student does not comply. These sanctions are described in the Parent/Student Handbook.



## **X. DISCIPLINE**

**10.1** The Blessed Sacrament Board of Total Catholic Education believes that an orderly atmosphere is conducive to learning. Rules and regulations must be established and obeyed in order to create such an atmosphere.

**10.2** The rules and regulations of Blessed Sacrament School will be determined by the principal following Diocesan guidelines. The Board directs that faculty, students, and parents be made aware of all rules and regulations at the beginning of each academic year. Any changes in rules and regulations occurring during the school year must be communicated in a timely manner.

**10.3** The rules and regulations of the Parish School of Religion will be determined by the Director of Religious Education following Diocesan guidelines. The Board directs that the religion teachers, students and parents be made aware of all rules and regulations at the beginning of each school year. Any changes in rules and regulations occurring during the school year must be communicated in a timely manner.

## **XI. SCHOOL SUPPORT GROUPS**

**11.1** Blessed Sacrament Parents' Club is a parish organization, operating under its own constitution, made up of school parents who support the educational programs at Blessed Sacrament School. The Parents' Club cooperates with the staff to enhance the curriculum and perform social and some fundraising activities. It also functions as a major communication link between faculty and parents. It maintains a clear and open channel of communication with the Board of Total Catholic Education.

**11.2** School Development, as part of the parish structure, operates as a committee of the Board of Total Catholic Education. It is made up of school parents, parishioners, and community volunteers and works with the school principal. Its purpose is to assure the school's viability and success into the future, through marketing, major fundraising, and comprehensive alumni programs. School development committee members are appointed by the principal in consultation with the chairperson of the Board of Total Catholic Education.

**Additional Board of Education Policies e.g., personnel, cafeteria, and student pregnancy, etc., may be found in the school office.**

## **Amendments to this Handbook**

Statements in the handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible; however, some changes might be necessary immediately due to unforeseen circumstances.

The Administration reserves the right to carry out disciplinary measures for any offense or misconduct related to the school even though not mentioned specifically in the published rules and regulations.

### ***Notice of Non-Discrimination***

**Blessed Sacrament School admits students of any race, color, and national or ethnic origin.**