



# ST. ALBERT THE GREAT PARISH SCHOOL

**2021 – 2022**

## **Parent / Student Handbook**



1395 Girard Drive  
Louisville, KY 40222  
Phone: 502.425.1804

<http://school.stalbert.org>

Dear School Families,

We are excited that you have chosen St. Albert the Great Parish School and welcome you to another successful school year. On behalf of the administrative staff and school board, we are proud to present the 2021-2022 release of the Parent/Student Handbook.

St. Albert the Great Parish School is one of the most effective parish ministries in providing a safe environment in which the student can grow spiritually, academically, emotionally, and socially. We expect and depend on the school parents and families to be one with us – the parish/school administration, faculty and staff, and the school board – in forming intelligent students and morally responsible individuals. This handbook is intended to be an informative tool and ready reference in helping families appreciate the many issues relating to the governance of our school. The handbook thoughtfully articulates our school's philosophy, mission and vision. We urge each parent and student to read, know, and abide by the policies and procedures included in the handbook.

We look forward to partnering with you to ensure that your child has a very successful school year. Together we can provide our students with the educational tools needed in the 21st century.

Sincerely,



Fr. Dave Harris  
*Pastor*



Mrs. Ellen Martin  
*Principal*

# St. Albert the Great Parish School

## Parent / Student Handbook

### 1. TABLE OF CONTENTS

The “★” indicates that section was updated in this year’s version of the handbook.

|       |   |           |
|-------|---|-----------|
| 1.    | TABLE OF CONTENTS                                 | <b>3</b>  |
| 2.    | PHILOSOPHY  | <b>7</b>  |
| 3.    | MISSION   | <b>7</b>  |
| 4.    | VISION  | <b>8</b>  |
| 5.    | CORE VALUES                                       | <b>8</b>  |
| 6.    | SLOGAN  | <b>8</b>  |
| 7.    | THEME   | <b>8</b>  |
| 8.    | RESPONSIBILITIES                                  | <b>8</b>  |
| 8.1.  | ST. ALBERT SCHOOL IS RESPONSIBLE FOR...           | 8         |
| 8.2.  | ST. ALBERT SCHOOL STUDENTS ARE RESPONSIBLE FOR... | 9         |
| 8.3.  | ST. ALBERT SCHOOL PARENTS ARE RESPONSIBLE FOR...  | 9         |
| 9.    | FACULTY & STAFF                                   | <b>10</b> |
| 10.   | OUR PARISH SCHOOL                                 | <b>11</b> |
| 10.1. | HISTORY   | 11        |
| 10.2. | 2004 & 2015 BLUE RIBBON SCHOOL OF EXCELLENCE      | 12        |
| 10.3. | FAITH FORMATION                                   | 12        |
| 11.   | HANDBOOK POLICY                                   | <b>12</b> |
| 11.1. | ARCHDIOCESAN NON-DISCRIMINATION POLICY            | 13        |
| 12.   | ADMISSION POLICY                                  | <b>14</b> |
| 12.1. | NEW STUDENTS                                      | 14        |
| 12.2. | SCHOOL TRANSFER - CHANGE OF ADDRESS               | 14        |
| 13.   | FINANCIAL POLICY                                  | <b>15</b> |
| 13.1. | TUITION   | 15        |
| 13.2. | PARISH FAMILY TUITION                             | 15        |
| 13.3. | NON-PARISH TUITION                                | 15        |
| 13.4. | TUITION ASSISTANCE                                | 16        |
| 13.5. | REGISTRATION OF STUDENTS                          | 16        |
| 13.6. | SCHOOL FEES                                       | 16        |
| 13.7. | REFUNDS   | 17        |
| 14.   | SCHOLASTIC POLICY                                 | <b>17</b> |
| 14.1. | CLASSROOM GUIDELINES                              | 17        |
| 14.2. | HOMEWORK  | 17        |
| 14.3. | STANDARDIZED TESTING                              | 18        |
| 14.4. | SCHEDULED PARENT-TEACHER-STUDENT CONFERENCES      | 18        |
| 14.5. | SCHOOL PROGRESS REPORT                            | 19        |

|        |   |           |
|--------|---|-----------|
| 14.6.  | NOTABLE REPORTS   | 19        |
| 14.7.  | MONDAY MEMO   | 20        |
| 14.8.  | SCHOOL SUPPLIES   | 20        |
| 15.    | CURRICULUM  | <b>20</b> |
| 15.1.  | ACADEMIC ENHANCEMENT  | 20        |
| 15.2.  | PLACEMENT/PROMOTION   | 20        |
| 15.3.  | TEACHER REQUEST/STUDENT PLACEMENT                                       | 21        |
| 15.4.  | CURRICULUM AREAS  | 21        |
| 16.    | RELIGIOUS FORMATION   | <b>23</b> |
| 16.1.  | DIRECTOR OF LIFELONG FORMATION AND EDUCATION                            | 23        |
| 16.2.  | SACRAMENTAL CELEBRATIONS  | 24        |
| 17.    | ATTENDANCE POLICY   | <b>24</b> |
| 17.1.  | ABSENCES *  | 24        |
| 17.2.  | MAKE UP ASSIGNMENTS   | 25        |
| 17.3.  | PLANNED ABSENCE   | 25        |
| 17.4.  | EXCESSIVE ABSENCES  | 25        |
| 17.5.  | TARDINESS   | 26        |
| 17.6.  | INDIVIDUAL STUDENT DISMISSAL  | 26        |
| 17.7.  | WEATHER   | 26        |
| 17.8.  | SNOW DAY / ONLINE SCHOOL / ALTERNATIVE SCHOOL DAY POLICY*               | 27        |
| 17.9.  | EMERGENCY ANNOUNCEMENTS   | 28        |
| 18.    | 2020-2021 SCHOOL CALENDAR   | <b>29</b> |
| 19.    | ORDER OF THE DAY  | <b>30</b> |
| 19.1.  | Arrival   | 30        |
| 19.2.  | Teaching Blocks   | 30        |
| 19.3.  | Dismissal   | 32        |
| 19.4.  | School Lock-up  | 32        |
| 19.5.  | After School Care (Play Cafe)   | 32        |
| 20.    | CONDUCT POLICY  | <b>32</b> |
| 20.1.  | SEXISM AND RACISM   | 32        |
| 20.2.  | VIOLENT/THREATENING/HARASSING AND INAPPROPRIATE CONDUCT                 | 33        |
| 20.3.  | BULLYING PREVENTION AND INTERVENTION PLAN                               | 34        |
| 20.4.  | Types of Bullying   | 34        |
| 20.5.  | What is Cyber Bullying?   | 35        |
| 20.6.  | Responsibilities of students, parents, school staff, and administration | 36        |
| 20.7.  | RESPONSE  | 37        |
| 20.8.  | DISCIPLINE  | 38        |
| 20.9.  | VANDALISM & THEFT   | 38        |
| 20.10. | BUS BEHAVIOR  | 39        |
| 20.11. | NON-SMOKING/VAPING POLICY   | 39        |
| 20.12. | OTHER CONDUCT POLICIES  | 40        |
| 20.13. | UNIFORM POLICY  | 40        |
| 20.14. | GENERAL UNIFORM RULES *   | 40        |
| 20.15. | GIRLS   | 42        |
| 20.16. | BOYS  | 42        |
| 20.17. | EIGHTH GRADE OPTIONS FOR BOYS AND GIRLS                                 | 43        |
| 20.18. | PHYSICAL EDUCATION DRESS CODE (Optional)                                | 43        |
| 20.19. | SPIRIT DAYS *   | 43        |

|        |  |           |
|--------|--|-----------|
| 20.20. | DRESS-DOWN DAYS/DOLLAR DRESS DOWN DAYS       | 44        |
| 20.21. | NON-UNIFORM DRESS CODE FOR DRESS DOWN DAYS   | 44        |
| 20.22. | UNIFORM/DRESS CODE VIOLATIONS                | 45        |
| 20.23. | ELECTRONIC DEVICE POLICY                     | 45        |
| 20.24. | PERSONAL ELECTRONIC DEVICES                  | 45        |
| 20.25. | CELLPHONE USAGE                              | 46        |
| 20.26. | RESPONSIBLE USE POLICY                       | 47        |
| 20.27. | SEPARATION POLICY                            | 48        |
| 20.28. | CONSEQUENCES OF INAPPROPRIATE USE            | 49        |
| 21.    | DISCIPLINE POLICY                            | <b>49</b> |
| 21.1.  | SELF-DISCIPLINE                              | 49        |
| 21.2.  | STUDENT CODE OF CONDUCT                      | 50        |
| 21.3.  | RULES OF CONDUCT *                           | 50        |
| 21.4.  | CLASSROOM DISCIPLINE CYCLE (minor incidents) | 50        |
| 21.5.  | SCHOOL WIDE DISCIPLINE CYCLE                 | 50        |
| 21.6.  | STEPS OF THE SCHOOL WIDE DISCIPLINE CYCLE    | 51        |
| 21.7.  | Step One                                     | 51        |
| 21.8.  | Step Two                                     | 51        |
| 21.9.  | PROBATION AND SUSPENSION                     | 52        |
| 21.10. | EXPULSION                                    | 52        |
| 22.    | HEALTH POLICY                                | <b>53</b> |
| 22.1.  | ILLNESS *                                    | 53        |
| 22.2.  | MEDICATION                                   | 53        |
| 22.3.  | HEALTH REQUIREMENTS                          | 54        |
| 22.4.  | IMMUNIZATION CERTIFICATES                    | 54        |
| 22.5.  | CHICKEN POX VACCINE                          | 54        |
| 22.6.  | MEASLES VACCINE                              | 54        |
| 22.7.  | HEPATITIS A & B VACCINES                     | 54        |
| 22.8.  | COMMUNICABLE DISEASES                        | 54        |
| 22.9.  | PHYSICALS                                    | 54        |
| 22.10. | EYE EXAM                                     | 54        |
| 22.11. | <b>ASBESTOS NOTICE</b>                       |           |
| 23.    | EXTRA-CURRICULAR ACTIVITIES AND POLICY       | <b>55</b> |
| 23.1.  | ACTIVITIES                                   | 55        |
| 23.2.  | EXTRACURRICULAR ELIGIBILITY *                | 56        |
| 23.3.  | Eligibility – Academic                       | 56        |
| 23.4.  | Eligibility - Behavioral                     | 57        |
| 23.5.  | ATHLETIC MINISTRY                            | 57        |
| 23.6.  | SPECIAL OCCASIONS                            | 58        |
| 24.    | CAFETERIA                                    | <b>58</b> |
| 24.1.  | CAFETERIA PROCEDURES                         | 58        |
| 24.2.  | CAFETERIA VOLUNTEER WORKERS                  | 59        |
| 24.3.  | CAFETERIA MENU                               | 59        |
| 25.    | SAFETY PROCEDURES                            | <b>59</b> |
| 25.1.  | VISITORS                                     | 59        |
| 25.2.  | DRILLS                                       | 59        |
| 25.3.  | SCHOOL SAFETY PATROL                         | 59        |
| 25.4.  | CARPOOL SAFETY PROCEDURES                    | 60        |

|        |  |           |
|--------|--|-----------|
| 25.5.  | MORNING  | 60        |
| 25.6.  | AFTERNOON  | 60        |
| 25.7.  | Pick-up Reminders                                    | 61        |
| 25.8.  | BICYCLE SAFETY                                       | 62        |
| 25.9.  | WALKERS  | 62        |
| 25.10. | TRAFFIC VIOLATIONS                                   | 62        |
| 25.11. | SECURITY   | 62        |
| 25.12. | SCHOOL ALERT SYSTEMS                                 | 62        |
| 25.13. | PHOTO / VIDEO RELEASE                                | 63        |
| 26.    | GRADUATION   | <b>63</b> |
| 26.1.  | DISTINGUISHED AWARDS                                 | <b>63</b> |
| 26.2.  | KRISTIE KAUFFMANN / MATT WOOLLEY 110% MEMORIAL AWARD | 63        |
| 26.3.  | DANNY SHERMAN MEMORIAL AWARD                         | 63        |
| 26.4.  | GRIFFO AWARD   | 64        |
| 26.5.  | VIKING AWARD   | 64        |
| 26.6.  | STEVEN VANOVER AWARD                                 | 64        |
| 27.    | APPENDIX   | <b>64</b> |
| 27.1.  | FORMS  | 64        |
| 27.2.  | REFERENCES   | 65        |
| 27.3.  | LINKS  | 65        |

## **2. PHILOSOPHY**

St. Albert the Great Parish School, in conjunction with the Archdiocesan Office of Lifelong Formation & Education, strives to create a climate in which students prepare for the academic and moral challenges they face as Catholic Christians. We exist to instill in our students the cultural traditions and spiritual beliefs of Catholicism and to reinforce their practice in their daily lives.

## **3. MISSION**

The mission of St. Albert the Great Parish School, as an essential ministry of our church community, is to challenge students to excel academically and grow spiritually, to prepare them to be socially responsible people with strong Catholic beliefs, practices, traditions and values, and to guide students to embrace diversity.

## **4. VISION**

- 4.1. St. Albert the Great Parish School creates moral and spiritual values within students upon which they acquire knowledge, make decisions, respect life, and live an active Catholic faith.

- 4.2. Provide unique opportunities for each student to fulfill her or his potential, make a positive contribution to society, and become an active witness of the Catholic faith.
- 4.3. Develop life-long learners able to excel in high school and beyond.
- 4.4. Communicate collaboratively with the student's family, the primary educators of each child.
- 4.5. Meet the individual needs of the students in a safe, encouraging, and supportive environment.

## **5. CORE VALUES**

**GROWTH**  
**RESPECT**  
**EXCELLENCE**  
**ACCOUNTABILITY**  
**TEAMWORK**

## **6. SLOGAN**

- 6.1. "Great Students, Great Minds, Great Spirit"

## **7. THEME**

- 7.1. "Learn, Lead, Serve"

## **8. RESPONSIBILITIES**

### **8.1. ST. ALBERT THE GREAT PARISH SCHOOL IS RESPONSIBLE FOR...**

- 8.1.1. developing student's moral and spiritual values, upon which to base judgments, respect life, and form a conscious and active Catholic faith.
- 8.1.2. providing an environment that is welcoming, safe, and conducive to learning
- 8.1.3. providing a faculty that is qualified to instruct students according to a sound curricular framework
- 8.1.4. providing an atmosphere that develops self-discipline and integrity in our students

- 8.1.5. providing fair systems of accountability that allow students to be treated consistently according to St. Albert the Great Parish School policies and standards
- 8.1.6. providing extracurricular opportunities that enhance the student experience and allow students the opportunity to grow spiritually, academically, physically, and socially
- 8.1.7. preparing the student to be successful in their continued education
- 8.2. ST. ALBERT THE GREAT PARISH SCHOOL STUDENTS ARE RESPONSIBLE FOR...**
  - 8.2.1. adhering to all school rules, regulations, and policies
  - 8.2.2. actively engaging in the learning process
  - 8.2.3. working cooperatively with the faculty, staff, and administration to ensure a conducive learning environment for all
  - 8.2.4. respecting the property and rights of their fellow students and of the other members of the St. Albert community
  - 8.2.5. respecting the building and grounds of St. Albert the Great
  - 8.2.6. become outstanding learners, citizens, and witnesses of the Catholic faith
- 8.3. ST. ALBERT THE GREAT PARISH SCHOOL PARENTS ARE RESPONSIBLE FOR...**
  - 8.3.1. respectfully communicating with school personnel regarding any information or circumstances that might impact their child's behavior or academic progress
  - 8.3.2. providing support to the St. Albert the Great Parish School faculty by ensuring a home environment where students are encouraged to complete assignments and exhibit good study habits
  - 8.3.3. monitoring their child's academic progress by regularly checking his/her grades on-line and communicating with faculty members and/or administration when necessary
  - 8.3.4. supporting the school's mission, vision, policies, procedures, and regulations
  - 8.3.5. fulfill all financial obligations related to the educational experience of their child
  - 8.3.6. monitoring regularly school communications

## **9. FACULTY & STAFF**

### **ADMINISTRATION**

Principal: Mrs. Ellen Martin

Assistant Principal: Mrs. Debbie Abbott

School Counselor: Mrs. Stacie Short

School Resource: Mrs. Mary Heather Adam

Pastor: Fr. Dave Harris



### **OFFICE & SUPPORT STAFF**

Administrative Assistant: Mrs. Becky Fry ♦  
Office Assistant: Mrs. Pam Smith  
Director of Technology: Mr. Jack O'Keefe  
Technology Assistant: Ms. Lindsay Finley

Cafeteria Manager: Mrs. Sharon Grider  
Development Director: Mrs. Janelle  
Richardson ♦

### **PRESCHOOL STAFF**

Preschool Director: Mrs. Sharon Zdunek  
Asst. Dir. & Play Cafe: Mrs. Elizabeth  
Dallenbach  
Preschool 3A: Mrs. Jenny Conn  
Preschool 3B: Mrs. Morgan Perkins  
Preschool Pre-KA: Mrs. Kathryn Corbett  
Preschool Pre-KB: Mrs. Jennifer Higgins

3B: Ms. Karoline Bandy  
3C: Mrs. Allison French ♦

### **INTERMEDIATE TEACHERS (4-5)**

4A: Mrs. Teri Rosenbaum ♦  
4B: Ms. Courtney Smith  
4C: Ms. Arin Zirnheld  
5A: Mrs. Ellen Burton  
5B: Mrs. Heather Miller  
5C: Mrs. Kaitlyn Smith

### **PRIMARY TEACHERS (K-3)**

JK: Mrs. Heather Hunt  
KA: Ms. Tierney Coman  
KB: Ms. Allison Ray  
KC: Ms. Jordan Feger  
1A: Mrs. Emily Wolz  
1B: Ms. Victoria Hargadon  
1C: Mrs. Terry Thorpe  
2A: Mrs. Chelsea Culbreth  
2B: Ms. Star Adams  
2C: Mrs. Kerry Ball  
3A: Mrs. Nancy Leopold ♦

### **MIDDLE SCHOOL TEACHERS (6-8)**

6B: Mrs. Grace Duckworth  
6C: Ms. Mary Gates  
7A: Mrs. Tyra Gallagher  
7B: Mrs. Tricia Rose  
7C: Ms. Lucy Geerer  
8A: Mr. Mark Wolz  
8B: Mr. Jake Savage  
8C: Mrs. Deanna O'Keefe

### **SPECIAL AREA TEACHERS**

Art Teacher: Ms. Patricia Clements  
Computer Teacher: Ms. Lindsay Finley  
Physical Education: Mr. Vince Muchow  
Library Media Specialist: Mrs. Becca Turner  
Music Teacher: Mrs. Charlotte Peak  
K-6 Spanish: Mrs. Monica Trevino  
Spanish: Mrs. Carrie Early

### **TEACHING ASSISTANTS**

**Preschool Asst.**  
Mrs. Mary Borho  
Mrs. Jenny Graft  
Mrs. Carrie Salot  
Mrs. Amber Rosas  
Mrs. Jennie Cerjack

### **Grades 1-8 Asst.**

Mrs. Candy Sells  
Mrs. Jenny Mefford  
Mrs. Stephanie Bootes  
Mrs. Becky Becht  
Ms. Robyn Melton  
Ms. Rebekah Wheat  
Mrs. Dana Sawyer  
Mrs. Debbie Wilson-Dodd  
Mrs. Taylor Deibel  
Mrs. Heather Staley  
Mrs. Ann Volk

### **OTHER PARISH STAFF**

**Administrative Assistant:** Mrs. Debbie Koeberlein  
**Director of Children's Ministry:** Mrs. Cindy McKinley  
**Finance & Human Resources:** Mrs. Lisa Kleyer  
**Pastoral Associate:** Mrs. Laura Graven  
**Director of Worship & Music:** Mrs. Laura Sullivan  
**Business Manager:** Mr. Larry Brunner ◆  
**Finance Administrative Assistant:** Mrs. Cheryl Harper  
**Director of Stewardship & Communications:** Ms. Emily Bowling  
**Director of Youth Ministry:** Mrs. Emileigh Ledgerwood

◆ Denotes that staff member is an alumnus or alumna of St. Albert the Great Parish School

## **10. OUR PARISH SCHOOL**

### **10.1. HISTORY**

St. Albertus Magnus or Albert the Great, (1206-1280) dedicated his life to education and service. As both a theologian and scientist, he wasn't afraid to think out of the box. He believed that teachers and students are bound to one another in a sacred trust that goes beyond papers and exams. Without students, I am not a teacher. Therefore, students and teachers must thank God each day for each other, because each pushes the other forward.

His legacy continues today at St. Albert the Great Parish School. Opened in 1960, the school has a long tradition of preparing students both academically and spiritually for high school, college and beyond. With 625 students enrolled and 1542 parish families, St. Albert is a vibrant Catholic community dedicated to the education of our children.

## **10.2. 2004 & 2015 BLUE RIBBON SCHOOL OF EXCELLENCE**

- 10.2.1. State Approved Full Curriculum
- 10.2.2. Accredited by the Southern Association of Colleges & Schools and the Kentucky Non-Public Schools Commission
- 10.2.3. Full and Half Day Preschool and Full Day Kindergarten
- 10.2.4. Algebra I Program
- 10.2.5. High School Spanish for 7th & 8th Grade
- 10.2.6. Reading Recovery K-2nd Grade
- 10.2.7. Music, Art, Spanish, Technology and Physical Education
- 10.2.8. Full-Time Counseling Center
- 10.2.9. Diverse Student Body
- 10.2.10. Maximum Class Size (1-8) 27 students; Kindergarten 25 students;

## **10.3. FAITH FORMATION**

- 10.3.1. Weekly All School Liturgy
- 10.3.2. Sacramental Preparation
- 10.3.3. Choir and Handbell Choirs
- 10.3.4. Altar Servers, Lectors, Cantors
- 10.3.5. Daily Catholic Religious Instruction
- 10.3.6. Anti-Bullying Program
- 10.3.7. Positive Approach to Discipline, Stressing Christian Values
- 10.3.8. Uniform Code and Modest Dress Policy
- 10.3.9. First school in US to raise \$1 million for St. Baldrick's

## **11. HANDBOOK POLICY**

St. Albert the Great Parish School Policy is developed to enable school administrators to communicate common practices. Policy approval is sought via St. Albert the Great School Board.

In accordance to the Archdiocese Handbook for Catholic Schools each school will develop policies and procedures for parents and students. These policies and procedures will be contained in a Parent/Student handbook. The policies or procedures in this handbook may not contradict Archdiocesan policies or procedures. In the absence of local school policies, Archdiocesan policies will govern the situation.

The complete Archdioceses Handbook for Catholic Schools can be accessed at:

<http://www.archlou.org/policies-procedures/>

Each classroom can develop policies and procedures for student conduct at the discretion of the teacher and administration. The policies or procedures in the classroom may not contradict St. Albert the Great Parish School Policy or the Archdiocesan policies or procedures.

Policies in this Parent/Student Handbook apply to all students (K-8) unless specified to apply to certain grades and/or genders. By enrolling your child in St. Albert the Great Parish school you agree to adhere and abide by the policies and conditions as defined in this handbook.

Policies for the St. Albert the Great Preschool Parent Handbook can be accessed at:

<http://school.stalbert.org/parent-info-handbooks/>

Policies for Play Café can be accessed at:

<http://school.stalbert.org/academics-school-services/play-cafe/>

### **11.1. ARCHDIOCESAN NON-DISCRIMINATION POLICY**

The schools of the Archdiocese of Louisville will not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs. Single sex schools may continue to accept only students of one sex in accordance with federal law.

## **12. ADMISSION POLICY**

### **12.1. NEW STUDENTS**

Students who apply on time will be accepted according to the following policy:

- 12.1.1. Children attending St. Albert who are advancing in grade level.
- 12.1.2. Children attending St. Albert who may need to repeat a grade.
- 12.1.3. Children of Parish Families\* who already have / have had, siblings at St. Albert the Great School.
- 12.1.4. First time enrollees who are of Parish Families\*.
- 12.1.5. Children of faculty and staff.
- 12.1.6. Children of non-Parish Families who are registered Catholics in another parish.
- 12.1.7. Children of non-Parish Families who are not Catholic.
  - 1. Parish families are defined as those families who are practicing Catholics at St. Albert the Great and continually contribute time, talent and treasure in support of the ongoing formation of the

community of St. Albert the Great. Stewardship cards need to be renewed annually.

- 12.1.8. An admission committee, that includes, but is not restricted to, the Pastor, Principal, Assistant Principal, School Board Chairperson and Parish Manager, will determine placement in the school.
- 12.1.9. School administrators will have final decision authority to determine readiness for a specific grade. Kindergarten and new first grade applicants will be required to take a readiness test prior to final acceptance. All other new students (2-8) will be accepted after records are received and interviews/assessments completed. ([Archdiocese of Louisville 6372](#))
- 12.1.10. NOTE: Any new student admitted to St. Albert the Great Parish School will be placed on probation to make sure adjustment to St. Albert the Great Parish School proceeds as smoothly as possible. The Principal may adjust the length of time to better serve the needs of the child and St. Albert the Great Parish School.
- 12.1.11. Probation: After a student is placed on probation, the administration team will review the student's behavioral and academic records once every trimester to review progress. At that time, students will:
  - 1. No longer be on probation
  - 2. Remain on probation
  - 3. Will be required to obtain alternative school placement.

## **12.2. SCHOOL TRANSFER - CHANGE OF ADDRESS**

- 12.2.1. A change of address, home/work/cell telephone number, or the emergency contact of a family, even if temporary must be immediately reported to the school office and updated in Sycamore. If the family is transferring to another school, our school office must be notified at least two weeks prior to the withdrawal date.
- 12.2.2. The above procedure is necessary to allow proper unit testing and evaluation of the student, preparation of summary reports, etc.

## **13. FINANCIAL POLICY**

### **13.1. FINANCIAL POLICY**

#### **13.1.1. TUITION**

1. St. Albert the Great is a tuition based school.
2. Tuition is paid in 10 monthly payments.
3. Tuition payments are only accepted through the FACTS management system. (To enroll or make payments visit: <https://online.factsmgt.com/signin/3WBB5>)
4. Families must be enrolled prior to June 15 of the upcoming school year.
5. All families must be enrolled in and keep active their Incidental Billing account in FACTS.
6. All school families are required to keep the tuition and all other school related fees current.
7. School payments cannot be, and will not be carried over from year to year.
8. St. Albert the Great reserves the right to change the due date of tuition payments and method by which payments are to be paid.
9. A 1% discount is available if full payment is made by July 1 of the upcoming school year. (Only applies to JRK-8 students.)
10. For 8th grade students, ALL tuition and fees must be paid in full by May 1st in order to participate in any 8th grade activities: field trip, brunch, graduation, and any graduation related activities, etc.

#### **13.2. PARISH FAMILY TUITION**

- 13.2.1. Parish families are defined as those families who are practicing Catholics at St. Albert the Great who continually contribute time, talent and treasure in support of the ongoing formation of the community of St. Albert the Great. Parish Families are required to pay the Parishioner Family Tuition in addition to supporting the other ministries of the Parish. To receive parish family tuition, stewardship cards need to be renewed annually.

#### **13.3. NON-PARISH TUITION**

- 13.3.1. All families who do not fit the definition above of a Parish Family are required to pay the Non-parishioner per Child Tuition.

### 13.4. TUITION ASSISTANCE

13.4.1. Catholic schools offer a wide range of tuition assistance options. Tuition assistance is available from:

1. Archdiocese of Louisville
2. Catholic Education Foundation
3. Parish
4. To electronically submit a Catholic Education Foundation tuition assistance application and for more information, go to [www.ceflou.org](http://www.ceflou.org)

### 13.5. REGISTRATION OF STUDENTS

Registration is handled in the following manner:

- 13.5.1. August-February 1: Open registration for Kindergarten and for students not previously enrolled at St. Albert the Great School. All registrations received late will be considered after all on-time registrants have been considered for acceptance.
- 13.5.2. January: Pre-registration for current St. Albert the Great School student grades Preschool-8 and siblings.
- 13.5.3. Mid February: Acceptance letters sent out.
- 13.5.4. Late July: Registration verification materials sent out.

### 13.6. SCHOOL FEES

- 13.6.1. School fees are recommended by the Parish Finance Committee and approved by the Parish Pastoral Council and Pastor. All school fees subject to change at the discretion of the Pastor. Financial obligations toward the school are as follows:

|   |  |
|---|--|
| <b>Application/Pre-Registration Fee (January)</b>                                   | \$100/child  |
| <b>Parishioner Tuition (One Child)</b>  | \$693/month/family for 10 months   |
| <b>Parishioner Tuition (Two Children)</b>   | \$996/month/family for 10 months   |
| <b>Parishioner Tuition (Three or More)</b>  | \$1,184/month/family for 10 months   |
| <b>Non-Parishioner Per Child Tuition</b>  | \$972/month/child for 10 months  |
| <b>Preschool, Kindergarten, 1<sup>st</sup> &amp; 2<sup>nd</sup> Grade Snack Fee</b> | \$174/child for Preschool, K, 1 <sup>st</sup> Grade,<br>\$130.50/child for 2 <sup>nd</sup> Grade               |
| <b>Sacramental Fee – Grades 1,2,8</b>   | \$25/child – 1 <sup>st</sup> Grade<br>\$40/child – 2 <sup>nd</sup> Grade<br>\$95/child – 8 <sup>th</sup> Grade |
| <b>Preschool Half Day 7:50-11:15am</b>  | \$400 per month for 10 months  |
| <b>Preschool Full Day 7:50-2:45pm</b>   | \$646 per month for 10 months  |
| <b>Preschool Rest Mats</b>  | \$15/child   |

- 13.6.2. NOTE: There is a discount of 1% for (Kindergarten – 8th grade) if tuition is paid in full by July 31st.**
- 13.6.3. All Registration Fees are due in January.
- 13.6.4. Updated rates are published in February for the following academic year.

### **13.7. REFUNDS**

- 13.7.1. If a child is not accepted into St. Albert the Great Parish School, the Application Fee will be returned.

## **14. SCHOLASTIC POLICY**

- **MAXIMUM CLASS SIZE**
  - 27 students per class grades 1-8.
  - 25 students per class maximum for Kindergarten

### **14.1. CLASSROOM GUIDELINES**

- 14.1.1. At the beginning of the year, teachers will send home classroom guidelines and expectations or they will be posted online for the school year. These guidelines will include academic and behavioral areas.
- 14.1.2. Each classroom can develop policies and procedures for student conduct at the discretion of the teacher and administration. The policies or procedures in the classroom may not contradict St. Albert the Parish School Policy or the Archdiocesan policies or procedures.

### **14.2. HOMEWORK**

- 14.2.1. Formal home study is assigned to help individual students become self-reliant and self-directed, to develop initiative, to facilitate independent thinking and to develop perseverance. When subjects are departmentalized, teachers are encouraged to coordinate assignments for the benefit of the child.
- 14.2.2. Home assignments may take the form of reading, studying or writing and are given at the discretion of the teacher. All students work at different speeds. If your child is spending what you consider to be an excessive amount of time on homework, please see the teacher(s) concerning possible remedies and adjustments. Visit Sycamore for up-to-date homework information.
- 14.2.3. The Archdiocese Office of Lifelong Formation and Education suggests the following guidelines:
1. Grades 1 & 2: 30 to 40 minutes
  2. Grades 3 & 4: 40 to 50 minutes
  3. Grades 5 & 6: 60 to 75 minutes



- 4. Grades 7 & 8: 75 to 90 minutes
- 14.2.4. To foster your child's sense of independence and responsibility, homework will only be accepted in its original form, hand carried by the student and presented at the appropriate class period.
- 14.2.5. Homework is to be printed from your home computer/printer, NOT saved to a flash drive and printed at school. If for some reason homework cannot be printed at home, the student is to bring a handwritten note from parent stating why the homework could not be printed at home. (i.e. out of ink, printer broken, etc.) A charge of .05 cents per page will be enforced if no note is sent in.

### **14.3. STANDARDIZED TESTING**

- 14.3.1. The Archdiocesan testing program includes:
  - 1. NWEA MAP Growth and RedingFluency assessments  
Grades K 1, 2
  - 2. NWEA MAP Growth Reading, Math and Language Usage  
Grades 3-7
    - The NWEA MAP Assessments will be given three times per school year: Fall, Winter and Spring.
  - 3. High School Placement Test Grade 8 (December)
  - 4. ACRE Assessment Grades 5 and 8 (February)
  - 5. Brigance Readiness Test As needed: K - 2

### **14.4. SCHEDULED PARENT-TEACHER-STUDENT CONFERENCES**

- 14.4.1. Since education is a cooperative effort, scheduled parent-teacher-student conferences afford an opportunity for mutual exchange regarding the goals and objectives of each student as an individual and the student's attitudes, abilities, conduct and academic progress. Divorced and separated parents will need to work together when scheduling conference times. Only one time slot will be provided for each student for each teacher.
- 14.4.2. Attendance by the parent(s) and student at these conferences is mandatory, as prescribed by the Archdiocese Office of Catholic Schools. Any student not attending the conference will be counted as absent for the conference day.
- 14.4.3. Conferences are scheduled based on a first come first serve sign up basis. Conferences missed due to vacations will not be rescheduled.
- 14.4.4. If an unscheduled conference is needed with a teacher, please email the teacher for an appointment or contact the school office.

## **14.5. SCHOOL PROGRESS REPORT**

14.5.1. At the end of each trimester of study a School Progress Report for the students is forwarded to the parents. Check Sycamore for information on student progress during trimester.

14.5.2. The following grade scale is being used.

**1. Grade Scale K:**

- M = Mastered
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

**2. Grade Scale 1st:**

- E=93-100
- G=84-92
- S=75-83
- N=70-74
- U<70

**3. Grade Scale K-Grade 2:** Pass/Fail in Art, PE, Music, Computer, and Spanish

**4. Grade Scale 2-8:**

- A+ 98.5-100
- A 94.5-98.4
- A- 92.5-94.4
- B+ 91.5-92.4
- B 86.5-91.4
- B- 83.5-86.4
- C+ 82.5-83.4
- C 78.5-82.4
- C- 74.5-78.4
- D+ 72.5-74.4
- D 71.5-72.4
- D- 69.5-71.4
- U 0.0-69.4

## **14.6. NOTABLE REPORTS**

14.6.1. Throughout the school year communications may be sent for the following reasons:

1. Consistent unsatisfactory work,
2. Noticeable change in classroom performance,
3. Consistent improvement is noted.
4. The form will indicate the apparent reasons/causes of the student's performance. The special report can be sent at any

point in the trimester and must be signed and returned by the parents.

#### **14.7. MONDAY MEMO**

- 14.7.1. As a means of informing the parents of important school matters, an email, “MONDAY MEMO”, will be sent via email, and be available online at [www.stalbert.org](http://www.stalbert.org) each Monday. Be sure we have your current email address. To update your contact information, please email Becky Fry.

#### **14.8. SCHOOL SUPPLIES**

- 14.8.1. All students must come to class with required school supplies. The school supply list is available on the school website.

### **15. CURRICULUM**

In matters of curriculum, the school complies with all of the directives of the Archdiocese Office of Catholic Schools. These guidelines apply to courses of study, textbook adoptions, time allotments, record keeping, testing, etc.

#### **15.1. ACADEMIC ENHANCEMENT**

- 15.1.1. Students learn in many different ways and at different paces. Therefore, varying kinds of out of class reinforcement are necessary in some cases. Teachers may recommend tutoring to parents at various times throughout the year to support classroom learning.

#### **15.2. PLACEMENT/PROMOTION**

- 15.2.1. Prior to promotion to the next grade, teachers may, after consultation with the Principal, require tutoring (including summer school). Verification of completion of required tutoring or summer school needs to be brought to the school office prior to the fall registration materials distribution date. Failure to comply may result in retention at the previous grade or the student being placed in but not promoted to the next grade level. Placement without promotion will be noted on the student’s permanent academic record. Students placed in the next grade level may also be placed on probation.
- 15.2.2. Students that have failed to attain the requirements of promotion may be placed in the next grade level. This entitles the student to undertake the work of the next grade. Parents will be notified and required to sign documentation of the child’s placement and the child’s permanent record will be marked accordingly. A student may only be placed into the next grade level one time.

### **15.3. TEACHER REQUEST/STUDENT PLACEMENT**

- 15.3.1. Student placement decisions are based on multiple factors: gender distribution, mixture of ability levels, and various learning styles. After spending the year with their students, teachers are very familiar with students' needs and will place them accordingly. Therefore, we discourage parents from requesting teachers for their children.

### **15.4. CURRICULUM AREAS**

#### **15.4.1. ALGEBRA**

1. An Algebra I class is offered to all eighth grade students. Pre-Algebra is offered to all seventh grade students.

#### **15.4.2. ART**

1. Students learn self-expression through the use of different media, as well as learning about different art forms and master artists.

#### **15.4.3. COMPUTER/TECHNOLOGY**

1. The computer lab provides for instruction in basic computer skills as well as applying these skills throughout the curriculum. Students will be given the opportunity to increase their knowledge of computers and their potential as outlined in the Computer Curriculum Guidelines approved by the Archdiocese Office of Lifelong Formation and Education.

#### **15.4.4. PROGRAMS CONCERNING FAMILY LIFE, DRUG EDUCATION AND SAFETY**

1. These programs are taught in grades K-8. These programs deal with all aspects of respect for life: toward the unborn and the aged, toward family members, self and friends, and in areas of human sexuality and chemical abuse. Close communication and cooperation between teachers and parents are maintained during the course of the lessons. Programs such as I-Safe, Stand Up/Be Safe, Theology of the Body, etc. are presented.
2. State law requires that each school implement an alcohol/drug program. Teachers and the counselor present programs through the school year that reinforce zero tolerance.
3. The Archdiocesan Office of Lifelong Formation and Education supports these programs.

#### **15.4.5. FIELD TRIPS**

1. Field trips are off campus activities that must be directly correlated with some aspect of classroom studies. Specific goals are set up and followed by the teacher – follow up activities relative to the field trip are conducted in the classroom. The teachers and the Principal with the help of parent volunteers organize field trips.

Written permission from the parents must be obtained before a student may participate in a field trip. Younger children may not accompany parents on the field trip. Unless there are extenuating circumstances, all students must participate in these activities.

2. Field trips are privileges. A student can be denied participation if they fail to meet academic or behavioral requirements. The teacher and the administrator will make this decision. In such a case, the student WILL report to school. S/he will be given a list of appropriate assignments to do under the supervision of another teacher. If a student does not come to school on the day of a field trip, s/he will be counted absent. A child absent for a field trip will not be refunded money. Faculty and administration reserve the right to determine dress for the trip.

**15.4.6. GUIDANCE COUNSELOR**

1. The services of a certified guidance counselor are available to students as an aid to the development of the child's self-understanding and Christian growth and formation. The counselor may assist with areas such as, but not limited to, conflict resolutions, life choices, peer pressure, stress, academic development, alcohol, divorce, etc. Referrals can be made by the parent or teacher or requested by the student. Scheduled sessions are treated with professional confidentiality. Group guidance sessions are regularly provided for all students.

**15.4.7. LANGUAGE ARTS PROGRAM**

1. Integration of reading, writing, grammar, phonics, spelling and research comprise the language arts program. This is a whole language, literature-based program utilizing language textbooks, phonics books and spelling books.

**15.4.8. MATH**

1. The program includes computation skills, development of concepts and practice application to real life problems. All seventh grade students take Pre-Algebra.

**15.4.9. MEDIA**

1. The school media center is a source of enrichment for all students. Each class (Preschool-8) has a regularly scheduled time for research and study skills instruction, as well as additional time for obtaining books, reference work, and doing project work.
2. Book fairs are usually scheduled twice a year and are open in the evenings for your enjoyment.

**15.4.10. MUSIC**

1. The program includes vocal training, theory, music appreciation, liturgical music, introduction to instruments, etc. The preparation and presentation of programs is also included.

**15.4.11. PHYSICAL EDUCATION & HEALTH**

1. Structured physical education classes are conducted. Emphasis is placed on safety, teamwork, general health, and enjoyment of a variety of activities. Each student has one PE class per week.

**15.4.12. RELIGION**

1. Basic tenets of the Roman Catholic faith are taught daily in formal religion classes. In addition, Catholic identity by living Gospel values is stressed in all subjects.

**15.4.13. SPANISH**

1. Students in Preschool-5 will learn common words and phrases, as well as the geography, customs and culture of Spanish-speaking countries. Sixth grade Spanish serves as an introduction to grammar and conversation. The 7th & 8th grade classes follow a Spanish I curriculum, to prepare students for continued success in their high school Spanish courses.

## **16. RELIGIOUS FORMATION**

The moral and religious formation/education of a student has its roots in the home. The mission of the Catholic school is to build on Christian/Catholic home life by giving formal religious instructions in the school.

At St. Albert the Great Parish School, the purpose is not only to teach and reinforce Catholic Doctrine, but also to help our students live it. To accomplish this, the students have classroom instructions given by certified catechists, are involved in planning all school liturgies, and are actively participating in the celebrations. In addition, all students are encouraged to live out what they have learned and celebrate by undertaking voluntary service projects.

### **16.1. DIRECTOR OF LIFELONG FORMATION AND EDUCATION**

The Director of Lifelong Formation and Education is responsible for planning, organizing, guiding and coordinating the total religious education for children through adults. All sacramental programs, Catechetical programs, and adult education programs are a part of this religious education. The Director plans and coordinates the programs for parents, teachers and students for the reception of the sacraments of Reconciliation, First Eucharist, and Confirmation. The classroom teachers implement the instructional aspects of the program.

### **16.2. SACRAMENTAL CELEBRATIONS**

#### **16.2.1. RECONCILIATION**

1. The Catholic students will celebrate First Reconciliation in the spring of first grade. All other grades will celebrate during the school year.

**16.2.2. FIRST COMMUNION**

1. The Catholic students will celebrate their First Eucharist in the fall of second grade.

**16.2.3. CONFIRMATION**

1. Preparation for Confirmation covers a two-year span during the seventh and eighth grades. This sacrament is celebrated in eighth grade on a date set by the Archbishop's office. A white gown purchased through St. Albert is worn.

**16.2.4. LITURGY**

1. All students (K-8) attend Mass weekly on Thursday.

## **17. ATTENDANCE POLICY**

Kentucky State Law requires 175 days and 1,062 instructional hours for all students (KRS 158.00/070)

### **17.1. ABSENCES**

- 17.1.1. The importance of being at school every day cannot be emphasized enough. Absence should be kept to a minimum regardless of the age of the child.
- 17.1.2. Parents of students who are absent must telephone or email the school office and homeroom teacher before 8:30AM to verify the absence of the student. If the school does not hear from parents, you will be contacted to see where your child is. Books may be picked up at the school office from 2:45 to 3:30 PM. When the student returns, a note must be presented to the school office stating the reason for the absence. Please contact your child's teacher and/or check online resources (Sycamore/Google Classroom) for missed work.
- 17.1.3. Shadowing is reserved for eighth graders in the fall and seventh graders in the spring. Although shadowing is an excused absence, it is recommended that plans be made for days when our school is not in session.
- 17.1.4. Parents are urged to make appointments for their children at times that will not interfere with their attendance at school. However, if this is not possible, a written excuse via email should be sent to the school office and homeroom teacher.
- 17.1.5. Students who are absent are not permitted to attend extra-curricular activities including any school sponsored sporting events (practice or games). This also includes any student who is ill that leaves during the school day.

- 17.1.6. An absence without a valid reason or without the parents' awareness is unexcused. Truancy is a serious matter and will be disciplined accordingly.

## 17.2. MAKE UP ASSIGNMENTS

- 17.2.1. In case of a one-day absence, students will be assigned make-up work when they return to school the next day. If a student is absent for more than one day, the student has as many days as he/she was absent to make up work (i.e., two days absence means two days to make up work). In cases of an extended absence (a week or more), the parent/guardian should notify the teacher and the school office. Parents of students in middle school should contact each of the child's teachers. The teacher and parent can discuss how missed assignments will be handled.

## 17.3. PLANNED ABSENCE

- 17.3.1. Notify school personnel, in writing, in the event of a planned absence. The note should include the reason and the dates of the absence.
- 17.3.2. **Parental cooperation is asked when scheduling family trips and vacations.** For families choosing to take a trip during scheduled school days, a two-week notice must be given to the office and the teacher. Students are not allowed to make up work for family trips scheduled after May 1. Teachers may not be able to prepare assignments ahead of time for students who will miss class because of family trips. Those students will be assigned make-up work when they return to school. Much of the work missed cannot be made up – experiments, discussions, group work, etc., - therefore, long absences due to vacation are discouraged. Students will be required to make-up assignments and missed tests during the week that they return from their trip. Class time will not be used to make-up work once the student returns. However, students needing to make-up work, or tests, must make arrangements with the teacher(s) to do so. **We make every effort to publish the school calendar early to assist with family vacation planning. In particular, please avoid scheduling family trips immediately before or after the holidays. They will NOT be an excused absence.**

## 17.4. EXCESSIVE ABSENCES

- 17.4.1. Excessive absence is defined by ten (10) days or more in all but exceptional cases (i.e., medical crisis). Parents will be notified when a student has missed ten days of school and will meet with a school administrator regarding the situation.
- 17.4.2. In cases where cumulative absences exceed fifteen (15) days, a physician's note will be required for each additional absence. The student



may be required to attend a summer school program to make up for missed instructional time.

- 17.4.3. In cases where students miss more than twenty-five (25) days, Pupil Personnel at JCPS will be contacted per the Archdiocesan policy. Students who cumulatively miss thirty or more days of school may not be promoted to the next grade and are required to have a conference with the student's teacher and a member from the administrative team. The school has the right to require a doctor's letter of explanation if absences are deemed excessive.

## 17.5. TARDINESS

- 17.5.1. Any student (Preschool-8) arriving to homeroom after 7:50AM will be marked tardy. A student who is late is expected to have a note with a reasonable explanation of the tardiness. This note is to be presented in the office for clearance prior to entering the classroom.
- 17.5.2. **After five occurrences of tardiness, in one trimester, a detention may be issued to the student. (Excused tardies do not count against the student)**
- 17.5.3. **In order to receive an excused tardy, a doctor's note MUST be given to the school office. Without a doctor's note an unexcused tardy will be issued.**

## 17.6. INDIVIDUAL STUDENT DISMISSAL

- 17.6.1. A written note or email submitted to the School Office by 7:50AM is required if parents wish children to leave before dismissal time. Students are not permitted to leave class for appointments until they are called to the office. Parents will report to the office when they pick up their children.

## 17.7. WEATHER

- 17.7.1. St. Albert the Great is air-conditioned; therefore, regular hours will not be affected by extremely warm temperature.
- 17.7.2. The decision to close schools due to weather conditions will be announced, via text message, social media, and television. One of the following announcements will be made:
1. All Catholic Elementary schools in Jefferson County are OPEN.
  2. All Catholic Elementary schools in Jefferson County are OPEN BUT ON DELAYED SCHEDULE (**St. Albert will begin classes two hours later at 9:50AM**). Dismissal will be at the regular time.
  3. All Catholic Elementary schools in Jefferson County are CLOSED.
  4. NOTE: If there is no weather announcement, schools are open.

## **17.8. SNOW DAY / ONLINE SCHOOL / ALTERNATIVE SCHOOL DAY POLICY**

St. Albert Parish School has one snow day built into the calendar. After the one day, we will provide a required alternate school option to further instruction through online technology. Our plan has been approved by the Superintendent of Catholic Schools. We believe this plan will help our students maintain their momentum from the classroom.

- 17.8.1. The first snow day will run as in previous years with no school expectations for teachers/students except to work on previously assigned work.
- 17.8.2. On the second snow day, school families will be notified that an “Online School Day” is being implemented with the Sycamore alert.
- 17.8.3. Students will fulfill attendance requirements by turning in completed assignments on the second day following the snow / online / alternative day. Long term assignments will be checked for adequate progress. Absent students will follow the usual absence policy. In the instance where multiple days are missed consecutively, for every online snow day, students have that many days to turn in the work. Examples would be a single day missed on a Tuesday, students would have until Thursday to turn in assignments. Another example would be if online school is implemented on Monday and Tuesday, students' work is due Friday.
- 17.8.4. Students will fulfill attendance requirements by turning in completed assignments at the beginning of the next class in school. Long term assignments will be checked for adequate progress. Absent students will follow the usual absence policy.
- 17.8.5. Teachers will post assignments by 10:00am on the online day and will be available by email to answer questions or give guidance. (Teacher emails are on Sycamore and on the St. Albert website.)
- 17.8.6. Any technical troubles should be addressed to Mr. O’Keefe at [jokeefe@stalbert.org](mailto:jokeefe@stalbert.org)
- 17.8.7. If the student is sick and cannot complete the assignment, please contact the school as usual and leave a message as well as contact the homeroom teacher. The student will need to make up the work as they would with a regular absence.
- 17.8.8. Please keep this guideline, so when it is necessary to cancel school, your family will know the procedure. There will always be extenuating circumstances as we implement this policy, but we will work with families as issues arise.

## **17.9. EMERGENCY ANNOUNCEMENTS**

- 17.9.1. **NO PUBLIC ANNOUNCEMENTS** will be made about early dismissal in Jefferson County Catholic schools except in the case of an extreme emergency (i.e. city emergency, chemical leaks/spills, etc.). If St. Albert must dismiss early as an individual school, parents will be notified via

email and Sycamore. In this event, students will be monitored until 3:00PM.

1. **PLEASE KEEP ALL HOME, WORK, CELL AND EMERGENCY NUMBERS UPDATED IN THE SCHOOL OFFICE.** To update your contact information contact Becky Fry at [bfry@stalbert.org](mailto:bfry@stalbert.org) or (502) 425-1804. All parents are required to designate the child's destination for an emergency school closing in the Emergency Information section on the forms in Sycamore.

## 18. 2020-2021 SCHOOL CALENDAR

18.1 [Link to School Calendar](https://www.school.stalbert.org/calendar) (<https://www.school.stalbert.org/calendar>)

## 19. ORDER OF THE DAY

### 19.1. Arrival

- 19.1.1. Students are not to arrive at school earlier than 7:30AM. Students will be admitted to the homeroom at 7:30AM. Preschool and Kindergarten students always report to the gym.

### 19.2. Teaching Blocks

#### 19.2.1. Standard Schedule of the Day

| Standard Schedule of the Day |               |
|------------------------------|---------------|
| Period 1                     | 7:55 - 8:40   |
| Period 2                     | 8:40 - 9:25   |
| Period 3                     | 9:25 - 10:10  |
| Period 4                     | 10:10 - 10:55 |
| Period 5                     | 10:55 - 11:35 |
| Period 6                     | 11:35 - 12:20 |
| Period 7                     | 12:20 - 1:05  |
| Period 8                     | 1:05 - 1:50   |
| Period 9                     | 1:50 - 2:35   |

19.2.2. Mass Schedule

| Mass Schedule |               |
|---------------|---------------|
| Period 1      | 7:55 - 8:35   |
| Period 2      | 8:35 - 9:15   |
| Mass          | 9:15 - 10:15  |
| Period 4      | 10:15 - 10:55 |
| Period 5      | 10:55 - 11:35 |
| Period 6      | 11:35 - 12:20 |
| Period 7      | 12:20 - 1:05  |
| Period 8      | 1:05 - 1:50   |
| Period 9      | 1:50 - 2:35   |

19.2.3. Early Dismissal Schedule

| Early Dismissal Schedule |               |
|--------------------------|---------------|
| Period 1                 | 7:55 - 8:25   |
| Period 2                 | 8:25 - 8:55   |
| Period 3                 | 8:55 - 9:25   |
| Period 4                 | 9:25 - 9:55   |
| Period 8                 | 9:55- 10:25   |
| Period 9                 | 10:25 - 10:55 |
| Period 5                 | 10:55 - 11:25 |
| Period 6                 | 11:25 - 11:55 |
| Period 7                 | 11:55-1 2:25  |

19.2.4. Delayed Start Schedule (Two Hour Delay)

| Delayed Start Schedule |               |
|------------------------|---------------|
| Period 1               | 9:55 - 10:30  |
| Period 2               | 10:30 - 11:00 |
| Period 3               | 11:00 - 11:30 |
| Period 4               | 11:30 - 12:00 |
| Period 5               | 12:00 - 12:30 |
| Period 6               | 12:30 - 1:00  |
| Period 7               | 1:00 - 1:30   |
| Period 8               | 1:30 - 2:00   |
| Period 9               | 2:00 - 2:30   |

#### 19.2.5. Special Programming Schedule

| Special Programming Schedule |               |
|------------------------------|---------------|
| Period 1                     | 7:55 - 8:30   |
| Period 2                     | 8:30 - 9:05   |
| Period 3                     | 9:05 - 9:40   |
| Period 4                     | 9:40 - 10:15  |
| Period 5                     | 10:15 - 10:55 |
| Period 6                     | 10:55 - 11:35 |
| Period 7                     | 11:35 - 12:20 |
| Period 8                     | 12:20 - 1:05  |
| Period 9                     | 1:05 - 1:50   |
| Extra Period                 | 1:50 - 2:35   |

#### 19.3. Dismissal

- 19.3.1. School is dismissed at 2:45 PM. Parents please be prompt when picking up your children.
- 19.3.2. Due to the increased activity in the school office at dismissal time, messages called in or emailed after 2:00 PM may not be delivered to your student before dismissal.
- 19.3.3. Students not picked up after carpool (approximately 3:00PM) will be brought to the school office and we will attempt to reach a parent or guardian at that time. If your child has not been picked up when the school office closes at 3:30 PM, your child will be walked to Play Café and you will be charged accordingly.
- 19.3.4. **DISMISSAL THROUGH THE SCHOOL OFFICE IS NOT TO BE USED TO AVOID CARPOOL.**

#### 19.4. School Lock-up

- 19.4.1. The outside school building doors are always locked.
- 19.4.2. The office closes at 3:30PM.

#### 19.5. After School Care (Play Café)

- 19.5.1. After school care (Play Café) is offered on campus for St. Albert students. Weekly/daily rates are available on the Play Café website. For more information:
  - 1. Grades K-8 Director, Ellen Burton at [eburton@stalbert.org](mailto:eburton@stalbert.org)
  - 2. Preschool, Sharon Zdunek at [szdunek@stalbert.org](mailto:szdunek@stalbert.org)

## **20. CONDUCT POLICY**

### **20.1. SEXISM AND RACISM**

The community of St. Albert the Great takes seriously its responsibility to proclaim the message of Jesus especially as it pertains to our relationships with others. We strongly support the statement of our Archbishop who said, “As a community of faith, the Archdiocese of Louisville has a special duty to proclaim the Gospel message about the dignity and equality of all. We are also called to exercise leadership in the struggle against racism and all other forms of injustice.” (Archbishop Thomas C. Kelly O.P.)

St. Albert the Great Parish School will strive to avoid all forms of racial and sexual discrimination and injustice. Teachers, parents, students or any other affected persons should confer with the Principal when a situation arises in which sexual, racial or other forms of discrimination may have occurred.

### **20.2. VIOLENT/THREATENING/HARASSING AND INAPPROPRIATE CONDUCT**

It is the intent of St Albert the Great School to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

Parent/guardian of the student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional.

Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.

Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be

allowed to return to school, the decision may include conditions for reinstatement and follow up.

#### False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

#### **20.2.1. Sexual harassment**

includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly; 2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

#### **20.2.2. Verbal harassment**

includes derogatory comments, jokes or slurs—it can include belligerent or threatening words spoken to another individual.

#### **20.2.3. Physical harassment**

includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

#### **20.2.4. Visual harassment**

includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, pictures, videos or gestures.

#### **20.2.5. Cyber harassment**

includes any derogatory or demeaning action that takes place through email, voice mail, pictures, text, direct messaging or social media which negatively affects the learning environment of the school.

#### **20.2.6. REPORTING**

Upon the reporting of an incident of discrimination or harassment, the Principal will initiate an investigation. Acts of sexist or racial discrimination or harassment or other acts which attack an individual's human dignity or equality will be considered a serious violation of St. Albert the Great School Policy. In the event that such evidence is found, severe disciplinary action will be taken against the offender including the possibility of suspension and/or dismissal at the discretion of the Principal and Pastor.

## 20.3. BULLYING PREVENTION AND INTERVENTION PLAN

All people have dignity because they are created in God's image and are of infinite value. As Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

### 20.3.1. What is Bullying?

1. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons."
2. This definition includes three important components:
  - Bullying is aggressive behavior that involves unwanted, negative actions.
  - Bullying involves a pattern of behavior repeated over time.
  - Bullying involves an imbalance of power or strength.
3. Bullying can be categorized as physical, verbal, or social. Physical bullying involves physical injury or threat of injury to someone, while verbal bullying refers to teasing or insulting someone. Social bullying refers to the use of peer rejection or exclusion to humiliate or isolate a victim.
4. Nothing in this policy requires the **affected** student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.
5. Bullying must be distinguished from other forms of peer aggression, conflict, or "falling out" – a mutual exchange of verbal and/or physical aggression.

## 20.4. Types of Bullying

- 20.4.1. Verbal bullying including derogatory comments and bad names.
- 20.4.2. Bullying through social exclusion or isolation.
- 20.4.3. Physical bullying such as hitting, kicking, shoving, and spitting.
- 20.4.4. Bullying through lies and false rumors.
- 20.4.5. Having money or other things repeatedly taken or damaged
- 20.4.6. Being threatened or forced to do things
- 20.4.7. Racial bullying
- 20.4.8. Sexual bullying
- 20.4.9. Cyber bullying (via cell phone, text messages, email, or internet) See the following section, "What is Cyber Bullying?"



- 20.4.10. Repeated sarcasm or passive-aggressive remarks and behavior
- 20.4.11. Pack Bullying or Mobbing - Includes one or more offenders recruiting others to assist with threatening, degrading or demeaning the target student.
  - 1. Participants in mob bullying may be absolving themselves of the blame – “Everyone is doing it.”
  - 2. Leads to extreme alienation and isolation of the target

## **20.5. What is Cyber Bullying?**

Cyber bullying is bullying through email, instant messaging, chat room exchanges, Website posts, digital messages, text messages or images sent to a mobile phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Cyber bullying can take many forms. The most common forms are:

### **20.5.1. Harassment**

Repeated sending of offensive, rude, and insulting messages

### **20.5.2. Denigration**

Distributing information about another that is derogatory and untrue through posting it on a Webpage, sending it to others through email, instant messaging, or text messaging, or posting or sending digitally altered photos of someone

### **20.5.3. Flaming**

Online “fighting” using electronic messages with angry, vulgar language

### **20.5.4. Impersonation**

Breaking into an email or social networking account and using that person’s online identity to send or post vicious or embarrassing material to/about others

### **20.5.5. Outing and Trickery**

Sharing someone’s secrets or embarrassing information, or tricking someone into revealing secrets of embarrassing information and forwarding it to others

### **20.5.6. Cyber Stalking**

Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for this or her safety (depending on the content of the message, it may be illegal.)

## **20.6. Responsibilities of students, parents, school staff, and administration**

### **20.6.1. Students:**

1. Report to the teacher in charge, or, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.
2. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
3. Treat others with the respect and dignity that is expected of a Catholic school student.

### **20.6.2. Parents:**

1. Report concerns of bullying behavior to their child's appropriate teacher or school counselor as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.
2. Monitor their child's interactions on electronic devices. Misconduct should be addressed with the child and/or the parents of the other student/s involved.
3. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
4. Treat others with the respect and dignity that is expected of a Catholic community.

### **20.6.3. Staff:**

1. Be alert to signs of bullying and act promptly and firmly according to the bullying response/discipline policy.
2. Report incidents of bullying to the administration or to the teacher in charge who will determine if further action should be taken, and/or if parents should be notified.
3. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
4. Encourage all students to refrain from bullying behavior and encourage reporting of any bullying behaviors they witness.

### **20.6.4. Administration:**

1. Upon receipt of a bullying complaint, the principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including an individual meeting with both the student

alleged to have been harassing/bullying and the student reporting the incident.

2. The administration will report to the parents of both students the results of the investigation, however, due to confidentiality laws, St. Albert the Great School cannot disclose any disciplinary action taken towards any child but their own.

**20.6.5. School Counselor:**

1. Offers support and services to the victim
2. Offers support and services to the student(s) engaging in bullying behavior.
3. Advises parents of outside resources that may need to be utilized.

**20.6.6. Reservations**

1. St. Albert the Great Parish School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event. As it is impossible to anticipate all forms of bullying behavior, the school administration reserves the right to impose disciplinary action as it sees fit on conduct not specifically covered in this policy.

**20.7. RESPONSE**

**20.7.1. If a suspected bullying incident occurs, the following steps should be taken:**

1. The incident must be reported to the school principal or assistant principal.
2. When reported, the details of the incident must be reported in writing by the student or parent and submitted to the principal or assistant principal.
3. The administration will investigate the incident including an individual meeting with both the student alleged to have been harassing/bullying and the student reporting the incident.

**20.7.2. If the school administrative team determines that behavior reported does not constitute bullying:**

1. the behavior will be handled by the teacher in charge at the time of the incident. Disciplinary guidelines set forth in this handbook will be followed.

**20.7.3. If the school administrative team determines that bullying is taking or has taken place:**

1. The student responsible for bullying will incur consequences that may include but are not limited to :
  - Verbal warning with discussion and parent notification
  - A written apology
  - Denial of activity (eating lunch in cafeteria, recess, field trip, extracurricular activity, etc) with parental notification
  - Detention and development of behavior plan
  - Suspension (1-3 days)
  - Dismissal
2. The student responsible for the bullying behavior will have mandatory counseling with the school counselor.
3. Additional follow-up counseling may be required at the expense of the parent/guardian.
4. In determining the appropriate consequence, the administration will consider whether the behavior is escalating or if the student who is bullying is repeating the behavior. Bullying incidents from previous years perpetrated by the student can be considered as escalating or repeating.
5. The school administration will report to the parents of both students the result of the investigation, however, due to confidentiality laws, St. Albert the Great School cannot disclose any disciplinary action taken towards any child other than the child for whom the parent/guardian is responsible.

**20.8. DISCIPLINE**

- 20.8.1. **First Offense** -- Student has meeting with counselor. Counselor provides strategies to help the student with social skills and communicates with Parents via phone/email.
- 20.8.2. **Second Offense** – Counselor has meeting with parents and student. Student is removed from the area where the offense occurred, if possible.
- 20.8.3. **Any Subsequent Offenses** – Counselor and Principal should have meeting with parents and student. Create action plan. Could result in expulsion from school.

**20.9. VANDALISM & THEFT**

- 20.9.1. Our school and school equipment is property of St. Albert the Great Parish School. Willfully damaging or taking this property may result in immediate suspension and possible expulsion. This policy includes both parish and school sponsored events that might take place outside of normal school hours. In its discretion, the school administration may

require that the monetary value of the vandal damage and/or theft be repaid or replaced (or that arrangements be made for repayment or replacement) before a student is allowed to return to school. If a student accidentally causes damage to school property, he or she should report it to the school administration immediately so that the damage is not misconstrued as vandalism.

## **20.10. BUS BEHAVIOR**

- 20.10.1. Students who ride the buses shall board and depart the bus in an orderly manner. It is expected that students conduct themselves in an orderly fashion while riding the bus. This policy includes transportation to and from school and all school related activities. Students shall remain seated with seat belts properly fastened for the entire trip, only standing or moving when the driver says it is time to depart the vehicle.
- 20.10.2. No shouting, singing or loud noises.
- 20.10.3. All backpacks and other items should be kept out of the center aisle.
- 20.10.4. Items too large to be held on a student's lap may not be brought in the bus.
- 20.10.5. No student is to place any body part or items out of a bus window at any time.
- 20.10.6. It is expected that students pay attention and respect the bus driver and fellow students at all times.
- 20.10.7. Students should observe the same conduct expected in the classroom, as outlined in the student handbook.
- 20.10.8. Students are not allowed to eat, drink or chew gum on the bus.
- 20.10.9. Students are not to destroy any part of the bus and need to keep the bus clean.
- 20.10.10. Any behavior deemed inappropriate will be reported and reviewed by the school's administration.
- 20.10.11. The bus driver is authorized to assign seats if needed. After a student has been warned about unruly behavior and the misconduct continues, that student could be suspended from riding the bus for a designated length of time or may lose all bus privileges.

## **20.11. NON-SMOKING/VAPING POLICY**

- 20.11.1. St. Albert the Great Parish School in accordance with the Non-smoking Policy for Children's Services ensures
- 20.11.2. No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children

- 20.11.3. No person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or routine health care or daycare or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this section shall not apply to
- 20.11.4. Any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs, or alcohol
- 20.11.5. Any private residence
- 20.11.6. These provisions include the use of electronic cigarettes and any vaping products.
- 20.11.7. At a minimum smoking is not permitted during the time any aspect of the children's services is performed. While prohibiting smoking at all times is the most desirable policy for protection of children's health, local circumstances may not make such restrictions practical.

## **20.12. OTHER CONDUCT POLICIES**

Students are not allowed to bring, be in possession of, or use the following items on school property or at any school-sponsored activity:

- 20.12.1. Illegal drugs or alcohol.
- 20.12.2. Weapons of any kind (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
  - 1. Archery Gear must be stowed in school office during the school day
- 20.12.3. Tobacco and all tobacco products including lighters or matches
- 20.12.4. Vaping or Electronic Cigarette and related products
- 20.12.5. Fireworks
- 20.12.6. Inappropriate pictures or books.
- 20.12.7. Skateboards or any item deemed distracting or a safety hazard.
- 20.12.8. The school has the right to determine the appropriateness of any item not listed and to confiscate and keep any prohibited items and to employ strict disciplinary measures as needed.
- 20.12.9. There will be no gum chewing during the school day. This includes from the time of arrival to the school through the time of pick up from school.

## **20.13. UNIFORM POLICY**

The uniform code is described on the following pages:

## **20.14. GENERAL UNIFORM RULES**

- 20.14.1. The parent/legal guardian is the key to a successful uniform policy at St. Albert the Great Parish School. It is the parent/legal guardian's

- responsibility to see that the student is in compliance with the uniform code each day. The parent/legal guardian of any student not abiding with the uniform code will be required to provide the student with appropriate uniform before the student may return to the classroom.
- 20.14.2. All uniforms must fit properly, be clean and in good repair. Sagging, baggy or extra-large clothing items are an infraction to the Uniform Policy. At no time may clothing be deliberately cut or torn.
  - 20.14.3. Shirttails must be tucked in, and all buttons – except for the collar – are to be buttoned.
  - 20.14.4. Plain white, navy or black socks must be worn. Socks must be clearly visible over the top of the shoe at all times. If high-top tennis shoes are worn, socks must be easily seen. Socks with a small logo are acceptable.
  - 20.14.5. Athletic shoes with proper support are to be worn, and they should be clean and in good repair. All other shoes and sandals are prohibited. Shoes must be properly tied or fastened at all times. Light-up shoes, shoes with distracting patterns and/or colors, “Sperry style” shoes, or boots of any style, are prohibited.
  - 20.14.6. Pants are to be worn at the waist. Pant/short cuffs are not to be rolled up.
  - 20.14.7. For grades 2-8, a plain black, brown or navy belt must be worn at all times with uniform pants. Belts are optional for kindergarten and 1st grade students.
  - 20.14.8. Plain navy sweater with no logo, St. Albert the Great Parish School uniform sweatshirt, quarter zip fleece pullover or uniform quarter-zip pullover. Viking “Spirit” sweatshirts are not considered uniform sweatshirts.
  - 20.14.9. On non-uniform days, special instructions for apparel to be worn will be given as needed by the school administration. Clothing should be modest and appropriate for the grade. No halter or tube tops, etc. All shorts must be of reasonable length. For more information on the proper attire on non-uniform days, reference the “Dress Down Days” information below.
  - 20.14.10. Coats, jackets, non-uniform sweatshirts, sweatpants, hats, or leg warmers may not be worn in the school building during the school day. Non-uniform items must be removed in church.
  - 20.14.11. No colored or stamped undershirts may be worn.
  - 20.14.12. No sweatshirt or sweater may be worn alone. A uniform shirt/blouse must be worn underneath the sweatshirt or sweater with the shirt collar showing.
  - 20.14.13. One bracelet and/or necklace is allowed. Items must have a religious or charity affiliation, School Administration reserves the right to deem items inappropriate. Excessive jewelry and other accessories inappropriate to a classroom environment are prohibited.
  - 20.14.14. Hair needs to be neat, clean and out of student’s eyes, trimmed above the eyebrows, cannot be longer than half-way over their ears and must not

- touch their collars. Unusual or distracting hairstyles (Mohawks, etc.) are unacceptable.
- 20.14.15. Bandanas, distracting headbands, etc., are not to be worn.
  - 20.14.16. No makeup, nail polish or fake finger nails will be allowed in any grade level.
  - 20.14.17. No visible tattoos (temporary or otherwise) or body piercings – except for girls’ earlobes – are allowed. Girls’ earrings should not be larger than a dime. Boys may not wear earrings.
  - 20.14.18. Writing or doodling on any clothing or skin is unacceptable and will be considered out of uniform.
  - 20.14.19. Scout uniforms may be worn on the day of the meeting.
  - 20.14.20. Only on inclement weather days may students wear snow or rain boots to/from school, provided they change to approved footwear upon entry into the building at the start of the school day.
  - 20.14.21. Parents are strongly urged to label all items with a student’s name. A lost and found area is located in the hallway outside the office. Items that are not claimed will be taken to Goodwill or recycled for the Used Uniform sale.
  - 20.14.22. Approved St. Albert water bottles and/or clear water bottles with a secure lid are permitted for grades K-8.
    - 1. St. Albert water bottles are permitted in classrooms, hallways and cafeteria per teacher’s permaters.

## 20.15. GIRLS

- 20.15.1. St. Albert plaid jumper, “skort” or skirt with pleats (grades K-8). Skirts should be no shorter than 2 inches above the knee. Shorts should be worn under uniform skirt or jumper. Skirts are not to be rolled at the waist, nor should the shorts be longer than the skirt. Shaheen’s have the correct style of uniform.
- 20.15.2. 6th, 7th, and 8th grade girls may wear khaki skirts, pants (no hip huggers), or shorts instead of the navy blue pants/ shorts/ plaid skirt, if desired. The khaki skirt is to be the same style as the plaid skirt.
- 20.15.3. Plain navy blue uniform style dress slack/pants or walking shorts are permitted; however, no logos, corduroy, knit, denim or cargo slacks/pants are allowed.
- 20.15.4. Plain white blouse/ shirt, round or button down collar, white turtleneck or knit shirts, no logos, long-sleeve or short-sleeve
- 20.15.5. 6th, 7th and 8th grade girls may wear navy blue dri-fit or knit polo shirts. School logos may be added for an additional fee at Shaheens, but school logos are not required. Outside logos are not permitted.
- 20.15.6. K-5 may wear royal blue polo shirts



- 20.15.7. Navy blue or black leggings are permitted to be worn under school uniform jumpers, skorts, and skirts. Flannel pull-on pants or sweatpants may be worn to/from school, but may not be worn during the school day.

## **20.16. BOYS**

- 20.16.1. Plain navy blue uniform style dress slack/pants or walking shorts (grades K-8); however, no logos, corduroy, knit, denim or cargo slacks/pants are allowed.
- 20.16.2. 6th, 7th, and 8th grade boys may wear khaki dress slack/pants or walking shorts instead of the navy blue pants/shorts, if desired.
- 20.16.3. Plain white dress/ knit shirts or white turtlenecks, no logos, long-sleeve or short-sleeve.
- 20.16.4. 6th, 7th and 8th grade boys may wear navy blue dri-fit or knit polo shirts. School logos may be added for an additional fee at Shaheens, but school logos are not required. Outside logos are not permitted.
- 20.16.5. K-5 may wear royal blue polo shirts
- 20.16.6. Boys' hair must be well-groomed. It is not to hang below the top of the shirt collar, and must be above the eyebrows and ears.
- 20.16.7. Boys may not have facial hair and must be clean shaven.

## **20.17. EIGHTH GRADE OPTIONS FOR BOYS AND GIRLS**

- 20.17.1. As an 8th grade privilege, students may design and wear their class sweatshirts, class long sleeve shirt and/or polo shirt as approved by administration.

## **20.18. PHYSICAL EDUCATION DRESS CODE (Optional)**

- 20.18.1. St. Albert students have the option of wearing a PE uniform to school on days they have PE class. The PE uniform is comprised of the following options:
1. Gray t-shirt with St. Albert logo purchased from Shaheen's; no additional undershirt/ t-shirt is to be worn underneath. The PE uniform t-shirt is required when the PE uniform is worn.
  2. Sweatshirt- blue PE sweatshirt with St. Albert logo purchased from Shaheens; the school sweatshirt or quarter zip may also be worn with the PE uniform.
- 20.18.2. The following pant options may be worn with the t-shirt:
1. Shorts- black shorts with St. Albert logo purchased from Shaheen's.
  2. Sweatpants - black sweatpants with St. Albert logo purchased from Shaheen's.

3. Track pants—black track pants with St. Albert logo purchased from Shaheen's.
- 20.18.3. The PE uniforms may be purchased only from St. Albert's uniform supplier, Shaheens, on Breckenridge Lane or on Shaheens' website.

## **20.19. SPIRIT DAYS**

- 20.19.1. Spirit Days are reserved for Fridays that fall on odd-number calendar dates during the academic year.
- 20.19.2. Students who choose to participate may wear a St. Albert spirit wear shirt, spirit wear shorts and/or St. Albert spirit socks.
- 20.19.3. Either item of the PE uniform is considered spirit wear.

## **20.20. DRESS-DOWN DAYS/DOLLAR DRESS DOWN DAYS**

- 20.20.1. Dress-down days/Dollar dress down days are designated by the Principal for various reasons throughout the year.
- 20.20.2. Specific dates for these days will be announced in the Monday Memo, and the students will be reminded during morning announcements several times before the actual day.
- 20.20.3. Please refer to the Non-Uniform Dress Code for approved attire.
- 20.20.4. Dollar dress down days are designated for fundraising approved by the school. In order to participate in a dollar dress down day, students must bring in \$1 and wear approved non-uniform attire.

## **20.21. NON-UNIFORM DRESS CODE FOR DRESS DOWN DAYS**

- 20.21.1. Dresses, skirts, shorts and skorts must be of appropriate length. Shorts and skorts must reach the student's fingertips with hands fully extended at sides.
- 20.21.2. Dress jeans must be free of holes and fit properly.
- 20.21.3. Jeggings and leggings are allowed ONLY if worn with a shirt that reaches the student's fingertips with hands fully extended at sides.
- 20.21.4. Shirts, tops, and blouses must have sleeves and be of an appropriate length, covering waist band of chosen bottoms. Tank tops, net shirts, halter tops, tube tops, muscle shirts, spaghetti straps, body suits, crop tops, etc., are not permitted.
- 20.21.5. Students may wear the PE uniform in its entirety, the PE uniform shirt/sweatshirt with jeans, loosely fitted sweatpants, knee-length sport shorts, or uniform bottoms. The PE uniform shorts meet the requirements of the dress down policy and may be worn with another appropriate, non-uniform short.
- 20.21.6. St. Albert elite socks may be worn.
- 20.21.7. Stretch pants/shorts and cutoffs of any style are not permitted.

- 20.21.8. Flip flop sandals, backless shoes, boots or overly high heels are not permitted.
- 20.21.9. Rules for makeup and jewelry apply for non-uniform days.
- 20.21.10. The administrator/teacher has the authority to remove any student or correct any clothing/uniform/grooming/item that is deemed inappropriate for school. The parent/legal guardian will be notified if prompt compliance has not been obtained.

## **20.22. UNIFORM/DRESS CODE VIOLATIONS**

- 20.22.1. Teachers who question the suitability of a student's dress may send the student to the Principal.
- 20.22.2. Depending on the infraction, parents may be called to bring in appropriate clothing to school.
- 20.22.3. Students not in compliance with the dress code may be asked to wait in the office until appropriate clothing arrives.
- 20.22.4. After three uniform violations in a trimester, the student will receive a detention.
- 20.22.5. Repeated violations will result in a conference with the parents, student, and principal/ assistant principal, and may result in further disciplinary action.
- 20.22.6. If a student receives a uniform violation, the student will wear his/her uniform on the next dress down day.
- 20.22.7. \*Parents are expected to be supportive of the teachers'/school's efforts in maintaining discipline in the school. School rules must be adhered to, regardless of the parent or child's personal opinion of those rules.

## **20.23. ELECTRONIC DEVICE POLICY**

- 20.23.1. The St. Albert the Great Parish School supports the safe and responsible use of electronic devices in ethical and legal ways. The use of these devices should be focused on academic learning whether as part of class work or as used by individuals before or after school.
- 20.23.2. The student use of technology at St. Albert the Great Parish School is a privilege, not a right. Students should always respect and properly use the technology provided to them for use including, but not limited to, interactive whiteboards, computers, laptops (including Chromebooks), tablets (including iPads), printers, and electronic accounts.
- 20.23.3. All content that is accessed, created, or stored on St. Albert's technology / devices are the property of the school. The school has the right to monitor and review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason. Parents, guardians, and students do not have a right or expectation of privacy for any use of St. Albert's technology or school network.

## **20.24. PERSONAL ELECTRONIC DEVICES**

- 20.24.1. Personal Devices are not permitted to be used during the school day. This includes but is not limited to: phones, tablets, laptops, music players, smart watches, devices with cellular data capabilities, etc.
- 20.24.2. School Administration reserves the right to deem what devices are considered to be a personal electronic device.
- 20.24.3. St. Albert the Great Parish School is not responsible for damage to a student's personal electronic device.

## **20.25. CELL PHONE USAGE**

- 20.25.1. Students who have a specific need may use the telephone in the office with office permission.
- 20.25.2. All non-approved devices -- including phones and tablets -- must be turned off before entering school property and placed in a designated area upon entering homeroom. Non-approved devices may not be turned back on until after dismissal either at the end of the school day or when the student is picked up by a parent, or if otherwise given explicit permission by a teacher or school administrator.
- 20.25.3. Students needing to make emergency calls should notify their teacher who will provide access to a school phone which they will use to contact a parent under the supervision of school personnel.
- 20.25.4. As all non-approved devices including phones and tablets will be stored by teachers, any parent communication to students need to be directed through the main office. Parents should not call, text or otherwise electronically message your child during the school day.
- 20.25.5. St. Albert the Great reserves the right to limit the use of personal electronic devices to prevent disruption of their learning environment.
  - 1. 1st Offense: The cellphone will be confiscated and the parent must pick up the phone from the school office.
  - 2. 2nd Offense: Student will serve a detention. The cellphone will be confiscated and the parent must pick up the phone from the school office.
  - 3. 3rd Offense: In-school suspension. The parent must pick up the phone in the office and sign a form stating that he/she is aware that in the event that any offense of this nature occurs again, the student will lose the privilege to have the phone on school property.

## **20.26. RESPONSIBLE USE POLICY**

- 20.26.1. The following provisions regarding St. Albert the Great Parish School issued electronic devices and accounts should be made for the safety and well-being of all students:
- 20.26.2. Google accounts are assigned to individual students. Students should never share their password with others.
- 20.26.3. Students shall not disassemble, disable, tamper with, or otherwise interfere with the normal operation of St. Albert's technology. This includes security and monitoring functionality as well as St. Albert-set preferences and settings.
- 20.26.4. Altering the original preset school settings is prohibited. Examples include but are not limited to:
  - 20.26.5. Loading unauthorized applications
  - 20.26.6. Changing or removing operating system extensions
  - 20.26.7. Changing the computer name
  - 20.26.8. Altering the pre-loaded operating system or applications
  - 20.26.9. Altering security software
- 20.26.10. Bypassing St. Albert the Great's student network, web filter, or firewall (e.g., through use of a web proxy) is strictly prohibited and will result in disciplinary action.
- 20.26.11. The use of the Internet for research is to be done within the limits imposed by the individual teacher of the student.
- 20.26.12. Any electronic device may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
- 20.26.13. Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or explicit material is strictly prohibited.
- 20.26.14. Computer hacking or trespassing, harassment, bullying, threats, or fraud will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.
- 20.26.15. Student users will not install any additional software on St. Albert's devices without prior consent from a supervising faculty member.
- 20.26.16. Students are prohibited from using electronic resources for non-academic purposes during instructional time. This includes playing non-academic games or using resources on their devices that are not part of the instructional process
- 20.26.17. School rules concerning appropriate communication are to be obeyed. Students are not allowed to communicate (e.g., via email, texting, instant messaging, or other communications mechanism) with individuals outside of the school community during the school day unless it is part of class instruction monitored by a teacher. Communication tools should be used only for legitimate and responsible communication between students and

- faculty. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- 20.26.18. Illegal transmission of copyrighted material is strictly prohibited.
- 20.26.19. It is the responsibility of all users to maintain the technology at St. Albert's in a manner that facilitates use by all. This means that each person should log out and police the area around their workstation for any refuse or books that may be there. Each person should expect that the area will be found in as good condition as when the day starts.
- 20.26.20. All communications and information transmitted by, received from, stored within, or passing through St. Albert the Great Parish School IT resources – including St. Albert provided accounts, such as St. Albert Google Accounts – may be archived, deleted, monitored and reviewed for content or usage at any time by St. Albert the Great Parish School.
- 20.26.21. Students do not have a right to personal or confidential electronic information or communications.
- 20.26.22. St. Albert the Great reserves the right to investigate suspected inappropriate use of its resources or systems using its resources. This includes, but is not limited to possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or when evidence exists which demonstrates to the school that its electronic devices may contain information, data, or other intellectual property that belongs to another person.
- 20.26.23. Parents should not send messages or call their students during the school day. Urgent messages should be sent via the school office.
- 20.26.24. Photos or videos cannot be taken of students, teachers or other school personnel without knowledge and permission.

## **20.27. SEPARATION POLICY**

- 20.27.1. If a student voluntarily leaves St. Albert the Great Parish School, the individual will be notified that all their electronic access will be disabled two weeks after their final date (e.g., the last day of school). They can access their account and download content from their accounts until that cut off date. On that date, they will no longer be able to login or access their content.
- 20.27.2. If the separation is involuntary (e.g., a student is expelled) the individual(s) will be immediately removed from their electronic accounts. If they have some content on their accounts that they want/need (e.g., files in Google drive), the administration will download that content, screen it for appropriateness, and pass it on to the individual(s).

## **20.28. CONSEQUENCES OF INAPPROPRIATE USE**

- 20.28.1. Students are expected to use all St. Albert's technology in accordance with the Responsible Use Policy, and any applicable laws. Failure to use technology appropriately will result in consequences as determined by St. Albert the Great Parish School.
- 20.28.2. The faculty member who is facilitating the student determines the improper use of the provided technology.
- 20.28.3. Students who do not show the proper respect and use of any technology will be subject to disciplinary actions, including, but not limited to: a warning letter to the student which must be signed by parents, losing all technology privileges for a specified time, losing technology privileges for the entire term. This includes losing the students' use of any technology used by students in class and in labs, and any use of printers.
- 20.28.4. In extreme cases consequences could include civil or criminal liability under applicable laws.

## **21. DISCIPLINE POLICY**

The purpose of discipline is to develop moral character and to practice charity and thoughtfulness. Every student and staff member has a right to be in a school environment that is safe and conducive to learning. All students are to exhibit respect for teachers, staff members, other students, visitors, parish property and the property of others.

Parents are expected to be supportive of the teachers'/school's efforts in maintaining discipline in the school. School rules must be adhered to, regardless of the parent or child's personal opinion of those rules. When you select the school, you choose to accept the policies and procedures which the school employs. When a difference of opinion occurs between parent and teacher/administration regarding a discipline report or detention, the form must still be signed and returned by the parent the first school day after it was received.

### **21.1. SELF-DISCIPLINE**

- 21.1.1. Self-Discipline requires the student to know what is expected in terms of attitudes, behavior, and performance and learns to accept responsibility for his/her own attitudes, behavior, and achievement. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and choose to do what is right even when no one is looking.
- 21.1.2. Students will be taught 15 self-discipline skills. Skills will be taught based on the developmental readiness level of the students. Basic Skills will be

the focus of the primary grades, Constructive Skills in the middle grades, and Generative Skills in the junior high grades.

1. **Basic Skills:** Listening, Following Instructions, Questioning, Sharing, Social Skills
2. **Constructive Skills:** Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication
3. **Generative Skills:** Organization, Resolving Problems, Initiating, Solutions, Fact versus Feeling, Service to Others

## **21.2. STUDENT CODE OF CONDUCT**

### **21.2.1. RULES OF CONDUCT**

1. 1. Respect yourself, others, and things.
2. 2. Contribute to the learning environment.
3. 3. Follow school and classroom procedures.

### **21.2.2. CLASSROOM DISCIPLINE CYCLE (minor incidents)**

1. Minor incidents of inappropriate behavior and/or disruptive behavior are addressed in the classroom whenever possible. Each teacher has established a classroom discipline plan to assist student to follow the rules listed above. The classroom discipline plan will be taught to the students at the start of the school year and posted in the classroom. Students learn that each adult may have different procedures to help them follow the rules. The classroom discipline plan is designed to help the student:
2. Accept responsibility for his/her behavior
3. Resolve the problem and avoid a recurrence of the negative behavior
4. Repair what has occurred (restitution will be required in some instances)
5. A “Stop Think Change” or other reflection form will be used to achieve these goals.

## **21.3. SCHOOL WIDE DISCIPLINE CYCLE**

- 21.3.1. Occasionally, externally imposed discipline or removal from the group is necessary to protect the student and /or the learning environment of the school. This is necessary when a student:
  1. Persists with unacceptable behavior after completing the classroom discipline cycle. Documentation indicates more help is needed.
  2. Puts self or other in physical or psychological danger.
  3. Displays out of control behavior; is irrational, unreasonable



4. Is abusive in tone, gesture, or word; disrespectful.
5. A student may be placed at any step at the administration's discretion depending upon the seriousness of the situation.

### **21.3.2. STEPS OF THE SCHOOL WIDE DISCIPLINE CYCLE**

#### **1. Step One**

2. School Discipline Report is sent to the parent/guardian
3. Parent signs and returns the Discipline Report the next school day. Parent is expected to discuss the behavior with the child and assist the child in making a plan to correct the behavior and make amends to the person affected by the behavior.
4. Failure to return a signed discipline report on time will result in the issuance of an additional discipline report.

#### **5. Step Two**

6. If a student is issued a Discipline Report for the 4th time within the trimester OR in extreme cases when the administrator determines the seriousness of the action warrants starting at Step Two:
7. Student meets with School Administrator and is assigned a detention. (Grades 4-8 only; K-3 at the principal's discretion.)
8. The parent/guardian will be notified of the detention. The parent will also receive a call from the teacher or administrator to discuss the behavior and consequence and arrange the date and time of the detention.
9. Detention is held for 60 minutes before school from 7:00 to 8:00 a.m. Monday-Friday.
10. For the fifth and all subsequent discipline reports received during the trimester, the student will serve detention.
11. Step Two may be repeated as long as the student is able to demonstrate that he/she is learning from mistakes and is willing to contribute to a positive learning environment and the parent is working in cooperation with the school to see that the expected change in behavior occurs.
12. If Step Two continues to be repeated without changes to behavior OR in extreme cases when the administrator determines the seriousness of the action warrants, school personnel may require an evaluation, counseling, or other outside interventions or the school may impose probation or suspension.

13. When little or no change is evident and school personnel have exhausted all available means to affect change, and/or the welfare of the other students is endangered, the school will initiate the student's dismissal.

#### **21.4. PROBATION AND SUSPENSION**

- 21.4.1. Probation, in school suspension, and suspension from school will be used only when other disciplinary measures have failed or in cases of exceptionally severe breaches of disciplinary code. Definitions and procedures of probation and suspension as outlined by the Archdiocese Office of Lifelong Formation and Education are on file in the school office.
- 21.4.2. Students on probation, suspension or in-school suspension are not allowed to participate in school sponsored extracurricular activities.
- 21.4.3. PARENTS ARE EXPECTED TO INFORM COACHES AND UPHOLD THIS POLICY.
- 21.4.4. DISMISSAL
  1. The decision to dismiss a student rests with the Principal. If the Principal determines that dismissal is the appropriate course of action the parent will be notified. As required by the Archdiocesan guidelines, the Pastor, School Board President, and the Superintendent of Elementary Schools will be notified. The Principal will recommend alternative school placement.

#### **21.5. EXPULSION**

- 21.5.1. Expulsion will be used in extreme disciplinary situations. The following specific violations, whether on parish grounds, at school sponsored activities or activities at other Catholic schools, may result in immediate dismissal from St. Albert the Great School:
  1. Use or possession of illegal drugs or alcohol.
  2. Use or possession of weapons (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
  3. Destruction, vandalism or theft of Parish property or the property of others.
  4. Threatening behavior.
  5. Persistent disobedience.
  6. Persistent fighting or striking other students or adults.
  7. Leaving school grounds without permission during school hours.
- 21.5.2. THE ADMINISTRATION HAS THE RIGHT TO DETERMINE THE APPROPRIATENESS OF A DISCIPLINARY ACTION OR DISMISSAL OF A STUDENT FROM SCHOOL.
- 21.5.3. Students expelled from school are NOT allowed to participate in school sponsored extracurricular activities.

- 21.5.4. Parents/guardians must support teachers, staff, and school administration to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances.

## **22. HEALTH POLICY**

### **22.1. ILLNESS**

- 22.1.1. **DO NOT SEND ANY CHILD TO SCHOOL WHO IS ILL IN THE MORNING.**
- 22.1.2. **BEFORE RETURNING TO SCHOOL, STUDENTS SHOULD:**
1. **BE FEVER/SYMPTOM FREE FOR 24 HOURS WITHOUT MEDICATION**
  2. **Must not have vomited within the last 24 hours**
  3. **Children with strep throat should be on an antibiotic for 24 hours**
- 22.1.3. If the child is deemed too ill to remain in school, the parents will be notified by telephone to make arrangements for the child to be picked-up as soon as possible. Parents are requested to advise the school of any special physical or emotional condition of the student so that proper assistance may be given to the student as needed.

### **22.2. MEDICATION**

- 22.2.1. For any student requiring to take medicine during the school day, a medical form must be on file in the school office.
- 22.2.2. All Medication must be sent to school in its original container, with the prescription label attached, which includes the physician's directions for dispensing the medication. Please note this is in compliance with KRS218A.210 which states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."
- 22.2.3. Inhalers are allowed to stay with the student if they choose.
- 22.2.4. No medicine requiring refrigeration will be dispensed.

### **22.3. HEALTH REQUIREMENTS**

#### **22.3.1. IMMUNIZATION CERTIFICATES**

1. Kentucky law requires that each student submit to the office a current Kentucky Immunization Certificate giving evidence that required immunizations are up to date. Failure to comply with

statute will result in immediate suspension, valid until the certificate is submitted.

**22.3.2. CHICKEN POX VACCINE**

1. Recommended for all students but required for any child that has not turned seven by the beginning of school, or have written proof that child has had chicken pox.

**22.3.3. MEASLES VACCINE**

1. A second dosage is also required for students born after 1990 and entering SIXTH GRADE.

**22.3.4. HEPATITIS A & B VACCINES**

1. The series of Hepatitis A Vaccine is required for all students, mandated July 1, 2018.
2. The series of Hepatitis B Vaccine is required of all new students and students who were born after 1990.

**22.3.5. COMMUNICABLE DISEASES**

1. St. Albert the Great Parish School follows the policy of the Archdiocese Office of Lifelong Formation and Education as established by the state and local health departments in dealing with children identified as infected with HIV (Human Immunodeficiency Virus). A copy of this policy is available in the school office.

**22.3.6. PHYSICALS**

1. Students new to the Archdiocese of Louisville and all incoming kindergarten students must have a physical. All students entering SIXTH grade must have a NEW physical. This examination is to take place before the first school day of the child's sixth grade year.

**22.3.7. EYE EXAM**

1. Every student new to the school including Preschool and Kindergarten must have an eye exam.

**22.3.8. ASBESTOS NOTICE**

1. As you know, St. Albert the Great is committed to maintaining a safe and healthy learning environment for all employees and students of our school. Over the past several summers, we have been very aggressive in our efforts to make St. Albert the Great an "asbestos free" school. Asbestos tile and mastic have been removed from all of our classrooms, and replaced with new tile, that not only creates a safe school environment, but a much nicer setting in which to learn.

2. Our school will continue to be monitored by Micro-Analytics, Inc., which is employed by the Archdiocese of Louisville to conduct independent inspections of their schools and compile a management plan for each. The complete inspection report and laboratory analyses are available in the asbestos file in the principal's office of our school.
3. If you have any questions or concerns regarding our asbestos situation please feel free to call me at 425-3940 ext. 102.

## **23. EXTRA-CURRICULAR ACTIVITIES AND POLICY**

### **23.1. ACTIVITIES**

The following activities are provided to St. Albert School students at selected grade-levels:

- 23.1.1. QUICK RECALL (4-8)
- 23.1.2. GOVERNOR'S CUP (4-8)
- 23.1.3. KYA (6-8)
- 23.1.4. Book Bee (5-8)
- 23.1.5. Student Council (6-8)
- 23.1.6. Young Authors
- 23.1.7. Geography Bee (6-8)
- 23.1.8. Spelling Bee ((4-8)
- 23.1.9. Math Labs (5-8)
- 23.1.10. Science Fair (6-8)
- 23.1.11. Lego WeDo & MINDSTORM (2-8)
- 23.1.12. Chess Club (1-8)
- 23.1.13. After School Drama & Art Programs (1-8)

The following extra-curricular activities are offered to parishioners and are sponsored by the parish (Grades offered in parenthesis):

- 23.1.14. GIRL SCOUTS – GIRLS (K-12)
- 23.1.15. CUB SCOUTS – BOYS (1-5)
- 23.1.16. BOY SCOUTS –BOYS (6-12)
- 23.1.17. BASKETBALL – BOYS (K-2)\* & (3-8)
- 23.1.18. BASKETBALL – GIRLS (K-2)\* & (3-8)
- 23.1.19. VOLLEYBALL – GIRLS (1-2)\* & (3-8)
- 23.1.20. VOLLEYBALL – BOYS (3-8)
- 23.1.21. FOOTBALL – TACKLE (3-8)
- 23.1.22. FOOTBALL – FLAG – BOYS (1-2)\*
- 23.1.23. FOOTBALL – FLAG - GIRLS (5-8)\*
- 23.1.24. TRACK – COED (5-8)

- 23.1.25. SOFTBALL – GIRLS (3-8)
- 23.1.26. BASEBALL BOYS (3-8)
- 23.1.27. SOCCER – COED – (K-2)\*
- 23.1.28. SOCCER – BOYS (3-8)
- 23.1.29. SOCCER – GIRLS (3-8)
- 23.1.30. CHEERLEADING – GIRLS (1–8)\*
- 23.1.31. SWIMMING – COED – (1-8)
- 23.1.32. GOLF – COED (5-8)
- 23.1.33. FIELD HOCKEY – GIRLS – (3-8)
- 23.1.34. TENNIS – COED (3-8)
- 23.1.35. CROSS COUNTRY (3-8)
- 23.1.36. ARCHERY - COED (5-8) \*

**\*Denotes Athletic Ministry Offering is non-CSAA sanctioned**

**Students are not permitted to stay at school until practice starts, so please make necessary arrangements.**

## **23.2. EXTRACURRICULAR ELIGIBILITY**

In order to meet our goal of educating the whole person, St. Albert makes a variety of extracurricular activities available to its students. Students are encouraged to explore and participate in one or more activities in order to develop and enhance their individual talents. A student is expected to give first priority to schoolwork and to keep school activities (e.g. clubs, athletic teams and extracurricular opportunities) and other activities from interfering with his/her studies. Participation in extracurricular activities is not an acceptable reason for missing assigned school work.

### **23.2.1. Eligibility – Academic**

(This policy pertains to students in grades 3 through 8)

1. To be academically eligible to participate in school activities, a student must not be failing two or more classes. Academic eligibility is determined by current grades each Friday. Notification of 2 failing grades will be coordinated from the Assistant Principal to the parents as well as the extracurricular moderators (i.e. leader, faculty coordinator, athletic director, etc.) A student will remain ineligible until his/her cumulative grades result in less than 2 failing grades as determined by the Assistant Principal. While ineligible, the student may not play in games, practice or participate with his/her team, club or extracurricular activity.
2. Once the student is no longer carrying two or more failing grades as stated above, the student can be reinstated. Communication of this occurrence shall initiate with teacher(s) of the impacted

student. Approval to reinstate the impacted student, will come via the Assistant Principal to the parents and moderators.

3. A club, team or extracurricular activity may rule the student permanently ineligible through other stipulations such as being ineligible for several consecutive weeks. Moderators must first receive approval from the Assistant Principal and Pastor.
4. Any paid fees or dues for extracurricular activities will not be refunded as a result of ineligibility.

### **23.2.2. Eligibility - Behavioral**

(This policy pertains to students in grades 3 thru 8)

1. A student's continued eligibility for extracurricular activities may be affected by his/her conduct within the context of school rules. When a student's behavior becomes questionable enough that suspension is a possibility or on the third detention, the Administration may contact moderators in an effort to resolve the problem. A student who is placed on suspension will forfeit his/her privilege of participation in extracurricular activities while on leave. The Administration will notify the necessary moderator, when a student is placed on suspension. The student will be ineligible while on suspension until after the student has returned to school. Students who are asked to permanently leave the school but who remain parishioners, may remain eligible to participate in St. Albert the Great Parish or School extracurricular activities at the discretion of the Principal and the Pastor. The joint decision of the Principal and Pastor is final.
2. Any paid fees or dues for extracurricular activities will not be refunded as a result of ineligibility.
3. If the student has an absence or if he/she leaves school early due to illness, the student is not allowed to participate in the extracurricular activities on the day of the absence. (This includes church, school or athletic sponsored events.)
4. Students are not permitted to remain at school for any practices that begin later than 3:00pm. Please make arrangements to coordinate these activities.

### **23.3. ATHLETIC MINISTRY**

- 23.3.1. The Athletic Ministry coordinates the athletic programs in the parish: publicity, scheduling, awards, fees, uniforms, etc. All grade school parish children are welcome to participate in parish sponsored athletics. All these athletic programs are conducted under the rules of the Catholic

School Athletic Association. The coaching staffs are recruited from men and women volunteers in the parish.

23.3.2. The Athletic Ministry has its own Handbook to govern Parish athletics outlining how athletics and St. Albert the Great Parish School work in cooperation to develop student athletes.

23.3.3. For more information on the Athletic Ministry please reference the following link: <http://school.stalbert.org/sports-ministry/>

#### **23.4. SPECIAL OCCASIONS**

23.4.1. Students will celebrate special occasions by having parties in their classrooms. Individual birthdays (grades one through eight) will not be celebrated in the classrooms; therefore, treats are not to be sent to school that day nor should invitations of any kind be distributed at school. Treats are not to be sent to school for holidays other than those designated as school party days. Delivery of gifts (flowers, balloons, etc.) to individual students will not be accepted at school.

### **24. CAFETERIA**

#### **24.1. CAFETERIA PROCEDURES**

24.1.1. The cafeteria will follow these procedures:

24.1.2. ALL students will have "lunch accounts" with personal I.D. numbers. Brown baggers wishing to purchase milk, water or juice will use their ID number.

24.1.3. Lunch is \$3.25 for children. Milk or water is included in the price of a regular plate lunch. A variety of other a la carte items at various prices all to be purchased with an account I.D. number.

24.1.4. A complete list of lunch items can be found at <http://school.stalbert.org/cafeteria/> NO CASH ACCEPTED for purchases! Checks should be sent in with the student I.D. number documented on the check. This will help with the accounting since we have different last names for students in the same family. Bimonthly or monthly amounts are encouraged. Your child should have money put on his/her account August 15th.

24.1.5. All students must have a lunch (either from home or cafeteria). No fast food is allowed. Parents are not allowed to bring in fast food for themselves or their student.

24.1.6. Extra entree items must be ordered in homeroom with the teacher. These items must be purchased as the student comes through the lunch line.

24.1.7. A lunch count will be taken daily during the homeroom period.



- 24.1.8. Soft drinks may not be bought from vending machines before school, during or after school hours, unless authorized to do so by school administration.
- 24.1.9. Students are expected to behave in the same manner in the cafeteria as they would behave in class or any other school situation. Cafeteria personnel are authorized to maintain appropriate student behavior.
- 24.1.10. Parents are encouraged to come and eat lunch with their children when possible. If you plan on purchasing a school lunch, please contact Cafeteria Manager, Sharon Grider, by 10AM the morning of your planned visit via phone at 502-425-6739.

#### **24.2. CAFETERIA VOLUNTEER WORKERS**

- 24.2.1. Hours of cafeteria duty are from approximately 10:30am-1:00pm. Please call to get a sub if you are unable to work the day you are scheduled for. A sub list will be posted the 1st of September on the school website.

#### **24.3. CAFETERIA MENU**

- 24.3.1. The monthly menu and other helpful cafeteria information can be found at the following link. <http://school.stalbert.org/cafeteria/>

## **25. SAFETY PROCEDURES**

### **25.1. VISITORS**

- 25.1.1. All visitors (parents, delivery, etc.) must report to the school office for a visitor's pass. Parents and other visitors are not to interrupt the activities of the classroom before, during, or at the end of the school day. Important messages or items will be delivered to the student through the school office.

### **25.2. DRILLS**

- 25.2.1. FIRE DRILLS: ARE CONDUCTED ONCE A MONTH
- 25.2.2. TORNADO DRILLS: ARE CONDUCTED TWO TIMES A YEAR
- 25.2.3. EARTHQUAKE DRILLS: ARE CONDUCTED TWICE A YEAR
- 25.2.4. LOCKDOWN DRILLS: ARE CONDUCTED TWICE A YEAR

### **25.3. SCHOOL SAFETY PATROL**

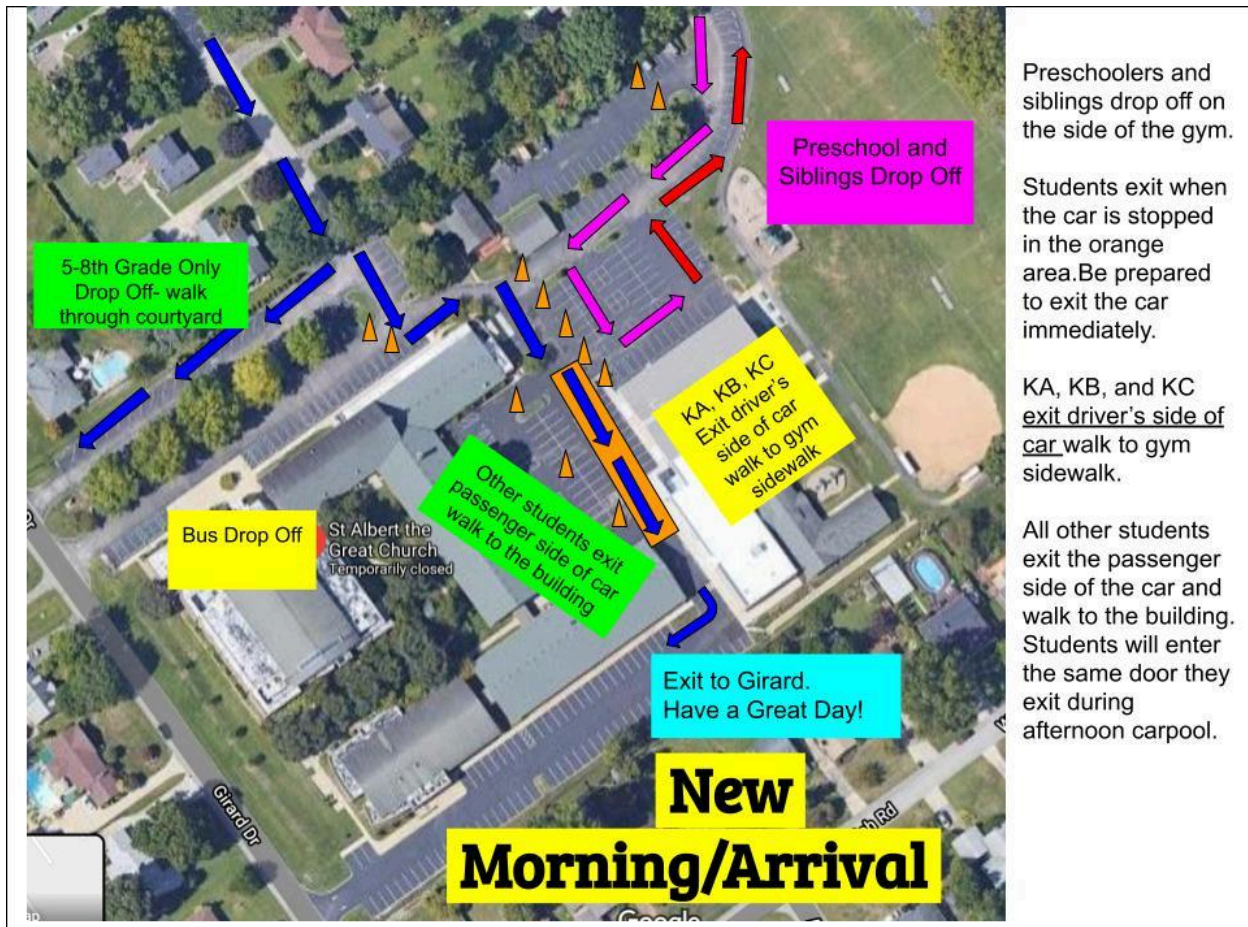
- 25.3.1. Students can volunteer to keep all our students safe as the official "Safety Patrol" of St. Albert. Responsible students, grades 4th and up, are selected to work our morning and afternoon carpool routines. Safety patrollers direct traffic flow, move cones, and maintain the student barrier.

- 25.3.2. The patrol boys and girls render an invaluable service to the school in directing the flow of traffic and assisting students. The entire school community, students and adults alike owe these patrols courtesy and respect and are obligated to follow their directions.

## **25.4. CARPOOL SAFETY PROCEDURES**

### **25.4.1. MORNING**

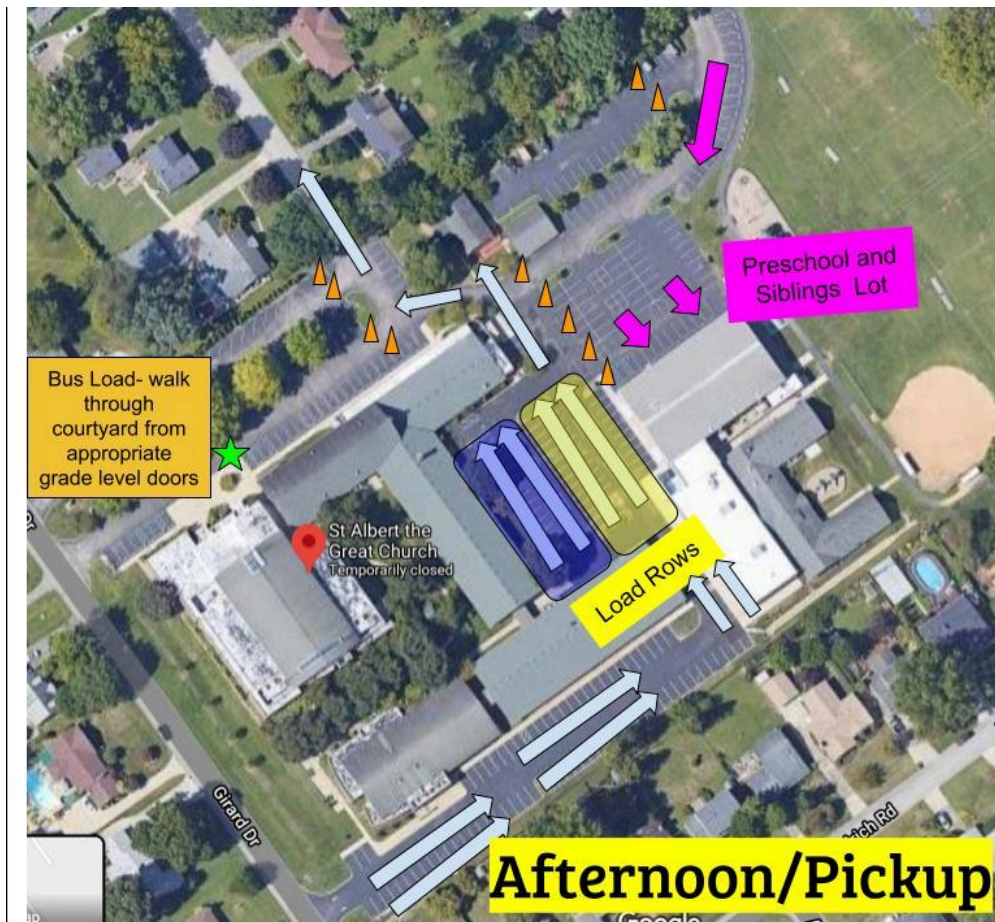
- 1. All kindergarten students MUST use the carpool line in front of the gym. Exit driver's side of car walk to gym sidewalk.**
2. Preschool drop off on the side of the gym. Siblings of Preschoolers will be escorted to the main building by a staff member.
3. The carpool line in front of the gym is primarily for the younger grades. Students exit when the car is stopped in the orange area. Be prepared to exit the car immediately.
4. Older children may be dropped off in the north Church parking lot. Following this protocol may expedite the morning carpool.
5. Drop off students as directed by the patrols.
6. Do not drop off students by the Girard Drive Jr. High entrance (school office doors) or along the drive or along any street outside school – this is strictly prohibited for the safety of the children.



#### 25.4.2. AFTERNOON

1. **Preschool will follow preschool carpool rules in the side gym lot. Siblings of preschoolers will be walked to the lot by a staff member.**
2. Enter only from Girard Drive by the classrooms.
3. Cars will line up as the "afternoon" diagram indicates.
4. Do not leave running cars unattended.
5. After the patrol persons have raised the rope to protect the children who are still waiting for their cars, you will be advised to leave row by row.
6. Please do not attempt to get out of line, as this may be hazardous to the children.
7. **Picking up students by the cafeteria/church, in front of the school on Girard Dr. and/or side streets is strictly prohibited.** Violation of this will be addressed.
8. If your child must leave early, please send a note, or notify the office before 2:00pm and pick up your child in the school office before 2:30PM.

9. Remember Mirimar Road and Techny Lane are NOT one way streets. Do not block access to homes.



#### 25.4.3. Pick-up Reminders

1. Please do not use cell phones once you have entered the carpool line on campus.
2. Do not leave running cars unattended.
3. After the patrols have raised the rope to protect the children who are still waiting for their cars, you will be advised to leave row by row.
4. Please do not attempt to get out of line, as this may be hazardous to the children.
5. If students are dismissed with carpool, you must drive through the carpool line to pick up students. Parking elsewhere and walking to pick up your child is prohibited.



6. If your child must leave early, please send a note, or notify the office before 2:00pm and pick up your child in the school office before 2:30PM.
7. Remember Mirimar Road and Techny Lane are NOT one way streets. Do not block access to homes.
8. Find diagram on our website or pick up copies in school office.
9. Please do not take your pets out of the car at carpool time as they cause distractions, safety issues, and slow down the carpool process.

#### **25.4.4. BICYCLE SAFETY**

1. Students riding bicycles are required to park them properly in the rack located on the grassy area next to the playground near the primary building. Bikes are to be operated safely at a slow rate of speed. Riders are to use both hands. Bikes are to be “walked”, not ridden, on the school property and across intersections. Only one rider per bicycle.

#### **25.4.5. WALKERS**

1. Leave building when called and proceed directly to Techny Ln. Walk single file along Techny to Graymoor Rd. DO NOT CUT THROUGH OUR NEIGHBORS' YARDS.

#### **25.4.6. TRAFFIC VIOLATIONS**

1. Tickets are issued by local police for jumping the traffic line.

### **25.5. SECURITY**

- 25.5.1. Security procedures and codes are evaluated and discussed at faculty and Parish staff meetings. Archdiocesan procedures and Kentucky law are strictly followed.

### **25.6. SCHOOL ALERT SYSTEMS**

- 25.6.1. We use our student management software, Sycamore, to make parents aware of school closings and other important information. You should be automatically enrolled when your student is successfully registered. If you'd like to update your information or add a spouse or another family member, please let us know by contacting the school office.

## **25.7. PHOTO / VIDEO RELEASE**

- 25.7.1. Students at St. Albert the Great Parish School may be photographed or videotaped for educational or informational purposes regarding the curriculum or other programs. The photographs/videos may be published in newspapers, magazines, websites or other media sources. Parents wishing not to have their child's image available for publication, must contact the school office and document this request with the Photo / Video Opt Out Form available upon request.

## **26. GRADUATION**

- 26.1. Graduation or closing exercises will feature a liturgical ceremony, and stress the student's need and responsibility as members of the parish to continue their active participation in a parish faith community. Any activities related to the graduation will be simple, inexpensive, and nondiscriminatory.
- 26.2. Any 8th grade families NOT current with tuition payments by May 1, will NOT participate in any graduation activities.
- 26.3. In keeping with the setting, apparel for graduation is to be dignified. Attire will include a white gown for the class.

## **27. DISTINGUISHED AWARDS**

### **27.1. DANNY SHERMAN MEMORIAL AWARD**

- 27.1.1. The Sherman family established this award in 1999 to honor their son who was a member of the class of 1993. In remembrance of this St. Albert graduate who was attending St. Xavier High School, a graduating male student with exceptional performance planning to attend St. Xavier will be presented this award. This one-time award is non-renewable.

### **27.2. GRIFFO AWARD**

- 27.2.1. This award is named for Frank Griffo who, for 23 years, gave his time and talent coaching basketball at St. Albert. This award stands for outstanding athletic and academic leadership and sportsmanship and is given by the Booster Club annually to two graduates (one boy & one girl – parishioners from any school) and their names are placed on the Griffo plaque in Willett Hall. This one-time award is non-renewable.

### **27.3. VIKING AWARD**

- 27.3.1. This award is presented to a boy and girl in grade eight (on graduation) and grade four. It is given to recognize a student who has exhibited Christian leadership, attitudes and values throughout the school year. This includes fair play, kindness, and caring toward all persons, and overall cooperation and support of the school philosophy. This one-time award is non-renewable.

### **27.4. STEVEN VANOVER AWARD**

- 27.4.1. The Steven Vanover Award was established in memory of a 2004 graduate of St. Albert. Steven was diagnosed in 2013 with a rare form of sarcoma. Fifteen months later the cancer took his life.
- 27.4.2. Steven was a “well rounded” student who achieved academically, exhibited leadership qualities, and participated in many extracurricular activities including student council, quick recall, alter server, and athletics. The recipient of this award is chosen by the faculty based on these qualities.

## **28. APPENDIX**

### **28.1. FORMS**

- 28.1.1. [Parent Request for St. Albert the Great to Administer Medication Regularly Throughout the School Year](#)
- 28.1.2. [Parent Request for St. Albert the Great to Administer Medication Today](#)
- 28.1.3. [Bus Registration Form](#)
- 28.1.4. [Kentucky Eye Examination Form School Entry](#)
- 28.1.5. [Preventative Health Care Examination Form \(Initial Entry – K-8\)](#)
- 28.1.6. [Preventative Health Care Examination Form \(6<sup>th</sup> Grade\)](#)
- 28.1.7. [Safe Environment Training Schedule](#)

### **28.2. REFERENCES**

- 28.2.1. [School Calendar](#)
- 28.2.2. [Kindergarten Information Packet](#)

### **28.3. LINKS**

- 28.3.1. [Archdiocese Office of Catholic Schools](#)
- 28.3.2. [Archdiocese of Louisville Policies & Procedures](#)
- 28.3.3. [Catholic Education Foundation](#)
- 28.3.4. [Play Café](#)
- 28.3.5. [Private School Aid Service](#)
- 28.3.6. [Sycamore Portal](#)
- 28.3.7. [School Cafeteria Lunch Menu](#)

- 28.3.8. [St. Albert the Great Athletic Ministry \(S.A.A.M\)](#)
- 28.3.9. [St. Albert the Great Parish](#)
- 28.3.10. [St. Albert the Great Parish School](#)
- 28.3.11. [St. Albert 1:1 Handbook \(for Chromebook Use – MIDDLE SCHOOL ONLY\)](#)
- 28.3.12. [Monday Memo](#)