

# Blessed Sacrament School Parent/Student Handbook

Revised 2024



# 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. **“The Mission of Blessed Sacrament School is to spiritually, academically, and personally develop active Catholics using the Gospel Teachings of Jesus Christ.”** The students, parents, faculty, and staff join together in fulfilling this mission.*

*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.*

*While the handbook provides important information relative to all aspects of the life of our school, it cannot be used as the basis for all decisions and is not all-encompassing. It is our hope that this handbook will provide the right parameters and expectations for the students and staff of BSS.*

*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,*

*Mrs. Aideen Briggs*

*Principal*

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# History, Data

## Our History and Traditions

Founded in 1921, Blessed Sacrament School provides a quality education to children in Preschool through 8th 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 **four-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.

### **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, 2015, and 2021 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.

## School Data

**Parish and Pastor:** Blessed Sacrament parish, Rev. Damian Hils

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

**Phone:** (859) 331-3062

**Email:** [bssoffice@bssky.org](mailto:bssoffice@bssky.org)

**School Day:** 7:20am - 2:00pm

**Enrollment:** Approximately 450 students (PK-8)

**Average Academic Class Size:** 20 students

**Approximate Teacher-Student Ratio:** 1:13

**Faculty:** 1 Principal, 30 full-time teachers, 4 part-time teachers, 9 instructional aides, 1 part-time Speech-Language Pathologist, 1 part-time counselor, 1 part-time intervention teacher, 3 office staff, 1 part-time nurse, 3 cafeteria 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 July 2021.

**School Colors:** Navy and white

**Mascot:** Eagle

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

**Facilities:** 26 classrooms, 4 resource rooms, STEM lab, music room, art room, gymnasium, counselor's office, main office, cafeteria

# Mission, Philosophy, Objectives

## Mission Statement

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

## 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.

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 student growth</li> </ul>

# Virtus, Volunteers/Visitors

## 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 at [covingtondiocese.org](http://covingtondiocese.org) for all of the necessary information. We want to continue to be able to use one of our most valuable resources – you!

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 [covingtondiocese.org](http://covingtondiocese.org) and go to Offices > Safe Environment > then click on the following topics:

- **Diocesan Policy** – Read the policy, then print out and fill in the Acceptance Form and return it to the school office.
- **Latest Virtus Training Schedule** - Training classes are offered at various locations throughout the Diocese. Dates and times are listed on the website and in *The Messenger*. To register go to [virtus.org](http://virtus.org) and click **Registration**
- **Background Checks, Paperwork** – Background Checks must be conducted every five (5) years through the Virtus website. A Volunteer Application and Policies & Procedures Acceptance form must also be filled out in the school office every five (5) years.

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

## Volunteers and Visitors

Parents enrich our school environment. Please take the opportunity to become a volunteer!

### *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 must report to the school office, sign in, and exchange their car keys for a 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.

### *Parents/Visitors Dropping Off Items for Students*

Forgotten items such as but not limited to homework, supplies, food, drinks, and clothing may only be brought to school by a parent/visitor between the hours of 6:45am-8:30am. None of these items will be permitted to be brought in for students after 8:30am. The items must be brought to and left in the office. Items are not to be brought directly to any classroom during school hours.

In addition, the person bringing the item is responsible for emailing the appropriate teacher to let them know the item is in the office. BSS staff are not responsible for contacting teachers about items brought in for students, nor are they responsible for bringing the items to the students or classrooms. Exceptions may be made for medications.

# Admissions 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 parish is bounded on the west by I-75/71, on the north where I-75/71 crosses Dixie Highway, on the east to KY17 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:

- North — Ft. Mitchell to Ridge Road
- South — the area opposite Dillard's and south to Dixie Heights High School
- West — the area north of Beechwood Road, beyond where it crosses under I-75/71 and as far as Waterford Estates off of Bromley-Crescent Springs Road.

# Admissions Policies & Procedures (continued)

## BSS Enrollment Policy

The registration/application process detailed below will be followed between the end of January until approximately February 14th each year. After that February 14th, 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. Active parishioners who are siblings of students currently enrolled in Blessed Sacrament School, or whose sibling has recently graduated
3. Active parishioners who are new students to the school and/or children of teachers at Blessed Sacrament School
4. Non-parishioners / non-active parishioners who are siblings of students currently enrolled and/or out-of-boundary parishioners who are new to the school
5. 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 active parishioner status. Tuition assistance is available for parishioners.

## *Preschool Admission Policy*

In addition to the above BSS Enrollment Policy, children who enroll in Preschool must also:

- be at least 3 years old before January 1 previous to the beginning of the school year
- be fully potty trained

## *Kindergarten / 1<sup>st</sup> Grade Age of Admission Policy*

Children who turn 5 years of age no later than August 31 following the opening of school may enroll in Kindergarten. Children who turn 6 years of age no later than August 31 following the opening of school may enroll in 1st grade. Exceptions for early entry into Kindergarten or 1st grade may be considered for students who turn 5 years of age (Kindergarten) or 6 years of age (1st grade) on/ between September 1 and October 1 and who meet the following early entry criteria:

- verification of birth date
- written request by the parent or guardian for early entry submitted to school Principal by June 1 prior to the date of the requested entrance
- successful completion of a Diocesan-approved standardized test
- available space at the receiving school
- 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
- have a sense of letters and numbers

# Admissions Policies & Procedures (continued)

## ***Transferring to BSS***

Transfers are open to parishioners when there is a 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.
- 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.

## ***Class Size Policy***

This policy was adopted by the Board of Education in conjunction with school Administration:

- Preschool classes are not to exceed 16 children per homeroom with a full-time aide.
- Kindergarten classes are not to exceed 25 children per homeroom with a full-time aide.
- Classes for grades 1-3 are not to exceed 25 children per homeroom.
- Classes for grades 4-8 are not to exceed 28 children per homeroom.

## **Tuition, School Fees**

All tuition payments are to be processed through the FACTS Tuition Management at [online.FACTSmgmt.com/4HN32](http://online.FACTSmgmt.com/4HN32). There is a \$5 enrollment fee for all families, a \$15 fee for families choosing a biannual payment plan, and a \$50 fee for families choosing a monthly payment plan. Tuition concerns and inquiries may be directed to parish Business Manager, Joe Hemmelgarn at [jhemmelgarn@bscky.org](mailto:jhemmelgarn@bscky.org) or 859-331-4302 ext 136.

School fees are set yearly and must be paid in full by the end of the school year. They fund books, classroom materials, field trips, cafeteria management fees for grades K-8, and daily snacks for PK. Students may not begin the next school year until all delinquent school fees have been paid. School fee concerns and inquiries may be directed to school Bookkeeper, Mary Enzweiler at [menzweiler@bssky.org](mailto:menzweiler@bssky.org) or 859-331-3062 ext 210.

## **Preschool/Kindergarten**

***PK/K School Fees*** are required upon registration and payable directly to the school office by cash, check, or credit card. They are non-refundable after May 15.

### ***PK/K Half-Day Tuition options***

- pay in Full by August 15 through FACTS; this option is given a discount (per family) of \$75 plus an extra \$5 to cover the FACTS enrollment fee for a total discount of \$80
- Biannual payments made by June 15 and December 15 through FACTS

### ***PK/K Full Day Tuition***

- pay in Full by August 15 through FACTS; this option is given a \$80 discount (per family) of \$75 plus an extra \$5 to cover the FACTS enrollment fee for a total discount of \$80
- Biannual payments made by June 15 and December 15 through FACTS
- 10 Monthly payments, July - August through FACTS

## **Grades 1-8**

***1st-8th School Fees*** are required upon registration and payable directly to the school office by cash, check, or credit card. They are non-refundable after May 15.

### ***1st-8th Tuition options***

- pay in Full by August 15 through FACTS; this option is given a discount (per family) of \$75 plus an extra \$5 to cover the FACTS enrollment fee for a total discount of \$80
- Biannual payments made by June 15 and December 15 through FACTS



# Tuition, School Fees (continued)

## All Grades

**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 in early May.

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

**Parishioner activity** will be reviewed several times per year to ensure active members are receiving discounted tuition rates. Tuition will be adjusted based on parish activity.

### **Consequences for non-payment of school fees and/or tuition:**

- 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 for families on the Monthly payment plan, or
  - the first tuition payment by August 1 for families on the Biannual payment plan
- Payments must be current at the end of December in order for the student to return after Christmas break.
- The final payment must be current in order for the student to complete the school year and receive their report card.
- Registration and a space for the following school year will not be held if school fees are delinquent.
- Registration and a space for the following school year will not be held if tuition payments are delinquent unless written arrangements are made with the Business Manager.
- Report cards will be withheld at each trimester for any family not current with tuition and/or school fees. Delinquency letters will be sent out by the parish Business Manager for tuition and by the school Bookkeeper for school fees.
- For 8th grade students, all payments and late fees must be current in order for the student to participate in 8th grade activities and graduation ceremonies, and to receive their final report card and/or school transcripts.
- Chronic delinquencies will be dealt with on an individual basis.

## 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 (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 X/Twitter, Instagram, or Facebook. Parents who do not have online access, please contact the office at 859-331-3062.

**Teacher-Parent Communication** is encouraged. Our school website, Google Classrooms for grades 4-8, and weekly classroom newsletters may include class updates, calendar items, tests, and long term projects. Other ways to communicate between home and school are the student planner, e-mail, and telephone calls. When problems/concerns arise, parents' *first line* of communication is the teacher. Teachers are available for conferences when needed. Parents can email teachers by using the first letter of the teacher's first name, their full last name, and @bssky.org (e.g. Tom Smith - tsmith@bssky.org).

**Communication regarding student academic progress** is in the form of report cards. The school year is divided into trimesters with reports electronically published at the end of each trimester via Sycamore. Between published report cards, grades reports 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. Students in grades 4-8 are welcome to attend conferences with their parents.

## 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:

- Access is granted by divorce decree.
- The custodial parent has given written permission for limited or total access to the child’s records.
- 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.

## Safety, Emergency Procedures

### **Basic Child Safety at BSS**

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 adults. Each family fills out an Emergency Contacts form when a student registers. The form is updated each school year. We depend upon parents to update this information when it changes. The Emergency Contacts form is also online at [bssky.org](http://bssky.org) under School Forms and Misc Information. Please update as necessary and send to the school office. Make sure your Emergency Contacts form includes current home, work, and cell phone numbers to reach you. We cannot stress enough the importance of having up-to-date phone numbers.

Upon enrolling at BSS, all parents must also complete a Custodial/Non-Custodial Information 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.

In the event of an emergency, parents must follow these safety directives:

- **DO NOT COME TO SCHOOL.** Listen to the Emergency Broadcast system on TV/radio. Unnecessary traffic and people will slow down the police/fire response and increase the number of emergency personnel needed to aid in the emergency.
- **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.
- **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 Lakeside Christian Church) and sign the Student Release List.

### **Drills**

#### ***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 them. With regard to earthquake drills, the school has been instructed by the local safety officials as to the proper procedure to follow.

# 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 ensure that our procedures are in line with 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.

## ***Lockdown Drills***

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.

## **Evacuations**

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 teachers 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 then direct them to the Student Release Center. There, parents/emergency contacts will be asked for photo identification and to sign the Student Release list.

## **Snow Days**

For school closings or delay notifications, please refer to local radio and TV stations. Blessed Sacrament School will be listed separately. We will not be grouped with any other school.

In addition to notifications being listed on local TV, text messages will be sent to parents who have opted-in for this service. Opt-in forms can be obtained from the school office.

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 to school 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 private 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 garage 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/or the text messaging system.

- Prior to sending **bus riders** and **walkers** home, teachers 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(ren) during an early school closing via email.

# Safety, Emergencies (continued)

## Student Journaling

Journaling in certain classes may take place. The teachers will notify the parents and request a signed agreement that contains the following information: The purpose of journaling is to connect the curriculum with students' feelings, experiences, and thoughts. Journaling will prepare the students for daily discussion, reinforce the concepts taught, and give them an opportunity to connect classroom lessons to their own lives.

Journals will not be graded for content, but rather for completion and participation. This means that, although teachers will make every effort to review the content of the journals once per trimester, we cannot guarantee that sensitive or concerning information will be caught. If teachers do find any concerning content, Administration will be notified and parents will be contacted.

## 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 and hygiene. The school cafeteria will provide balanced meals each day. After-school sports programs are provided through the Blessed Sacrament Booster organization.

## Dress Code

*Schoolbelles Uniforms*  
1751 Monmouth St, Newport  
[schoolbelles.com](http://schoolbelles.com)

*[FrenchToast.com](http://FrenchToast.com)*  
(blue gold plaid  
jumpers)

*Lands' End*  
2715 Edmonson Rd, Cincinnati  
[Landsend.com](http://Landsend.com)

Students need to be in dress code at all times while on any part of school property, including during 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

### *Preschool*

- **Shirts** - blue, custom printed uniform T-shirts ordered through a website provided by school
- **Pants** - navy, non-logoed pants; elastic waistbands are permissible. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

### *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, Lands' End, or **French Toast**; 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) are to be worn under skirts/jumpers in the winter months. No cutouts and no mesh. No socks past the knees.



# Dress Code (continued)

## Girls (continued)

### Grades 5-6

- **Shirt** - White, banded polo with school logo from Schoolbelles or Lands' End. 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 or Lands End, must be no more than 4" above the knee or 1" below the knee.
- **Pants** - 5th grade: only navy twill; no patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June. **6th grade girls and boys may wear khaki or navy shorts or pants.**
- **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. No socks past the knees.



5th grade pants/shorts options, navy twill

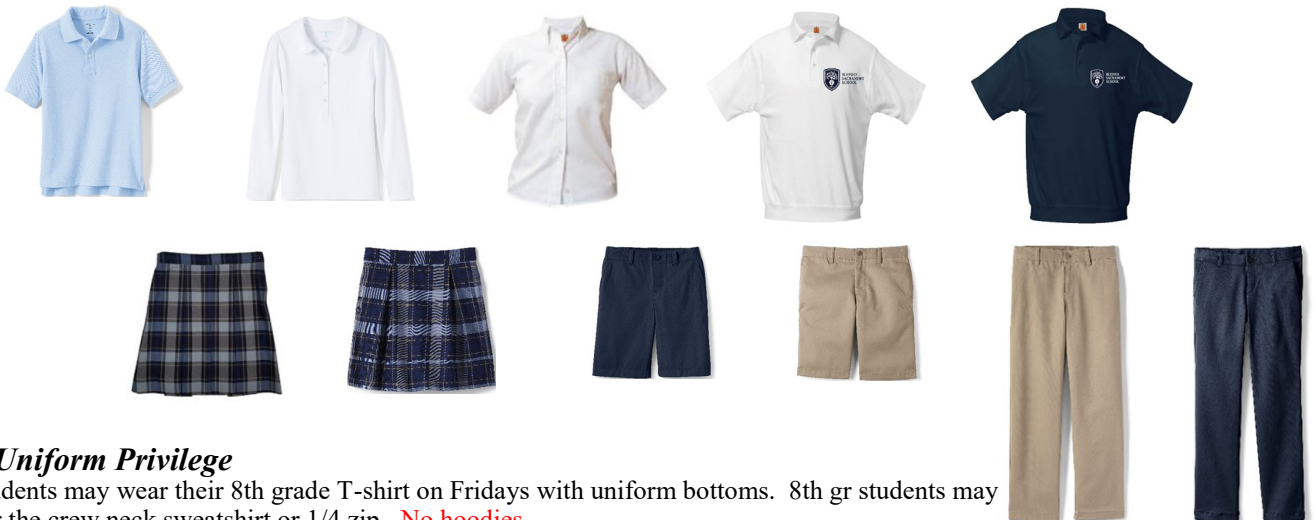


6th gr pants/shorts options, navy or light khaki twill (no gold/dark khaki)



### Grades 7-8

- **Shirt** - White or navy banded polo with school logo from Schoolbelles or Lands End. 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. (Undergarments should not be easily visible.)
- **Skirt** - Box pleated or pleated skirt from Schoolbelles or Lands End, must be no more than 4" above the knee or 1" below the knee.
- **Pants** - Dress navy or light 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. No socks past the knees.



### 8th Grade Uniform Privilege

8th gr students may wear their 8th grade T-shirt on Fridays with uniform bottoms. 8th gr students may also wear the crew neck sweatshirt or 1/4 zip. **No hoodies.**

# Dress Code (continued)

## Boys

### Preschool

- **Shirts** - blue, custom printed uniform T-shirts ordered through a website provided by school
- **Pants** - navy, non-logoed pants; elastic waistbands are permissible. Shorts are permitted in Aug., Sept., Oct., April, May, and June.

### 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. Undergarments should not be easily visible.
- **Pants** - Dress navy twill; no patch pockets; no faded pants. Shorts are permitted in Aug., Sept., Oct., April, May, and June. **6th grade boys and girls may wear khaki or navy shorts or pants.**
- **Socks** - Solid white, black, or navy only. No socks past the knees.



### 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 or Lands End; 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., April, May, and June.
- **Socks** - Solid white, black, or navy only. No socks past the knees.



### 8th Grade Uniform Privilege

8th gr students may wear their 8th grade T-shirt on Fridays with uniform bottoms. 8th gr students may also wear the crew neck sweatshirt or 1/4 zip. **No hoodies.**

## All Students

### Shoes

Tied casual shoes and traditional, below-the-ankle, gym/tennis shoes are all permitted. Students may also wear boots in inclement weather. 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, shoes with wheels, backless shoes, open-toed shoes, loafers, Hey Dudes) may not be worn. On mass days, students may wear dress shoes instead of sneakers. The teacher or Administration will determine if a shoe is inappropriate, unreasonable, or unsafe for school wear.

# Dress Code (continued)

## All Students (continued)

### ***Belt***

A solid navy blue, black, or brown belt must be worn with belt-looped pants/shorts. (PK-2 may wear slacks with elastic waistbands and without belt loops.) Belts may not have studs or other decorations.

### ***Sweaters***

- Cardigan sweaters must be plain, non-logoed, hip length, and long-sleeved in solid gray, navy, or white.
- Pullover sweaters may be crew or v-neck and must be must plain, non-logoed, and hip-length in solid gray, navy, or white.
- Sweatshirts and 1/4 zips must be navy or gray **and have the BSS shield crest logo.**
- Any other BSS Spirit Wear, including sweatshirts and 1/4 zips with the BSS eagle logo or in colors other than navy or gray, may only be worn on Spirit Wear Thursdays.
- **No hoodies, including BSS hoodies purchased through past spirit wear sales, are permitted at all, including on Spirit Wear Thursdays and Out of Uniform Days.**



### ***Student ID Badges***

School-issued lanyards and identification badges are to be worn during the school day and left in the classroom upon daily dismissal. Replacement cost for lost or damaged lanyards/id badges is \$5, payable to the school office.

### ***Shorts***

Shorts may be worn in Aug., Sept., Oct., April, May, and June. They must be dress shorts, navy blue, twill. Students in grades 6/7/8 students may also wear light khaki shorts. Shorts must be at or 2” above the knee, styled to fit, and not oversized. **Leggings must be worn under jumpers/skirts during November, December, January, February and March.**

### ***Hair***

All haircuts and styles must be deemed “school appropriate.” Styles such as, but not limited to mohawks, numbers, and letters are not allowed. Hair must be neat, clean, and combed. Both boys’ and girls’ hair should be out of the eyes and bangs/fringe 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. Hairstyles should not be considered distracting as deemed by teachers or Administrators.

### ***Cologne***

Students may not use aerosols or sprays during the school day.

### ***Jewelry and Make Up***

- PK-6: No make up
- PK-4: Girls may wear single post earrings (no dangles/hoops).
- 5-8: Girls may wear small hoops.
- 7-8: Girls may wear concealer or foundation.
- PK-8: No acrylic or imitation nails that negatively impact learning (discretion of the teacher)
- Boys are not allowed to wear earrings.

### ***Other Accessories***

- 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/fitbits/devices that are able to be connected to wifi may be worn as accessories.

## Dress Code (continued)

### *Spirit Wear Days*

On Thursdays, students may wear any type of BSS Spirit Wear (**except hoodies**) or a BSS sports jersey top with their uniform bottoms. Students choosing to NOT wear BSS spirit wear on Spirit Wear Thursdays are expected to wear the standard uniform.

### *Out of Uniform Days*

Appropriate attire must be worn. Shorts/skirts/dresses must not be more than 4" above the knee, no hats may be worn (unless it is a special themed day), no offensive pictures/sayings on shirts, no leggings leaving the backside exposed, 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.

## Physical Education Dress Code

### *Preschool*

Preschool students wear their regular uniform clothes for P.E.

### *Grades K-8*

On P.E. 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 P.E. if desired. During winter months, (December-March) sweatpants or leggings under shorts must be worn. Shorts may be worn under sweatpants if they are preferred for class.

- **Shirt** - A BSS logoed T-shirt is required. New BSS T-shirts are available for purchase through the online [BSS Spirit Wear Shop](#). Hooded sweatshirts are not permitted to be worn on any school day, including during P.E.
- **Shorts** - Regulation BSS logoed blue shorts are required for grades 4-8. New BSS shorts are available for purchase through the online [BSS Spirit Wear Shop](#). Students in grades K-3 may wear either the regulation BSS logoed shorts or plain, non-logoed navy or gray shorts.
- **Sweatpants** - All students may wear either regulation BSS logoed navy sweatpants purchased through the online [BSS Spirit Wear Shop](#) or non-logoed, plain navy or gray sweatpants. Students in grades K-3 may also wear non-logoed navy or gray straight-legged loose leggings.

K-3<sup>rd</sup> gr PE shorts/sweatpants options



4<sup>th</sup>-8<sup>th</sup> gr PE shorts/sweatpants options



## Dress Code Violations

- Students in grades K-3 have grade level appropriate consequences for dress code violations.
- Students in grades 4-8 will receive a Responsibility/Behavior Referral if they are out of uniform.



# Attendance, Tardies, Absences

## School Sessions

### *Preschool*

- **Half-Day** Preschool is Monday-Friday 7:20am-10:30am
- **Full-Day** Preschool is Monday-Thursday 7:20am-2:00pm, and Friday 7:20am-11:00am
- The earliest dropoff time for all PK students is 7:10am

### *Kindergarten*

- **Half-Day** Kindergarten is Monday-Friday 7:20am-10:50am
- **Full-Day** Kindergarten is Monday-Friday 7:20am-2:00pm
- The earliest dropoff time for all K students is 6:45am

### *Grades 1-8*

- Monday-Friday 7:20am-2:00pm
- The earliest dropoff time for all 1<sup>st</sup>-8<sup>th</sup> grade students is 6:45am

## Tardy Policy

Arriving to school on time 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.

- Students will be marked as tardy after 7:20am
- Students must report to the office for a tardy slip before going to the classroom.
- If arriving to school late becomes a chronic problem, the teacher and/or Administration will contact the parents about creating a plan.

## Absences

Parents should notify the school office each day a student is absent. Call the office between 6:45am-7:45am at 859-331-3062, or email the office at [bssoffice@bssky.org](mailto:bssoffice@bssky.org). Messages may also be left by voicemail prior to school office hours.

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

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

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.

Book and assignment requests for students absent from school must be requested when you call the office in the morning. It is strongly suggested that parents have a designated student pick up the homework when their child is absent. 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 2:00pm, 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 Homework Shelf in the school office.

### *1/2 Day Absence*

If a student is absent for more than two hours total in one day, consecutively or otherwise, they will be marked absent for half the day.

## 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.

# Arrival/Dismissal Procedures, Transportation Options

## Morning Arrival Routines

### *Preschool*

- 7:00-7:20am - staff escort students from their cars to the cafeteria
- 7:20am - staff escort students from the cafeteria to their classrooms

### *Grades K-3*

- 6:45-7:10am - students sit in the cafeteria
- Arrivals after 7:05am - students go directly to their classrooms
- 7:10am - students waiting in the cafeteria are sent to their classrooms

### *Grades 4-8*

- 6:45-7:05am - students sit in the cafeteria
- 7:05am - students go directly to their classrooms
- Arrivals after 7:20am - drop off students at the front door, and instruct them to go directly to the office

## Pick-Up Policies

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. Leaving the school without permission is classified as truancy. If a student needs to leave early, the parent must report to the office to pick up their child, and sign them out in the designated office notebook. The student will be called from their room. We ask that parents do not go to the child's classroom unless authorized to do so.

For the safe and orderly dismissal of students, parents are required to promptly pick-up or arrange for the pick-up of their children at 2:00pm 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 2:30pm are considered late. For each late pick-up, the family of the children will be charged \$1 per minute after 2:30pm until pick-up occurs. Each family will have two grace periods (not to exceed 10 minutes each) per year. Access to Sycamore will be denied and/or report cards will not be posted to those owing any fees due to late pick-ups.

This late policy also applies to after-school Detention.

### *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.

## Transportation Options and Routines

### *Walkers*

**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 Administration.

Walkers should enter using the main school lobby entrance. Students coming from Idaho Avenue need to stay in specifically marked lines as they cross the school's north and front parking lots. Students walking along Dixie Highway across the street from school are to use the underpass. School crossing guards are stationed at 2 locations to ensure our students' safety. Walkers must follow the directives of the school crossing guards. Failure to obey the crossing guards will result in disciplinary measures determined 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.

# Dismissal, Transportation Options (continued)

## ***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 ensure the safety of adults and children. Children who use Idaho Avenue must walk their bikes within the designated lines in front of school. Children who live on the west side of Dixie Highway (opposite school's side of the street) will use the traffic light.

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

## ***Car Riders***

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

- Only staff and parents of handicapped children may enter the parking lot through the front entrance during regular drop-off and pick-up times. No drop-off or pick-up by car in handicapped area (front of school) is permitted during these times.
- Blessed Sacrament strongly discourages parents from using side streets in the morning and/or afternoon for drop-off/pick-up.
- No left turn onto Dixie Highway is permitted during designated times when coming from Idaho Avenue.
- 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.
- **Morning drop-off** - Drop off students in the back parking lot behind school near the cafeteria doors no earlier than 6:45am for students in grades K-8, and no earlier than 7:10am for Preschool students. *There is no supervision until 6:45am.*
- **Afternoon pick-up** - Pick-up for car riders occurs in the back parking lot behind school, with students exiting through the cafeteria doors. Driving an automobile to the front entrance of the school building causes a serious traffic hazard for children who walk to/from school.
- 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 who have not arrived at the cafeteria doors by 2:25pm must go to the office to pick up their child.
- A laminated placard will be sent home with the youngest child of every family by the second week of school. It is required to be in the car which picks up your children on both 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 they are not listed as an Authorized Pickup on the appropriate form or in Sycamore, the children will be sent to the school office and a parent will be called for verification before the 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.

## ***Bus Riders***

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 6:45-7:15am. Students are dismissed to the buses on the driveway between the 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. Your 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.

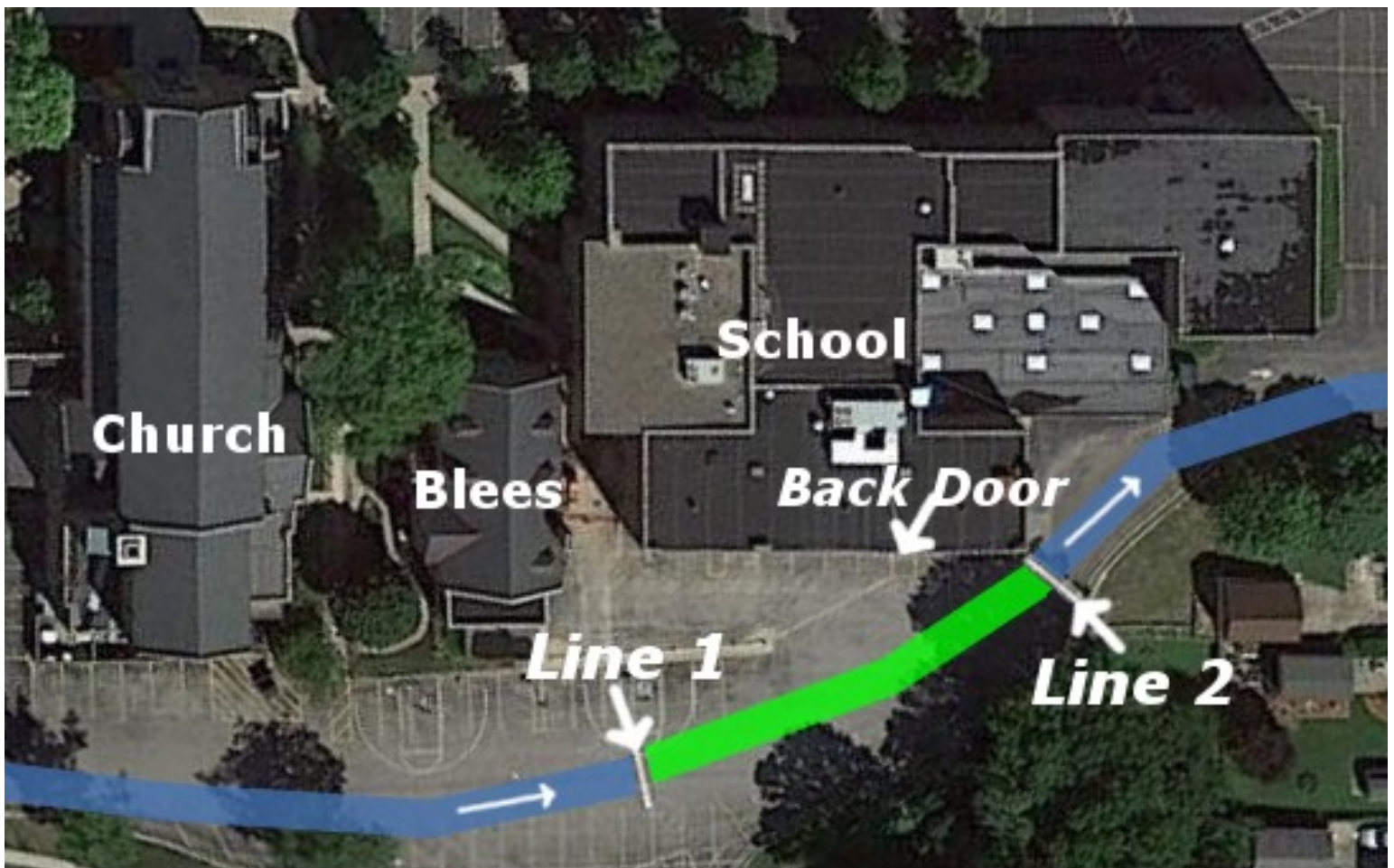
## **Dismissal on Private Transportation ("No Bus") Days**

On days when Kenton County buses do not operate (e.g., public school holidays, snow days, etc.) our dismissal procedure varies slightly. The first afternoon dismissal bell will ring at 1:55pm. This accommodates the additional traffic that occurs when we do not have bus transportation.

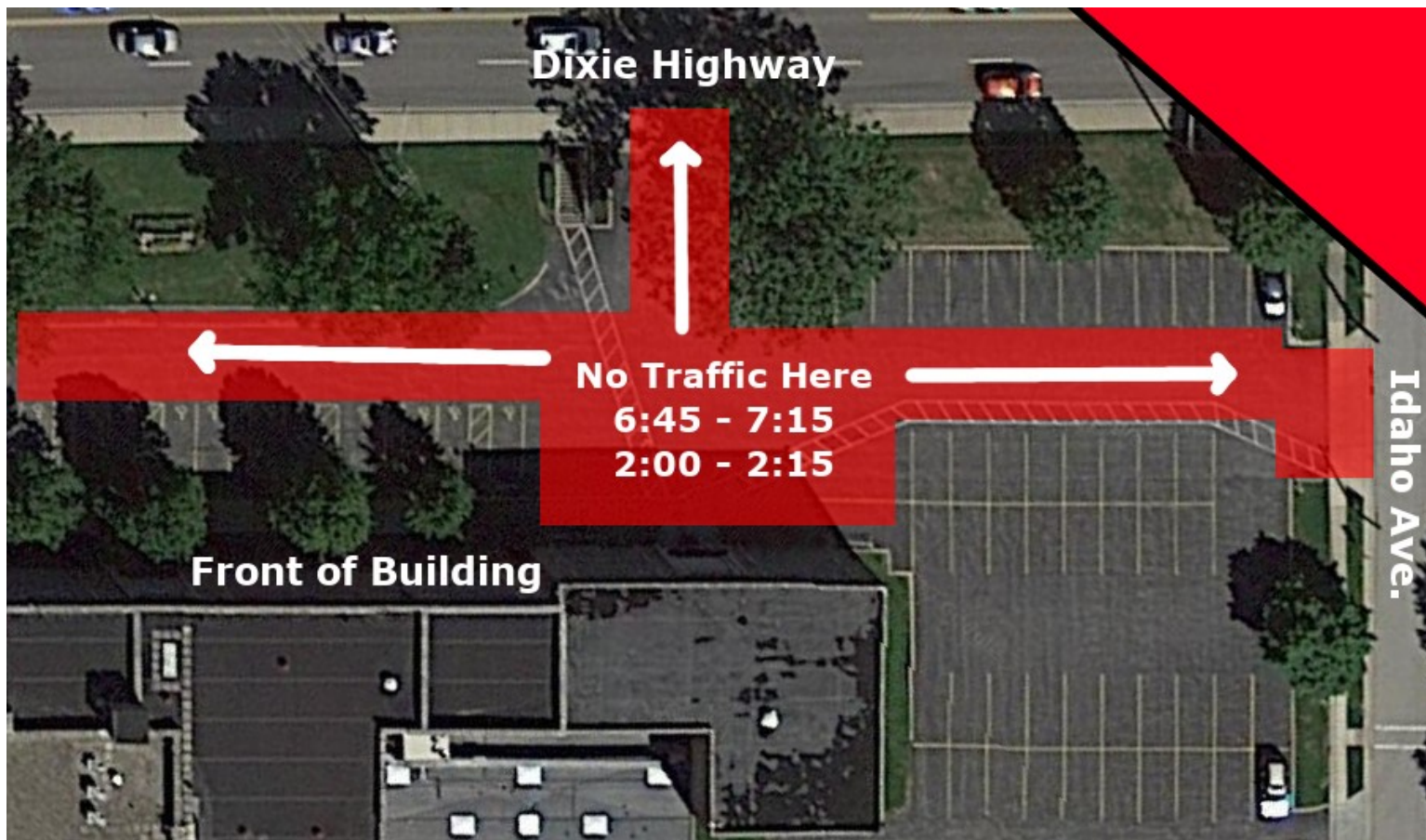
## **Changes in Way Going Home**

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.

Traffic Rules & Procedures for Student Safety



# Traffic Rules & Procedures for Student Safety (continued)



# Academic Structure

## Subjects Taught

P-8	Religion
P	Pre-reading skills
K-8	Language arts – reading, English, writing, spelling, vocabulary
P-8	Math – algebra is taught to advanced students in the 8 <sup>th</sup> grade.
K-8	Social studies
P-8	Science
P-8	Music
P-8	Physical education
P-8	STEM (Science, Technology, Engineering, and Math)
P-8	Art
P, 2-8	Spanish

Our school has a reading specialist, math specialists, Spanish teacher, enrichment (Explore) teacher, STEM teacher, academic support teacher, guidance counselor, and instructional aides in grades P-4.

## 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 nurse, etc.

**Report Cards** are distributed each trimester. Grades P-3 are standards-based report cards.

**Specialist Subjects** of physical education, music, art, and Spanish are graded courses.

## Academic Groupings

### **P-2nd grade**

Preschool, Kindergarten, and grades 1-2 are self-contained.

### **3rd grade**

Grade 3 is departmentalized for religion and social studies. Language arts (reading, writing, grammar, spelling, vocabulary, phonics) and math are taught in each homeroom.

### **4th-6th grade**

Grades 4, 5, and 6 are departmentalized and grouped heterogeneously with the exception of math in grade 6.

### **7th-8th grade**

Grades 7 and 8 are departmentalized. Accelerated classes are offered in both language arts and math. Student math and language arts grade averages, MAP scores, and teacher recommendations based on observations of student skills, effort, and ability determine placement in advanced courses.

# Student Responsibilities

## Assignments

All assignments must be completed and handed in on time. Grades 3-8 have a student plan book that is used for all assignments. Homework for grades 4-8 is posted on Google Classroom, and all tests, quizzes, and long-term assignments/projects are communicated to parents via a weekly grade-level newsletter from the teachers. In some grades, teachers require parents to sign their child's plan book on a daily basis.

## Homework

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. 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. 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:

- 1<sup>st</sup> grade — 10-15 minutes
- 2<sup>nd</sup> grade — 15-20 minutes
- 3<sup>rd</sup>-4<sup>th</sup> grade — 20-30 minutes
- 5<sup>th</sup>-6<sup>th</sup> grade — 30-45 minutes
- 7<sup>th</sup>-8<sup>th</sup> grade — 45-60 minutes

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 10-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.

Homework during school hours may be completed ***with teacher permission.***

<b>Late Homework Policy: Grades 4 -8</b>	
<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 & email to parents

## Student Leisure Book

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. No Kindles can be used at school as they can connect to wifi.

## Dropping Off Items for Students

It is the student's responsibility to bring the necessary work and materials to school each morning. Forgotten items such as but not limited to homework, projects, supplies, food, drinks, and clothing may only be brought to school by a parent/visitor between the hours of 6:45am-8:30am. None of these items will be permitted to be brought in for students after 8:30am. The items must be brought to and left in the office. Items are not to be brought directly to any classroom during school hours. In addition, the person bringing the item is responsible for emailing the appropriate teacher to let them know the item is in the office. BSS staff are not responsible for contacting teachers about items brought in for students, nor are they responsible for bringing the items to the students or classrooms. Exceptions may be made for medications.

# Student Responsibilities (continued)

## Water Bottles

Only clear, colorless, transparent, *plastic* water bottles are permitted to be kept with students in the classrooms, and they may only contain plain, unflavored water.

## Toys, Bounce Bands, and Fidgets

These items 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.

## 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 2:30pm 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.

## Religion, Service Hours

### 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 and are planned and lead by grade levels.

### Weekly Mass

Students attend Mass weekly. Students in grades 5-8 attend Mass on Wednesdays, and students in grades K-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 out of students, the Church will be secured, and all doors will be locked five minutes after the start (8:15) of every Mass. This will happen every school Mass, and there are no exceptions. Please keep this in mind if you plan on attending Mass with your child.

### 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. The Catechesis of the Good Shepherd is incorporated in Preschool.

### Sacramental Preparation

The sacraments of Reconciliation and the Eucharist are administered to Catholic students in 2<sup>nd</sup> grade. The sacrament of Confirmation is offered to Catholic students in 8<sup>th</sup> grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during these sacramental years. Retreats are held for both 2<sup>nd</sup> and 8<sup>th</sup> grade students prior to receiving these 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 and/or Youth and Campus Minister.



# Religion, Service Hours (continued)

## 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.

- 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.
- A parent or another adult must sign each item.
- At least one parish activity needs to be completed; hours may vary by grade. Opportunities will be coordinated through Blessed Sacrament Pastoral Office.

## **Promotion/Retention, Graduation**

### **Promotion/Retention**

#### ***Grades K-3***

Promotion for these grades is based on teacher recommendation which is determined mainly by the child's proficiency in reading and math essential 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.

#### ***Grades 4-8***

Promotion for these grades will be based on the two major academic subjects, reading and math. If a student fails both of these subjects, they 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.

### **Graduation**

#### ***Kindergarten Celebration***

Kindergarten students conclude their year 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.

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

Graduation ceremonies are held in late May/early June to mark the successful completion of 8<sup>th</sup> grade. The date is set in early March once we have experienced the majority of bad weather days and communicated to parents via an 8<sup>th</sup> grade letter. Our graduation date is also influenced by local area high school commencement ceremonies.

# **Student Behavior, Phone Use**

## **Respectful School Behavior**

Students are expected to display the following positive behaviors:

- Exercising respectful behavior at Mass and liturgical services
- Displaying respectful attitude toward adults and classmates
- Using appropriate language
- Remaining in authorized areas during the school day
- Respecting school property as well as the property of others
- Exercising appropriate behavior in the restrooms, cafeteria, classrooms, and playground
- Maintaining silence during drills
- Using the elevator only when authorized by faculty/staff
- Walking quietly through the hallways

## **Phone Use**

### ***Classroom Phones***

Classroom telephones may be used by students for emergency calls only and with teacher permission. 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.

### ***Cell Phones***

Students may have a cell phone for after school use, but it must be turned off during school hours. Students in grades 4-8 will turn in their cell phones at the beginning of the day to their homeroom teacher. If it is discovered students are not turning in their cell phones, the phones will be confiscated, a referral will be issued, and parents will be notified. Students are not permitted to use their cell phones until leaving the school building (this includes during dismissal). Any cell phones ringing or being used during school hours without permission will result in a Detention, and the phone will be confiscated and held in the school office until retrieved by a parent the following day.

## **Discipline, Grades P-3**

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 Preschool-8, these consequences may vary according to the age and grade levels of the students.

### **Preschool/Kindergarten**

The Preschool/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 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 intends to help solve the problem, especially if it is a chronic one. Teachers will follow their specific discipline practice and utilize 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 to not change their 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.

# Discipline, 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.

## Responsibility Referral

Responsibility Referrals are logical consequences for student lack of responsibility. Parents will be informed of Responsibility Referrals through Sycamore. 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
- Gum chewing/eating candy
- Report card or other forms (e.g. permission slips) not signed
- Others as determined by teacher

Responsibility Referrals *reset at the beginning of each trimester.*

## Warning

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 through Sycamore. ***Every second Warning Referral becomes one Behavior Detention.*** Please see the consequences for Behavior Detentions, as every two Warnings becomes a Behavior Detention. A Warning may be given for, but is not limited to, the following:

- Disrupting class
- Excessive talking in class
- Writing/passing/reading notes
- Playing outside of designated areas during recess; 6<sup>th</sup>-8<sup>th</sup> grade students are not permitted to use the play set, K-3<sup>rd</sup> grade students are not allowed in the gaga pit.
- Inappropriate/disrespectful language of any type
- Others as determined by teacher

Warnings *do not reset with a new trimester.*

## Behavior Referral, Detention

A Behavior Referral automatically results in a Detention. Behavior Referrals are meant to be a logical consequence for blatant inappropriate behavior. Please see the consequences for Behavior Referrals on the following pages. A Behavior Detention can be given directly or issued as a result of accumulating two Warning Referrals. Detentions are on Thursdays from 2:15pm-3:15pm. A Behavior Referral may be given for, but is not limited to, the following:

- 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 teacher and Administration.*
- Plagiarism (see page 29)
- 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
- Inappropriate use of technology
- Use of cell phones or other prohibited electronic devices
- Others as determined by teacher/Administration

## Discipline/Consequences, Grades 4-8

<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

<b>Responsibility Referrals: Grades 4 - 8</b>	
<b>Number of Responsibility Referrals</b>	<b>Consequence</b>
1	Parent notification via Sycamore
2	Parent notification via Sycamore
3	Parent notification via Sycamore
4	Parent notification via Sycamore
5	Behavior Detention
6	Parent notification via Sycamore
7	Parent notification via Sycamore
8	Parent notification via Sycamore
9	Parent notification via Sycamore
10	Behavior Detention; Administration may be consulted

**Responsibility Referrals** reset to zero at the conclusion of each trimester.

**Warnings and Behavior Referrals/Detentions** do not reset. They accumulate throughout the school year.

**Every two Warnings equals one Behavior Detention.**

<b>Warnings &amp; Behavior Referral/ Detentions: Grades 4 - 8</b>	
<b>Number of Behavior Referrals/Detentions</b>	<b>Consequence</b>
1	Thursday Detention, parents contacted
2	Thursday Detention, parents contacted
3	Thursday Detention, parents contacted, loss of one lunch/recess with peers, loss of leadership position, student meets with counselor and teacher to develop a plan
4	Saturday Detention, 8:30-11:30am, at parent expense of \$75
6	Saturday Detention, 8:30-11:30am, at parent expense of \$75
Each additional Behavior Detention	Half-Day In-School Suspension at parent expense of \$100. Parents and student meet with teacher, counselor, and Administration to review and revise plan. Consequences are at the discretion of Administration. These may include, but not limited to, loss of privilege (field trip, activity, etc.), Full Day In-School Suspension at parent expense, or others.

**A parent's refusal to sign a Referral, Detention, or Suspension, does not negate the consequence(s).**

## Discipline/Consequences, Grades 4-8 (continued)

**Fighting, stealing, destruction of property, use of drugs, possession or use of weapons** are all strictly forbidden.

Consequences could include, but are not limited to, suspension or expulsion.

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 Administration.

### 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 Administration. Students' personal property could be searched for reasonable cause in accordance with the state's search and seizure procedures.

### 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 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.

Using AI is considered plagiarism.

Administration will consult with the Faculty on all incidents of plagiarism.

All students will receive a Detention.

Further consequences for plagiarism in grades 7-8 is a zero for the assignment.

Students in grades 7-8 may redo the assignment for 50% of the original worth of the assignment.

Students in grades 4 through 6 may be allowed to do the assignment over for a partial credit.

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 someone 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 or when copying exact words or "unique phrases" from somewhere</li><li>• When an individual 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/Consequences, All Grades**

## **Stealing/Destruction of Property**

These are serious offenses, and 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 completed medication form 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 acetaminophen or ibuprofen, 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**

Threats are often 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 in the situation to some degree, i.e., in the interaction, as a witness, etc.

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.

Parents, in your discussion of threats with your child(ren), please talk about teasing, bullying, and verbal abuse.

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, and everywhere.

## **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.

## **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.

## **Discipline/Consequences, All Grades (continued)**

**Administration reserves the right to use discretion in determining the appropriate intervention and consequence(s) in individual situations.**

### **Suspension/Expulsion**

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

- Threat of violence
- Use of obscenities
- Disrespect/insubordination toward teachers and/or staff
- Chronic disciplinary problems
- Vandalism
- Causing harm to persons (threatening, bullying, verbal/physical abuse)
- Causing harm to property
- Refusal to cooperate with school authorities
- Possessing or using drugs, alcohol, or tobacco
- Possessing or using a weapon
- Continual source of disturbance in the classroom or other areas of school life
- Repeated failure to do assigned work
- Cheating or assisting others in cheating
- Stealing
- 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 \$100 fee will be charged to cover the cost of a substitute teacher who will supervise the student for the suspension.

**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.

## **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.

***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.***

## Student Harassment (continued)

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 the Principal will call individual and/or group meetings with the students involved. The Principal will be notified of the 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/detention
  - 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 Principal.
8. The Principal's decisions may be appealed to the Pastor, and additional unfavorable decisions may be appealed to the Diocesan Superintendent.

## Cafeteria/Recess Behavior

### Recess Behavior Expectations

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

- Observe fair play with everyone and show respect for fellow students
- 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 items are lost/damaged.)
- Play in designated areas; 6<sup>th</sup>-8<sup>th</sup> grade students are not permitted to use the play set, K-3<sup>rd</sup> grade students are not allowed in the gaga pit.
- Dress appropriately for the weather
- Follow the recess duty teacher's rules for lining up at the end of recess

The following are **strictly forbidden during recess**:

- Fighting, pushing, shoving, tripping, or other rough physical play
- Pulling on clothing of others
- Frisbees, electronic games, cell phones, keep-away, tackle football, or contact games; touch-football with excessive roughness
- Throwing hardballs, sticks, rocks, snowballs, etc.
- Using inappropriate language
- Playing near parked cars, dumpsters, fences, etc; standing on the guardrails
- Taking or destroying personal property (jackets, hats, etc.) or grade level equipment (balls, etc.)
- Leaving the playground without permission from the teacher/aide on duty
- Having food on the playground
- Using sports equipment without recess duty teacher/aide present
- Children under 5<sup>th</sup> grade retrieving may not retrieve balls that go down by the creek (5<sup>th</sup>-8<sup>th</sup> grades need to first get permission from the adult on duty before getting balls/equipment that go over the hill)



## Cafeteria/Recess Behavior (continued)

If the rules and behavior expectations listed are ignored or abused, the following are the consequences:

- 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

**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.**

### Cafeteria Behavior Expectations

The cafeteria expectations listed below will be reviewed and made clear to all students by teachers and Administration.

- Do not run to seats/tables in the cafeteria.
- No more than 8 students at a table without Administrator permission. Be inclusive! No saving seats, denying others a place at a table, or excluding
- Kind and friendly attitude; say “please” and “thank you”
- Students are to line up in the following order: packers, drink purchasers, lunch purchasers. Students buying lunches are to line up single file at the register.
- Quiet and respectful eating (inside voices)
- Use spoons/forks.
- Eat your own lunch only.
- No getting up and visiting other tables. All students remain seated until dismissed by cafeteria staff .
- Students are responsible for picking up their messes, wiping tables, and throwing trash away as they leave the cafeteria.
- When dismissed, students must line up in an orderly fashion for recess, then they may move to the playground in an orderly manner.

Misbehavior may result in loss of recess and/or a Warning/Behavior Referral.

### *Cafeteria Seating*

At the beginning of the year, students might have assigned seating. Otherwise, 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 or an entire grade-level, it will be communicated to parents by teachers explaining why this has occurred.

## Cafeteria Services

### 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.

**“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.”**

### *Lunch Costs*

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.

### *Lunch Payment - “My School Bucks” System*

The Diocese of Covington uses the **My School Bucks** accounting system for payments and recording of lunch purchases. Parents are required to set up a family account at [myschoolbucks.com](http://myschoolbucks.com) and are requested to pay for meals in advance online. Cash or checks may also be sent to the school office for lunch charges. Lunch charges are recorded and can be viewed online. **When unpaid charges reach \$20 for a child, only a cheese sandwich will be served to that child for lunch until the balance is paid in full.**

## Cafeteria Services (continued)

### *Parent Cafeteria Workers*

Volunteers are an integral part of our cafeteria program. All Virtus-trained parents who would like to volunteer should contact the school office at [bssoffice@bssky.org](mailto:bssoffice@bssky.org).

### *Parents/Visitors Dropping Off Items for Students*

Forgotten items such as but not limited to lunches, snacks, and drinks may only be brought to school by a parent/visitor between the hours of 6:45am-8:30am. None of these items will be permitted to be brought in for students after 8:30am. The items must be brought to and left in the office. Items are not to be brought directly to any classroom during school hours. In addition, the person bringing the item is responsible for emailing the appropriate teacher to let them know the item is in the office. BSS staff are not responsible for contacting teachers about items brought in for students, nor are they responsible for bringing the items to the students or classrooms. Exceptions may be made for medications. **Neither soft drinks nor fast food may be dropped off for students without prior authorization from Administration.**

### *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 (859-331-3062, extension 251) 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 (no soft drinks), from home. Menus are available on the website so students will know in advance what is being served. Cheese sandwich, ham sandwich, and fruit are always available.

## Student Services

### Resources/Services

#### *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.*

## Lost and Found

We strongly recommend that student names 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 located in the central hallway outside the cafeteria. At the end of each quarter, unclaimed items from this area are donated to charity.

# Student Services (continued)

## Photos

### *School portraits*

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*

This applies to staff and parents taking pictures of students who are not their own.

Parents of students new to the school will be given a Photo Release form that will enable them to indicate any directives concerning their children's photographs.

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 the Photo Release form at the beginning of the school year. This includes photos 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:

- **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 photo 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's photo may not be posted.
- If consent has been granted, and you intend to post the photos on social media, photos 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.

## 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 with spots/lesions/fever
- Diarrhea; Vomiting; Nausea that does not subside with food/water/rest
- Flu-like signs/symptoms
- Skin rash
- Head lice
- Allergic reactions
- Asthma attacks
- Seizures
- Hyper/hypo-glycemia
- Fainting
- Pink eye signs/symptoms
- Severe ear ache, headache, toothache
- Any injury which requires further evaluation (head, joint, bone)
- Recurring visits to the nurse

### *Returning to school after an absence/illness*

- A student's temperature must be below 100.4 degrees for 24 hours without the aid of fever-reducing medication before returning to school.
- Students with symptoms of illness such as vomiting, diarrhea, severe cough, etc. must be symptom-free for 24 hours before returning to school.
- 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.

### *Elevator Use*

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, they may use the elevator. A doctor's note, along with a parent's note, needs to be given to the Principal explaining the condition.

## Student Services, continued

### *Medication administration*

According to diocesan and state regulations, vitamins, NSAIDs, 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 Medication Administration Consent form before any child will be given medication.** These forms, one for prescriptions and one for over the counter meds, can be found online at [bssky.org](http://bssky.org) under School Forms. Parents should also clearly mark the medication with the student's name. All medications 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.

## Parties, Classroom Food & Drink

### *Private Party Invitations*

When students are celebrating events such as birthdays and have a party at their home for which only a part of the class is invited, invitations need to be sent through the U.S. Postal Service in order to be considerate of all students' feelings.

### *Classroom Parties*

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. Any snacks sent in without permission and/or any snacks that aren't on the treenut/peanut -free list will be returned home.

### *Student Birthdays*

Students may bring in treats to share in celebration of their birthdays, so long as they are listed on the treenut/peanut -free list noted below. **Anything sent in that contains treenuts/peanuts, is manufactured in a facility which processes treenuts/peanuts, or isn't on the treenut/peanut -free list below will be sent home.**  
**Sodas/soft drinks are not permitted.**

### **\*\* ACCEPTABLE TREENUT/PEANUT -FREE SNACKS \*\***

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

Go to <https://snacksafely.com/peanut-treenut-free> Click the red button that says 'Click to download your copy'. Note that the guide is frequently updated and therefore only valid for two weeks. Download another copy once yours expires.

### *Classroom Snack Suggestions*

Options include fruit, vegetables, crackers, cereal, popcorn, pudding, yogurt, and salty snacks that are compliant with our treenut/peanut-free policy (again, please check the ingredients label!) No soda/soft drinks.

### *Birthday Treat Suggestions*

Options include the aforementioned classroom snacks suggestions as well as frozen treats/icecream, candy, gummies, and cookies/bars which are compliant with our treenut/peanut-free policy. **Homemade items may not be sent to school for sharing due to a high risk of cross-contamination.** Students should coordinate when to hand out their treats with their teacher. No soda/soft drinks.

### *Classroom Lunches*

On the occasion lunch is planned to be eaten in the classroom, student lunches are not required to be prepackaged. Sandwiches and such may be assembled at home and sent in for lunch; however, keep in mind that treenut/peanut products are not allowed to be brought into the classrooms. Please check the ingredients to make sure products do not contain treenuts/peanuts. No soda/soft drinks.

## **Drinks in the Classroom**

**Students are permitted to keep only clear, colorless, transparent, plastic water bottles in the classroom. Water bottles may only contain plain, unflavored water. There are multiple water bottle filling stations located on each floor of the school building.**

# **Student Programs**

## **Curricular**

### ***STEM***

Students in grades PK-8 will explore the curriculums of science, technology, engineering, and math in STEM class.

### ***Christian Student Award***

The Christian Student Award is given 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.

### ***Everybody Counts***

This educational program, 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 Disabilities
- 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 emails 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, their 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-curricular events, follow diocesan regulations.

### ***RTI, Eagle Time, Explore***

These programs to offer enrichment and remediation to students based on skill and ability levels.

## **Extra-Curricular**

### ***Challenge***

A club for girls ages 10-16, Challenge 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***

These academic competitions include written assessment, Future Problem Solving (grades 4-5), 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.

### ***MathCounts***

This is a math competition open to students in grades 6-8. This after school activity is designed to make math challenging. Students compete throughout the school year. A teacher serves as moderator and contact person for the program.

### ***Homework Buddies***

This 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. A teacher serves as moderator and contact person for the program.

### ***Mass Servers (Grades 4-8)***

Boys and girls who have a desire to serve Mass may do so beginning in the 4<sup>th</sup> 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 10:00am Masses and the grades 1-4 Masses.

# Student Programs, continued

## *Student Council*

This is an organization that serves the school, parish, and community. Students in grades 6-8 may run for office. A teacher serves as moderator and contact person for the program.

## *Parish Choir*

For students in grades 4-8, choir sings at various Sunday Masses and performs seasonal concerts for both Church and the community. The Parish Music Director serves as moderator and contact person for the program.

Periodically, other clubs in the areas of fine arts and science are offered.

## Sports

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 [bssboosters.com](http://bssboosters.com)

	<b>Basketball</b> boys/girls grades 2-8
	<b>Volleyball</b> boys/girls grades 3-8
	<b>Cross Country</b> boys/girls grades 3-8
	<b>Tennis</b> boys/girls grades 1-8

	<b>Baseball</b> boys/girls grades 2-8 <b>T-ball/Coach Pitch</b> boys/girls grades K-1
	<b>Soccer</b> boys/girls grades PK-8
	<b>Golf</b> boys/girls grades 5-8
	<b>Flag Football</b> boys/girls grades PK-8

## **Gender Identity Policy**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools:

- support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- require that participation on school teams be according to biological sex.
- require that names and pronouns be in accordance with the person's biological sex.
- designate Catholic sex education, uniforms, and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- maintain names in school records according to the student's biological sex.
- provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- in case of a specific request, consider in a compassionate way on a case-by-case basis the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or parents?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

## **Parent Code of Conduct**

Enrollment at Blessed Sacrament School is subject to the approval of the Administration and the Pastor of Blessed Sacrament Church. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian is expected to act as a cooperative partner with the school and comply with all of the policies and rules which have been established by the school.

In the unlikely event that the Principal determines a student/family is not a good fit with BSS, the Principal may, in the best interest of the student, the school, or the other students attending the school, or for the fulfillment of the school's mission, terminate enrollment of said student, upon approval by the Pastor. The student/family will have an opportunity to discuss the situation with the Pastor, but the decision of the Pastor is final and can only be appealed through the Diocese of Covington.

BSS promotes respect and discipline in a positive Catholic-based learning environment. In order for the school to be successful, all parents/guardians, students, staff, and visitors must contribute to a positive attitude. It is expected that parents/guardians shall demonstrate behavior that supports a Christian atmosphere. Therefore, parents/guardians of BSS students shall adhere to the following:

- I will have my child attend Blessed Sacrament School with the necessary school supplies and appropriate dress.
- I will not tolerate vulgar, sarcastic, or inappropriate language from my child or bullying, violent, or aggressive speech or behavior.
- I will show respect for the teachers, staff, students, volunteers, and Administration of the school, as well as to the parents/guardians of other BSS students, in both my written and oral communication.
- I will not initiate or participate in any rumors or damaging comments with respect to the parents/guardians of other BSS children, teachers, staff, students, Administrators, or volunteers.
- If I have any concerns during the academic school year, I shall address such with the teacher, staff, or Administration in a professional manner. I understand that the Teacher, Staff member, or Administrator may schedule an appointment with me so that concerns may be dealt with privately.
- I will abide by all policies, regulations, and procedures of the school.

# **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 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.

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 ensure 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.

## **Goals**

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

## **Activities**

The Development Committee reports to the Pastor for final approval. The Development Committee plans and coordinates the following programs, events, and activities for the school:

- Annual Giving Campaign
- Evening to Treasure (E2T)
- Color Run
- BSS Open Houses
- Memory Walk
- School Memorial Program
- Publicity and public relations
- Corporate Support programs
- Grant writing

The Development Committee also 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
- Annual Report

If you are interested in becoming involved as a member of the Development Committee, please contact Aideen Briggs at [abriggs@bssky.org](mailto:abriggs@bssky.org)



# **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 at the beginning of each school year. 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. A business meeting is held each May, and three evening open-meetings are held throughout the school year.

Grade Level Coordinators (GLCs) are the organizers for their grade level activities. They serve as the liaisons between the teacher, the Board, and the Homeroom Representatives. At the beginning of the school year, the GLCs send home a volunteer sheet to the parents in their grade level asking in what capacity the parent wants to help. The results are tallied and passed along to the Homeroom Representatives.

The Homeroom Representatives are assigned to carry out the instructions given to them by their GLCs. There is one representative assigned to help in each homeroom. The representatives are expected to use the list of parents who volunteer to help in 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 Schools Week.

GLCs also spearhead events in specific grades:

- K: Help with Picture Day
- 1: Cookies, drinks, and flowers for the Kindergarten End of Year Celebration
- 3: Ice cream sundaes for Catholic Schools Week
- 4: Cookies and drinks for Confirmation
- 5: 1st grade Stations of the Cross Pizza Dinner
- 6 & 7: 8th grade graduation party
- 8: 8th grade scrapbook

In addition to the above activities, the Parents' Club also sponsors the following:

## **Parents' Club Programs**

- Everybody Counts
- MathCounts
- Future Problem Solving
- New Parent Buddies
- Grandparents' Club
- Uniform Exchange

## **Parents' Club Activities**

- Catholic Schools 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**

- Food Truck Night
- Ladies' Fall Event
- Santa Shop
- Parent-Child Events

If you are interested in becoming involved as a member of the Parents' Club, see the Parents' Club page on our website for information on the Executive Board membership selection process.

# **School Board Policies**

## **BLESSED SACRAMENT SCHOOL BOARD POLICIES**

### **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. Active parishioners who are siblings of students currently enrolled in Blessed Sacrament School.
- c. Active parishioners who are new students to the school and/or children of teachers at Blessed Sacrament School.
- f. New, non-active 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 active and inactive/non-parishioner status. Financial aide is available to families whom qualify via a FACTS request.

**1.4** Tuition for the following academic year will be established by the Finance Council, approved by the Pastor and reported to the Administration in the spring of each academic year. Active parishioner status will be evaluated by the Business Manager several times a year and tuition adjusted according if necessary.

**1.5** The Business Manager will oversee the tuition collection process for grades PK 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 School 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.
  - e. If your only child attending Blessed Sacrament School 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.
  - f. Chronic delinquencies will be dealt with on an individual basis; serious and specific consequences will be imposed.
  - g. If any family is unable to make the required tuition payments, a tuition assistance application may be obtained from the Business Manager until November 1<sup>st</sup>. After that time any family encountering financial hardship must notify the Business Manager for further tuition assistance information.
  - h. 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 July to April 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.

# School Board Policies, continued

**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** Preschool and 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 Preschool and Kindergarten registrations.

## II. CLASS SIZE

**2.1** The Blessed Sacrament School Board 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). 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 Blessed Sacrament School Board, 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 School Board 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 School Board supports these guidelines.

**3.3** Sacrament Candidates for 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 School Board.

## 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. VISITORS TO SCHOOL

**5.1** 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.

## VI. FUNDRAISING POLICY

**6.1** 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.
- c. 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.

# School Board Policies, continued

## *Established Fundraisers & Responsible groups:*

- Annual Giving Campaign - Development Committee
- Change for Change - Student Council
- Evening to Treasure - Development Committee
- Ladies Fall Event - Parents' Club

## *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. BeCon, 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.

## **VII. WEDNESDAY NEWSLETTER POLICY**

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

1. Have item emailed to Anne Ernst at annernst@bssky.org by Friday of the preceding week. If the article is not emailed by Friday for approval, there is no guarantee that the article will be able to be put into the next week's newsletter.
2. Parish and immediate community related fundraisers can be advertised but not directly sold to students during school hours.
3. Due to the amount of information that goes home each week, articles cannot be repeated a second week.

### **7.2 Steps for submitting advertising:**

1. Advertisement accepted only from parishioners, school staff, families and immediate community (Ft. Mitchell, Lakeside Park, Crestview Hills).
2. Have ad emailed to Mrs. Ernst to be approved.
3. The Administration will have the final approval of advertising to appear in the Wednesday newsletter.

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

## **VIII. ABSENCES**

**8.1** Excused absences will include illness, doctor appointments, funerals, and other absences as determined in consultation with the Principal.

**8.2** 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.

- a. 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.
- b. 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.

## **IX. DISCIPLINE**

**9.1** The Blessed Sacrament School Board believes that an orderly atmosphere is conducive to learning. Rules and regulations must be established and obeyed in order to create such an atmosphere.

**9.2** 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.

**9.3** 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.

# School Board Policies, continued

## X. SCHOOL SUPPORT GROUPS

**10.1** 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 Blessed Sacrament School Board.

**10.2** School Development Committee, as part of the parish structure, operates as a committee of the Blessed Sacrament School Board. 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 Blessed Sacrament School Board.

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

## **Amendments to this Handbook**

Statements in this 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.