

# ST. ALBERT THE GREAT SCHOOL

2013/2014



## **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. (accepted 5/12)

## **MISSION**

The mission of St. Albert the Great School, as a vital ministry of this parish community, is to prepare students to be socially responsible people with strong Catholic beliefs, practices, traditions and values, to guide students to respect their diversity, and to challenge them to excel academically and grow spiritually. (accepted 5/12)

## **VISION**

We endeavor to develop in our students, moral and spiritual values, upon which to base judgments, respect life, and form a conscious and active Catholic faith. We provide opportunities for each student to fulfill his or her potential and make a positive contribution to society through programs that not only include core concepts, but decision-making, critical-thinking, and self-learning skills. We vary our materials, approaches, and methods in a positive way to meet the learning rates and individual needs of the students in an encouraging, pleasant, and supportive environment. These endeavors are evaluated cooperatively and constructively in a continuous process and are reported through conferences, report cards, and ongoing forms of communication to parents, the primary educators of the child. Participation at liturgies, reception of the sacraments, ecumenical community service, and participation in co-curricular and extra-curricular activities are also means to accomplish these goals in an attempt to have the students of St. Albert the Great School become outstanding learners, citizens, and witnesses of the Catholic faith. (accepted 5/12)

# FACULTY & STAFF OF ST. ALBERT THE GREAT SCHOOL

Principal: Mrs. Bernadette Cooper  
Assistant Principal: Mr. Tom Simms  
KA: Mrs. Ann Colvin  
Assistant: Mrs. Candy Sells  
KB: Mrs. Lisa Hermes  
Assistant: Mrs. Brigitte Eades  
KC: Mrs. Martha Troncione  
Assistant: Melissa Gootee  
1A: Mrs. Jamie Brauner  
1B: Ms. Mary Borho  
1C: Mrs. Margie DeMuth  
2A: Mrs. Lynn Barger  
2B: Mrs. Allison French  
2C: Mrs. Lindsay Finley  
3A: Mrs. Nancy Leopold  
3B: Mrs. Michelle Dohney  
3C: Mrs. Margaret Robben  
4A: Miss Jeanne Whaley  
4B: Mrs. Teri Rosenbaum  
4C: Mrs. Deborah Abbott  
5A: Mrs. Ellen Burton  
5B: Mrs. Grace Duckworth  
5C: Ms. Maygan Echsner  
6A: Mr. Jeffrey Stein  
6B: Mrs. Sharon Donohue  
6C: Mrs. Lynne Reid  
7A: Mrs. Kristyn Bowman  
7B: Mrs. Jackie Eovino (Spanish 6-8)  
7C: Mrs. Charlotte Peake (K-8 Music)  
Lucy Geerer 7<sup>th</sup> & 8<sup>th</sup> Grade  
Christina Effinger 7<sup>th</sup> & 8<sup>th</sup> Grade  
8A: Mrs. Cristin Clark  
8B: Mrs. Pamela Boone  
8C: Mrs. Kitty Wagner  
Computer: Mrs. Kim Koestel  
Media: Mrs. Kris Grimm  
Media Assistant: Mrs. Janet Witten  
Reading: Mrs. Judie Virant  
Reading: Mrs. Kathy Riley  
Physical Education: Mr. Vince Muchow (K-8)  
Counselor: Mrs. Stacie Short  
Resource: Mrs. Mary Heather Adam  
Art: Mrs. Mimi Dingman  
Spanish: 2-5 Mrs. Argy Aldape  
Spanish: Pre-K-1 Mrs. Judie Virant  
Technology Coordinator: Mrs. Julieann Oxley

## Assistants for Grade 1-8:

Mrs. Clo Taylor	Mrs. Janice Bohannon
Mrs. Diane Cambron	Mrs. Debbie Wilson-Dodd
Mrs. Jenny Mefford	Mrs. Dana Sawyer
Mrs. Becky Fry	Mrs. Amy Baker
Mrs. Taylor Deibel	Mrs. Becky Becht

Pastor: Reverend Wayne Jenkins  
Associate Pastor: Reverend Chris Lubeke  
Cafeteria: Mrs. Sharon Grider, Manager – 425-6739  
School Secretary: Mrs. Nancy Wimsatt  
Office Assistant: Mrs. Pam Smith  
Office of Lifelong Formation & Education: Dawn Della Bella,  
Debbie Koeberlein, Cindy McKinley  
Pastoral Associate: Mrs. Laura Graven  
Director of Worship & Music: Mrs. Laura Sullivan  
Business Manager: Mr. Larry Brunner – 425-3940  
Parish Office: Mrs. Pat Merrick & Mrs. Lisa Kleyer – 425-3940

## Preschool:

Director: Mrs. Sharon Zdunek  
Four's Teacher: Mrs. Kathy Schafer  
Three's Teacher: Miss Jenny Hubbard  
Four's Assistant: Mrs. Janice Meyer  
Three's Assistant: Miss Natalie Hunter

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# I. SCHOOL POLICY

School Policy is developed by St. Albert the Great School Board and approved by the Pastor.

## A. 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.

## B. ST. ALBERT THE GREAT ADMISSION POLICY

### 1. NEW STUDENTS

Students who pre-register on time will be accepted according to the following policy:

- a. Children attending St. Albert who are advancing in grade level.
- b. Children attending St. Albert who may need to repeat a grade.
- c. Children of Parish Families\* who already have / have had, siblings at St. Albert the Great School.
- d. First time enrollees who are of Parish Families\*.
- e. Children of faculty and staff.
- f. Children of non-Parish Families who are registered Catholics in another parish.
- g. Children of non-Parish Families who are not Catholic.

\* 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.

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.

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 completed. (Archdiocese of Louisville 6372)

NOTE: Any new student admitted to St. Albert the Great Parish School may, at the discretion of the Principal, be closely observed or placed on probation to be sure adjustment to St. Albert the Great Parish School proceeds as smoothly as possible. In most cases, the length of observation or probation is the child's first marking period. However, the Principal may adjust the length of time to better serve the needs of the child and St. Albert the Great Parish School.

### 2. CHANGE OF ADDRESS – SCHOOL TRANSFER

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. If the family is transferring to another school, our school office must be supplied with the following information at least two weeks prior to the withdrawal date. Please complete the exit information form in the appendix.

The above procedure is necessary to allow proper unit testing and evaluation of the student, preparation of summary reports, etc.

## C. FINANCIAL POLICY

### 1. TUITION

St. Albert the Great is a tuition school. Tuition is paid in 10 monthly payments and due on or before the first of each month beginning in August. All school families are required to keep the tuition, book bill, and all other school related fees and charges current. One parent will be responsible for tuition, Play Café, and all fees. Parents living in 2 separate households will not be billed separately. Please complete the form at the end of the Blue Book (Financial Responsibility Form) as to which parent will be responsible for all payments and return to Lisa Kleyer. School payments cannot be, and will not be carried over from year to year. St. Albert the Great reserves the right to change the due date of tuition payments and method by which payments are to be paid.

**Parish Family Tuition:** 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.

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

**Delinquency and Penalty:** Tuition payments made after the 15<sup>th</sup> of the month will be considered delinquent. Families will be notified in writing of delinquencies and will have 5 business days from the date of the past due statement to make full payment. If the account remains delinquent, additional steps will be taken, including dismissal from school and retaining records and report cards.

**Delinquency Tuition Collection Process:**

Step 1 – Tuition due on or before the 1<sup>st</sup> of the month.

Step 2 – 15<sup>th</sup> of the month a “reminder” letter is sent.

Step 3 – Second letter sent on the 25<sup>th</sup> of the month confirming account is still delinquent with no family response.

Step 4 – One week later a CERTIFIED letter is sent with 5 business days to respond or child’s spot in school is forfeited.

Step 5 – Pastor and Principal arrange to meet at school on the designated day with parent.

**Payment Envelopes:** Tuition payment envelopes will be provided to all school families. These envelopes are for tuition only – do not use them for stewardship. Please include the number appearing in the left-hand corner of your payment envelope on your check for tracking purposes.

**Tuition Assistance:** Tuition assistance is available for parish families only. Appropriate forms must be submitted and are available at the parish office. Financial assistance is awarded prior to the start of each school year. Forms must be submitted annually. This information will remain confidential.

### 2. REGISTRATION OF STUDENTS

Registration is handled in the following manner:

- a. **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.
- b. **January:** Pre-registration for current St. Albert the Great School student grades Pre3-8 and siblings.
- c. **July:** Registration materials distributed.

### 3. SCHOOL FEES (AS OF AUGUST 2011)

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:

Registration Fee (February/March)	
Parishioner Tuition (One Child)	\$485/month/family for 10 months
Parishioner Tuition (Two Children)	\$665/month/family for 10 months
Parishioner Tuition (Three or More)	\$780/month/family for 10 months
Non-Parishioner Per Child Tuition	\$690/month/child for 10 months
Kindergarten Rest Mats	\$15/child
Sacramental Fee – Grades 1,2,8	\$25/child – 1 <sup>st</sup> \$55/child – 2 <sup>nd</sup> \$90/child – 8 <sup>th</sup>
Pre-School Half Day 7:50-11:15am	\$310 per month
Pre-School Full Day 7:50-2:45pm	\$470 per month

**There is a discount of 1% for (Kindergarten – 8<sup>th</sup> grade) if tuition is paid in full by July 31<sup>st</sup>.**

All Registration Fees are due August 1<sup>st</sup>. There will be a one time non-refundable \$5 per child fee for the Readiness Assessment given to new Kindergarten and first grade students.

Lost books must be paid for in advance before replacement books will be ordered.

### 4. REFUNDS

If a child is not accepted into St. Albert the Great School, the Registration Fee will be returned with the exception of the Readiness Assessment fee.

## D. CONDUCT POLICY

The Catholic school strives to effect in its students a lifestyle based on the Gospel precepts. Therefore, it is expected that Catholic school students will conduct themselves with Christian behavior appropriate to each occasion. Parish and school authorities are rightfully concerned with behavior problems on school premises and in public places. Catholic school personnel feel a responsibility for motivational or corrective measures whenever and wherever such incidents occur. (Archdiocesan Handbook for Elementary Schools)

### 1. POLICY ON SEXISM, RACISM AND HARASSMENT

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. – November, 1989)

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

## Types of harassment are:

***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.

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

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

***Visual harassment*** includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

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.

## 2. POLICY ON THREATENING BEHAVIOR

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property. Threatening behavior will result in severe disciplinary action including the possibility of suspension and/or dismissal at the discretion of the Principal and Pastor. Any student falsely reporting threatening behavior is subject to disciplinary action as well, which may include suspension and/or dismissal from school. All Archdiocese of Louisville policies (5554) will be followed.

## 3. BUS BEHAVIOR

Upon boarding the bus, take a seat and remain seated for the entire trip. Stand only when the bus driver says it is time to get off. Use a soft voice. No shouting, singing or loud noises. Keep your backpack and other things out of the aisle. **Items too large to hold on lap may not be brought on bus.** Never put your hand, arm or any object out of the window. Pay attention to the driver and respect the driver and other riders. **Infractions will result in disciplinary actions including loss of permission to ride the bus.**

**All rules for school behavior apply to the bus. Note: harassment and use of electronics.**

## 3. NON-SMOKING POLICY – PRO CHILDREN ACT OF 1994

This Policy is adopted for eligibility of federal funds the following policy was implemented:

The applicant assures that it is in compliance with the Non-smoking Policy for Children's Services, set forth in the Act, which states: (a) "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", and (b) "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 day care 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 (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs, or alcohol, and (2) any private residence". 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.

#### 4. UNIFORM POLICY

**ALL STUDENTS ATTENDING ST. ALBERT THE GREAT SCHOOL WILL WEAR AN APPROVED SCHOOL UNIFORM CONFORMING TO THE FOLLOWING:**

##### a. GIRLS

- i. St. Albert plaid jumper (grades K-4), skirt or skirt with pleats (grades K-8). Skirts should be no shorter than 2 inches above the middle of the knee. 7<sup>th</sup> and 8<sup>th</sup> grade girls may wear Khaki skirts, pants (**no hip huggers**) or shorts instead of the navy blue pants or shorts or plaid skirt if desired. The khaki skirt is to be the same style as the plaid skirt. **Shorts should be worn under uniform skirt or jumper. The shorts should not be longer than the skirt.** Shaheen's and Parker Uniform have the correct style of uniform.
- ii. Plain navy blue dress slack/pants or walking shorts (no cords, knit, denim or cargo and no logos).
- iii. Plain white blouse/shirt, round or button down collar, white turtleneck, or knit shirts, **no logos**, long sleeve or short sleeve.
- iv. Plain navy sweater with no logo or **St. Albert the Great uniform sweatshirt.**
- v. **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 at all times.**
- vi. Excessive jewelry and other accessories inappropriate to a classroom environment are prohibited. Earrings should not be larger than a dime. **No dangles, studs only. No Silly Bands will be allowed.**
- vii. No make-up or traces of make-up, mascara, eyeliner, lip gloss, etc. will be allowed in any grade level.
- viii. No visible tattoos or body piercing, except for ear lobes.
- ix. No faux hair pieces or excessive hair jewelry, scarf, etc.
- x. Navy blue leggings are permitted. Flannel pull on pants may not be worn during the school day.

##### b. BOYS

- i. Plain navy blue dress slack/pants or walking shorts (no cords, knit, denim or cargo and no logos). 7<sup>th</sup> and 8<sup>th</sup> grade boys may also wear khaki dress slack/pants or walking shorts.
- ii. Plain white dress or knit shirts or white turtlenecks, no logos, long or short sleeve.
- iii. Plain navy sweater with no logo or **St. Albert the Great uniform sweatshirt.**
- iv. **Plain white, navy or black socks must be worn. Socks must be clearly visible over the top of the shoe. If high top tennis shoes are worn socks must be easily seen at all times. Shoes must be tied at all times.**
- v. No earrings or visible tattoos or body piercing and **no silly bands will be allowed.**
- vi. No facial hair, clean shaven.

#### GENERAL RULES

- i. All uniforms must fit properly (the correct size), be clean and in good repair. Fads (e.g. sagging/baggy/extra large) are an infraction to the Uniform Policy. At no time may they be deliberately cut or torn.
- ii. 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.
- iii. Scout uniforms may be worn on day of meeting.
- iv. Shirrtails must be tucked in and all buttons are to be buttoned, except for the collar. **Waistbands of skirts and pants are to be visible.**
- v. Hair-bangs are to be neatly trimmed above the eyebrows. Boys' hair must not hang below the top of the shirt collar and must be above ears. Hair fads that are judged by School Administration to be extreme and/or unnatural are unacceptable (this includes color, cut and style). Bandanas, head bands with dangling scarf, etc. are not to be worn.

- vi. If slacks/pants have belt loops, a plain black, brown or navy belt must be worn. Pants are to be worn at the waist. Pant/short cuffs are not to be rolled up.
- vii. Writing or doodling on any clothing or skin is unacceptable and will be considered out of uniform.
- viii. Athletic shoes with proper support, clean, and in good repair are to be worn. All other shoes and sandals are prohibited. Athletic shoes must be tied on top or fastened at all times. (The new policy as approved by the Board)
- ix. Skirts are not to be rolled at the waist.
- x. 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.
- xi. 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.
- xii. Short sleeve uniform shirts may not be worn over a long sleeve uniform shirt.
- xiii. Booster Club Viking "Spirit" sweatshirts are not considered uniform sweatshirts.
- xiv. No colored or stamped undershirts may be worn.

**c. EIGHTH GRADE OPTION FOR BOYS AND GIRLS**

As an eighth grade privilege, the students may design and wear their class sweatshirts as approved by administration.

**d. Conformance to the Uniform Policy is at the sole discretion of School Administration.**

**5. OTHER 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:

- a. Illegal drugs or alcohol.
- b. Weapons of any kind (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
- c. Tobacco and all tobacco products, lighters, matches, fireworks,
- d. Questionable pictures or books
- e. Skateboards or any item deemed distracting or a safety hazard.

**Cell phones, ipods and all other electronics brought from home must be turned off and placed in the designated location in your homeroom.**

If you need to make a call, go to the office and ask permission to use the phone. If you need to call a parent at afternoon carpool get permission from a teacher on duty to use your cell phone.

Violation of this policy will result in five consecutive 7:00am detentions. Repeated violations will result in loss of House, field trip, etc. privileges as well as the five detentions.

We ask for parent cooperation not to text or call your child during school time. Call the office and all necessary messages will be given to your child in a timely manner.

There will be no gum chewing during the school day. This includes from the time of arrival to the school through the time of pickup from school.

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.

**a. SCHOLASTIC POLICY**

- 1. MAXIMUM CLASS SIZE – 27 students 1-8 grade**
- 2. *Siblings and/or multiples will not be placed in the same homeroom.***

## E. HEALTH POLICY

**DO NOT SEND ANY CHILD TO SCHOOL WHO IS ILL IN THE MORNING. CHILDREN ARE TO BE FEVER FREE FOR 24 HOURS BEFORE THEY RETURN TO SCHOOL.**

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.

***Medication: Inhalers are allowed to stay with the student if they choose. Please have a medical form on file in the school office. No medicine requiring refrigeration will be dispensed.***

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."

**THE MEDICATION FORMS ARE AVAILABLE IN THE SCHOOL OFFICE OR ON LINE.**

***Immunization Certificates:*** 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.

***Chicken Pox Vaccine:*** 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.

***Measles Vaccine:*** A second dosage is also required for students born after 1990 and entering SIXTH GRADE.

***Hepatitis B Vaccine:*** The series of Hepatitis B Vaccine is required of all new students and students who were born after 1990.

***Communicable Disease:*** St. Albert the Great 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 Immune Deficiency Virus). A copy of this policy is available in the school office.

***Physicals:*** 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.

***Eye Exam:*** Every student new to the school including Pre K and Kindergarten must have an eye exam.

## F. CHARITABLE CONTRIBUTIONS

Stewardship often includes sharing our treasure. Each year we will sponsor no more than one charity per month. These will be announced each year.

## II. SCHOOL ADMINISTRATION

School Administration is developed by St. Albert the Great School Administrators to communicate common practices and to support policy.

### A. ATTENDANCE

#### 1. LAW

Kentucky law requires 175 days and 1,062 instructional hours for all students.

#### 2. ABSENCES

The importance of being at school every day cannot be emphasized too strongly. Absence should be kept to a minimum regardless of the age of the child.

Parents of students who are absent must telephone the school office before 8:30AM to verify the absence of the student. 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 teacher stating the reason for the absence. **Please visit the teacher's web site to determine homework assignments.**

Notify school personnel, in writing, in the event of a planned absence. The note should include the reason and the dates of the absence.

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.

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 should be sent to the homeroom teacher.

#### 3. MAKE UP ASSIGNMENTS

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.

#### 4. FAMILY TRIPS

Family trips should be scheduled in conjunction with school holidays and therefore will NOT be an excused absence. **Long absences due to vacation are strongly discouraged.** 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.

## 5. TARDINESS

Any student (K-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. **After five occurrences of tardiness, in one quarter, a detention may be issued to the student. (Excused tardies do not count against the student)**

**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.**

**Truancy is a serious matter and will be disciplined accordingly.**

## 6. INDIVIDUAL STUDENT DISMISSAL

A written note 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.**

## 7. WEATHER

St. Albert the Great is air-conditioned; therefore, regular hours will not be affected by extremely warm temperature.

The decision to close schools due to weather conditions will be announced, via REACH Alert, radio and television, for Catholic schools in Jefferson County. One of the following announcements will be made:

- a. All Catholic Elementary schools in Jefferson County are OPEN.
- b. All Catholic Elementary schools in Jefferson County are OPEN BUT ON DELAYED SCHEDULE (St. Albert will begin classes one hour later at 8:50AM). Dismissal will be at the regular time.
- c. All Catholic Elementary schools in Jefferson County are CLOSED.

**NOTE: If there is no weather announcement, schools are open.**

## 8. EARLY DISMISSAL

**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 REACH Alert. In this event, students will be monitored until 3:00PM. **PLEASE KEEP ALL HOME, WORK, CELL AND EMERGENCY NUMBERS UPDATED IN THE SCHOOL OFFICE.** All parents are required to fill out and sign the form in the registration packet that designates the child's destination for an emergency school closing.

# B. ORDER OF THE DAY

## 1. ARRIVAL TIME

7:30-7:45AM: **Students are not to arrive at school earlier than 7:30AM.** Students will be admitted to the homeroom at 7:40AM. During inclement weather students will wait in the cafeteria from 7:30 to 7:35. Pre K and Kindergarten students always report to the gym.

## 2. HOMEROOM PERIOD

7:50 – 7:55AM: **Students will be tardy if they arrive after 7:50AM.**

## 3. ANNOUNCEMENTS

7:50AM.

#### **4. DISMISSAL**

Dismissal through the office is NOT to be used to avoid the carpool line.

2:45PM: Parents please be prompt when picking up your children. Students whose parents do not arrive at dismissal time will come to the office where an adult in charge will attempt to reach the parent(s) or guardian(s) – all current numbers including emergency numbers will be called. If the parent or guardian is contacted, the student will be instructed to wait for his/her ride inside the school by the office doors. Students may not play on the playground equipment while waiting for their ride.

**Students not picked up by 3:00PM will wait in the school office. Parents of those students not picked up by 3:15 will be charged \$1.00 per minute thereafter.**

#### **5. SCHOOL LOCK-UP**

The outside school building doors are locked. The office closes at 3:30PM.

#### **6. AFTER SCHOOL CARE**

After School Care is offered on campus for St. Albert students. Weekly/daily rates are available by contacting the director at [eburton@stalbert.org](mailto:eburton@stalbert.org).

### **C. SCHOLASTIC INFORMATION**

#### **1. CLASSROOM GUIDELINES**

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 may include academic and behavioral areas.

#### **2. PERSONAL ELECTRONIC DEVICES**

The Archdiocese of Louisville supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students.

- All phones must be turned off before entering school property and placed in lockbox upon entering homeroom. Phones may not be turned back on until picked up by a parent.
- All personal electronic devices – cell phones, eReaders, tablets, iPads, iPod touches, etc. – should be placed in airplane mode while on school property.
- No downloads or purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the Internet.
- St. Albert the Great reserves the right to further limit the use of personal electronic devices to prevent disruption of their learning environment.
- St. Albert will not provide internet access for these devices during the school day.
- St. Albert provides a form that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form St. Albert outlines its parameters of use for the devices, its liability policy regarding the devices as well as repair services that will or will not be provided by the school.

Equity should be a consideration in classroom use of any personally owned tools.

#### **3. HOMEWORK**

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.

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 the teacher's web site for up-to-date homework information.

The Archdiocese Office of Lifelong Formation and Education suggests the following guidelines:

- a. Grades 1 & 2: 30 to 40 minutes
- b. Grades 3 & 4: 40 to 50 minutes
- c. Grades 5 & 6: 60 to 75 minutes
- d. Grades 7 & 8: 75 to 90 minutes

***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.***

***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 hand written 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.***

#### **4. STANDARDIZED TESTING**

a. The Archdiocesan testing program includes:

- |   |                         |
|---|-------------------------|
| i. Terra Nova Achievement Test (CAT-6)              | Grades 3,5,7 (spring)   |
| ii. Intelligence-Ability (Test of Cognitive Skills) | Grades 3,5,7 (spring)   |
| iii. High School Placement Test (Scholastic)        | Grade 8 (December)      |
| iv. Acuity Algebra Test                             | Grades 7 & 8 (spring)   |
| v. ACRE   | Grades 5 & 8 (February) |

b. St. Albert additional testing includes:

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| i. St. Albert Terra Nova Test         | Grades K,1,2,4,6 (spring)        |
| ii. St. Albert Reading Placement Test | Grade K-5 (as needed)            |
| iii. Task Assessment                  | All Levels (throughout the year) |
| iv. Boehm Readiness Test              | Incoming Kindergarten Students   |

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

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.***

***Attendance by the parent(s) and student at these conferences is mandatory, as prescribed by the Archdiocese Office of Lifelong Formation and Education. Any student not attending the conference will be counted as absent for the conference day.***

Conferences are scheduled alphabetically on a rotating basis. Conferences missed due to vacations will not be rescheduled (see under School Administration, Section I – Attendance).

If an unscheduled conference is needed with a teacher, please email the teacher for an appointment or contact the school office.

## 6. SCHOOL PROGRESS REPORT

At the end of each of the four quarters of study (see school calendar) a School Progress Report for the students is forwarded to the parents. Check Ed-line for information on student progress during quarters. The following grade scale is being used.

Grade Scale 1<sup>st</sup> -2<sup>nd</sup>: E=93-100; G=84-92; S=75-83; N=70-74; U<70

Grades K-1<sup>st</sup> : Pass/Fail in Art, PE, Music, Computer, and Spanish

Grade Scale 3-8:

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

## 7. NOTABLE REPORTS

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

- a. Consistent unsatisfactory work,
- b. Noticeable change in classroom performance,
- c. Consistent improvement is noted.

The form will indicate the apparent reasons/causes of the student's performance. The special report can be sent at any point in the quarter and must be signed and returned by the parents.

***To insure confidentiality please send all written correspondence in a sealed envelope.***

## 8. MONDAY MEMO

As a means of informing the parents of important school matters, an email, "MONDAY MEMO", will be sent via email, and be available on line at [www.stalbert.org](http://www.stalbert.org) each Monday. If you do not have access to this web site, please notify the school office and a hard copy will be sent home through kid-mail. Be sure we have your current email address.

## 9. SCHOOL SUPPLIES

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

# D. DISCIPLINE

## 1. EXPECTATIONS

The focus 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. When a student's action does not conform to these general guidelines, a teacher will provide appropriate guidance and consequences. If effort toward conformity is not evident,

the teacher may confer with the Principal and/or parents. Parents are expected to encourage the desire for appropriate and productive behavior on the part of the student.

The purpose of our Code of Student Conduct is to assist the students of St. Albert the Great in developing self-discipline. Self-discipline requires that the student knows what is expected in terms of attitudes, behavior and performance, and then 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 on one is looking. St. Albert is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

With that goal in mind, students will be taught 15 self-discipline skills during the course of their studies. Skills will be taught based on the developmental readiness level of the students.

Basic Skills: Listening, Following Instructions, Questioning, Sharing, Social Skills (Grades K-2)

Constructive Skills: Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication (Grades 3-5)

Generative Skills: Organization, Resolving Problems, Initiating Solutions, Fact versus Feeling, Service to Others (Grades 6-8)

Rules of Conduct: The main outline of all school and classroom rules is as follows:

1. Respect Yourself, Others, and Thinks
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

These rules are posted in all rooms in the school.

## **2. DETENTION**

Teachers in 3-8 reserve the right to issue a detention when normal classroom interventions fail to correct improper behavior. Detentions may be for academic reasons such as missing assignments or for inappropriate behavior. Teachers will provide classroom handouts or post online their expected classroom behavior and consequences for failure to conform.

Detention forms must be signed by parents and returned to the school office the following day by 8:00AM. In addition to signing the detention form, parents must indicate the student's means of dismissal from detention. During this time, students will be given an appropriate assignment to be determined by the teacher in charge or the teacher issuing the detention.

In the event that it is determined by the administration that weekly detention is not effective but suspension is not warranted, a Saturday detention from 7:00 AM to 11:00 will be issued.

## **3. PROBATION AND SUSPENSION**

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.

Students on probation, suspension or in-school suspension are not allowed to participate in school sponsored extra-curricular activities.

**PARENTS ARE EXPECTED TO INFORM COACHES AND UPHOLD THIS POLICY.**

## **4. EXPULSION**

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:

- a. Use or possession of illegal drugs or alcohol.
- b. Use or possession of weapons (KRS-527 – felony punishable by a maximum of five years and \$10,000 fine).
- c. Destruction, vandalism or theft of Parish property or the property of others.
- d. Threatening behavior.
- e. Persistent disobedience.
- f. Persistent fighting or striking other students or adults.
- g. Leaving school grounds without permission during school hours.

**THE PRINCIPAL HAS THE RIGHT TO DETERMINE THE APPROPRIATENESS OF A DISCIPLINARY ACTION OR DISMISSAL OF A STUDENT FROM SCHOOL.**

***Students expelled from school are not allowed to participate in school sponsored extra curricular activities.***

## **5. GRIEVANCES/NON ACADEMIC**

For those instances when the persons involved in a disciplinary (non academic) action disagree with the action taken, the student or parent should first discuss the punishment with the staff person who issued the punishment. If the matter is not resolved, then the student or parent may contact the following persons in this order:

- a. Principal
- b. Parish School Board (A Committee of the School Board Chair, two School Board members and the Principal will meet).
- c. Pastor
- d. Archdiocese Office of Lifelong Formation and Education.

## **6. TECHNOLOGY**

The student use of technology at St. Albert the Great 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 white boards, computers, laptops, tablets, and printers.

The faculty member who is facilitating the student determines the improper use of the provided technology. Examples of improper use can include, but are not limited to, the following purposeful acts: using screen saver text inappropriately; not showing proper care or handling of technology; using the technology to research improper images or text.

Students who do not show the proper respect and use of any technology will receive consequences. Consequences can include just a warning letter to the student that must be signed by parents, losing all technology privileges for a specified time, or losing technology privileges for the entire term. This includes losing the students' use of personal devices, any technology used by students in class and in labs, and any use of printers.

## **7. UNIFORM VIOLATIONS**

**If a student receives a uniform violation, the student will wear their uniform on the next free-dress day. After two uniform violations in a quarter the student will receive a detention.**

Teachers who question the suitability of a student's dress may send the student to the Principal. If no improvement is made in accordance with the school's policy, the Principal may make a decision concerning the situation and take appropriate action to see that the required correction is made, which may include, but is not limited to, detention.

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.

## E. 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.

### 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.

### 2. SACRAMENTAL CELEBRATIONS

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

**First Communion:** The Catholic students will celebrate their First Eucharist in the fall of second grade.

**Confirmation:** 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

**Liturgy:** All students (1-8) attend weekly.

**All-School Liturgy:** A special All-School Liturgy will be held for the entire student body (K-8) once a month.

## F. CURRICULUM

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

### 1. ACADEMIC ENHANCEMENT

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.

## 2. PROMOTION

Prior to promotion to the next grade, teachers may, after consultation with the Principal, require tutoring (including summer school). Verification of participation 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.

## 3. TEACHER REQUEST/STUDENT PLACEMENT

Student placement decisions are based on multiple factors: gender distribution, mixture of ability levels, and various learning styles. Therefore, we discourage parents from requesting teachers for their children. If a parent feels a need to request a teacher for any reason, they are expected to put the request in writing, include the reason for the request, and send it to the principal by May 15<sup>th</sup> of the current school year.

## 4. CURRICULUM AREAS

### a. ALGEBRA

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

### b. ART

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

### c. COMPUTER/TECHNOLOGY

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.

### d. PROGRAMS CONCERNING FAMILY LIFE, DRUG EDUCATION AND SAFETY

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. AIDS education will be implemented in accordance with state regulations. Programs such as I-Safe, Stand Up/Be Safe, Theology of the Body, etc. are presented.

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.

The Archdiocesan Office of Lifelong Formation and Education supports these programs.

### e. FIELD TRIPS

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.***

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.

f. **GUIDANCE COUNSELOR**

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.

g. **LANGUAGE ARTS PROGRAM**

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.

h. **MATH**

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

i. **MEDIA**

The school media center is a source of enrichment for all students. Each class (PreK-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.

Book fairs are usually scheduled twice a year and are open in the evenings for your enjoyment.

j. **MUSIC**

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

k. **PHYSICAL EDUCATION & HEALTH**

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.

l. **RELIGION**

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.

m. **SPANISH**

Students in PreK-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 7<sup>th</sup> & 8<sup>th</sup> grade classes follow a Spanish I curriculum, to prepare students for continued success in their high school Spanish courses.

## G. EXTRA-CURRICULAR

### 1. ACTIVITIES

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

- QUICK RECALL (4-8)
- GOVERNOR'S CUP (4-8)
- KUNA (6-8)
- KYA (6-8)
- SCHOOL NEWSPAPER (5)
- Book Bee (5-8)
- Student Council (6-8)
- Young Authors
- Geography Bee (6-8)
- Spelling Bee ((4-8)
- Science Fair (7-8)

The following extra-curricular activities are offered to parishioners and are sponsored by the parish:

- GIRL SCOUTS
- BOY SCOUTS
- CUB SCOUTS
- BASKETBALL
- VOLLEYBALL
- FOOTBALL
- TRACK
- GIRLS' SOFTBALL
- BOYS' BASEBALL
- SOCCER
- CHEERLEADING
- SWIMMING
- GOLF
- FIELD HOCKEY
- TENNIS

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

Academic success is a priority at St. Albert. It is the St. Albert Church/School community that strives to develop the whole person. Students are encouraged to participate in extra-curricular activities. It is the school's responsibility to provide an environment in which learning takes place on a daily basis. It is the parents' responsibility to be the primary educator and to support and reinforce the learning necessary for academic success. Parents are encouraged to check Edline often.

At all times, students will exhibit behavior that is appropriate for St. Albert students. Students, who are suspended, receive an in-school suspension, are under serious disciplinary review or are dismissed for disciplinary reasons from school will not be permitted to participate in extra-curricular activities. It shall be the responsibility of the student athlete's parents to advise the coaches/moderators of any suspension immediately. The suspension time frame regarding individual cases will be determined by the school administration in collaboration with the Pastor and faculty.

Students who are absent are not permitted to attend extra-curricular activities. This also includes any student who is ill that leaves during the school day. It is the parents' moral obligation to abide by this rule.

Students are not permitted to remain at school for any practices that begin later than 3:00pm. Please make arrangements to coordinate these activities.

### 2. NON-UNIFORM DAYS

The specific dates and guidelines for non-uniform days will be announced in the Monday Memo. Students who choose to dress down may wear nice jeans, nice sweats, no shorts unless they are uniform length, etc. Those having uniform infractions will wear their uniforms on the next dress down day.

### 3. SPECIAL OCCASIONS

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.

## H. FUNDRAISING

***Scrip/Gift Card programs Defined: Scrip programs raise money through rebates from the retailer, represented as discounts from the face value of the gift card.***

- Scrip Sales must be transacted through volunteers, not by paid individuals. Scrip sales should only be handled by paid individuals (i.e. parish/school secretary) a *de minimums* amount of time, 5% or less, to avoid Unrelated Business Income Tax (UBIT) consequences.
- It is preferable to use a scrip intermediary such as Great Lakes Scrip Center in the delivery and distribution of prepaid gift cards and certificates.
- Scrip money should be deposited so it is clearly identified should there be an audit. One way to accomplish this is to use a stamp and stamp it "Scrip" on the face of the check, so it is identifiable on bank statement images. If this is not done, the burden of proof is on the church to separate scrip funds from donated funds if requested to do so by the IRS.
- Additionally, purchasers of scrip are not entitled to any charitable deduction with respect to purchase of scrip when the rebate is owned by the parish/school.
- Scrip proceeds should not benefit any one individual or family in the form of credits to tuition accounts, book bills, or other accounts based on the amount of their scrip purchases. Proceeds should *benefit the 501© (3) organization (i.e. parish or school) and all its members.* This applies to all fundraisers such as candy sales, Christmas wrapping sales, etc. It also applies to funds raised for teen dances, class trips, and other events.
- Also, when a parish/school has a fundraiser for a school trip or related activity, the parish/school cannot take the funds raised by one parent and reduce only that particular parent's fee, not one particular child's fee for the trip or related activity. Even though, one parent may work harder and be more successful at raising funds for the trip than other parents, the funds raised for the trip must be put altogether and reduce the total cost of the trip or related activity for everyone. This applies to service hours as well.
- Volunteers cannot be paid directly or indirectly (i.e. given a credit or refund in the reduction of the cost of a class trip or related activity) for any fundraising event. This would also apply in the case of a deposit required to be paid and refunded when a parent provides a service, such as working in a concession stand.
- Any fundraising requires prior approval of the Principal and Business Manager

## I. GRADUATION

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.

**Any 8<sup>th</sup> grade families NOT current with tuition payments by May 1, will NOT participate in any graduation activities.**

In keeping with the setting, apparel for graduation is to be dignified. Attire will include a white gown for the class.

## J. CAFETERIA

### 1. CAFETERIA VOLUNTEER WORKERS

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 1<sup>st</sup> of September on the school website.

### 2. CAFETERIA PROCEDURES

St. Albert the Great cafeteria operates under the auspices of the US Dept. of Agriculture, National School Lunch Program. The program requires that each student lunch contain five components: meat or meat alternate, vegetable, fruit, bread or bread alternate, and milk. Each of these components must be served in a specified amount. Our cafeteria operates on the offer vs. serve, in which a student is required to take three of the five food components. The program is designed to provide approximately one-third of the recommended daily allowance of the school age child when eaten over a period of time in which a wide variety of foods are served.

The cafeteria will follow these procedures:

- a. ALL students will have "lunch accounts" with personal I.D. numbers. Brown baggers will use ID numbers to purchase milk. Lunch is \$2.50 for children (includes milk), milk .40 cents and a variety of other a la carte items at various prices. All to be purchased with an account I.D. number. 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 19<sup>th</sup>.
- b. 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.**
- c. The cafeteria will not accept charges for lunches from students or adults. The cafeteria may provide a lunch to the student, such as peanut butter sandwich and a glass of water or fruit and vegetable and water.
- d. If a student desires to purchase a second lunch, it will be purchased at the cost of an adult lunch for \$4.00. This is a ruling from the Federal government – the government for each day reimburses only one lunch per child.
- e. Extra lunch items must be ordered in homeroom with the teacher. These items must be purchased as the student comes through the lunch line.
- f. Milk is included in the price of a regular plate lunch. Milk will be sold as an extra item and may be purchased by students who brown bag their lunch.
- g. A lunch count will be taken daily during the homeroom period. At that time, orders for the regular lunch, salad bar lunch, second lunch, and extras will be counted. As in a restaurant, once an order is placed, it is expected to be purchased.
- h. Students are not permitted to bring or have brought to them any fast food items, including soft drinks. Soft drinks may not be bought from vending machines before school, during or after school hours, unless authorized to do so by school administration.
- i. 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.

## K. SAFETY PROCEDURES

### 1. VISITORS

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.

### 2. DRILLS

- a. **FIRE DRILLS:** ARE CONDUCTED ONCE A MONTH
- b. **TORNADO DRILLS:** ARE CONDUCTED FOUR TIMES A YEAR
- c. **EARTHQUAKE DRILLS:** ARE CONDUCTED TWICE A YEAR
- d. **LOCK DOWN DRILLS:** ARE CONDUCTED TWICE A YEAR

### 3. SCHOOL PATROL

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.

### 4. CAR SAFETY PROCEDURES

- a. **Morning:** enter from Girard Drive by classrooms or north Church parking lot. Drop off students as directed by the patrols. ***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.***
- b. **Afternoon:** enter only from Girard Drive by the classrooms. Cars will line up six abreast as the "afternoon" diagram indicates. ***Do not leave running cars unattended.*** 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. Please do not attempt to get out of line, as this may be hazardous to the children. ***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. ***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.*** Remember Mirimar Road and Techney Lane are NOT one way streets. Do not block access to homes
- c. **Bicycle Safety:** 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.
- d. **Walkers:** 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.***
- e. **PETS:** Do not take your pets out of the car at carpool time.
- f. **JUMPING TRAFFIC:** Tickets are issued by local police for jumping the traffic line.

### 5. SECURITY

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

## **DISTINGUISHED AWARDS**

### **KRISTIE KAUFFMANN/MATT WOOLLEY 110% MEMORIAL AWARD**

This award was established in 1996 to honor the memory of these two members of the class of 1991. These students will be remembered for their zest for life, a good sense of Christian family values, and a spirit of determination and quiet persistence. This award is presented annually to two graduates (one boy & one girl) and their names are placed on the plaque in the primary wing.

### **DANNY SHERMAN MEMORIAL AWARD**

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.

### **GRIFFO AWARD**

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.

### **VIKING AWARD**

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

**PARENT REQUEST FOR ST. ALBERT THE GREAT TO ADMINISTER  
MEDICATION FOR TODAY**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

To St. Albert the Great School Personnel: I request that personnel administer to my child, named above, the following medication:

Name of medication \_\_\_\_\_ Prescription Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, give Dr. \_\_\_\_\_

Give dosage amount to be administered at school \_\_\_\_\_

Time to administer \_\_\_\_\_

Special instructions about medication/administration \_\_\_\_\_

I understand that medication must be brought to the office and that I or my child will pick up the medication after its usage. I understand that medication must be in its original container with the dosage correctly labeled and that school personnel will not administer any medication in which the dosage is not indicated on the medication container. School personnel will assist as much as possible in helping my child to remember to take the medication at the proper time, they assume no responsibility in this regard.

I understand that the school is not a medical facility and that there is not a trained, licensed medical person available to administer medication treatment. I understand that medical assistance other than what is outlined above (i.e. dispensing the above medication) will require the parent to come to school or emergency medical help (EMS) to be called.

In consideration for the assistance of the school personnel in helping to administer this medication to my child, I agree to release and save harmless any and all St. Albert school personnel, and St. Albert Parish personnel from any and all harm or damages that may occur to my child as a result of this request.

Printed name of parent \_\_\_\_\_

Phone \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_

**PARENT REQUEST FOR ST. ALBERT THE GREAT SCHOOL TO ADMINISTER MEDICATION REGULARLY THROUGHOUT THE SCHOOL YEAR**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

To St. Albert the Great Personnel: I request that school personnel administer to my child, named above, the following medication:

Name of medication \_\_\_\_\_

Prescribed by Dr. \_\_\_\_\_ Beginning Date \_\_\_\_\_ until \_\_\_\_\_

Dosage to be given at school \_\_\_\_\_

Special instructions about medication or administration of it \_\_\_\_\_

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I understand that this medication must be brought to the designated office at the school and that I will pick up the medication after its usage. (Medicines that are not picked up two weeks after the child's last dosage will be discarded). I understand that the medication must be in its original container with the dosage correctly labeled and that school personnel will not administer any medication where the dosage is not indicated on the medication container. I understand that it is my responsibility to see that the medication is refilled as needed.

I understand that the school is not a medical facility and that there is not a trained, licensed medical person available to administer medical treatment. I understand that medical assistance other than what is outlined above will require the parent to come to school or emergency medical help (EMS) to be called.

In consideration for the assistance the undersigned parent/guardian for himself/herself, the child and any persons legally related to said child, shall hold harmless and indemnify the Archdiocese of Louisville, St. Albert the Great Catholic Church, St. Albert the Great School, the employees, agents, staff, volunteers, and teachers, for any and all liability, claims, demands, damages, expenses, and attorney's fees arising out of the giving, failure to give and improper giving of the aforesaid medication.

Printed name of parent \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Phone number of this parent during the day \_\_\_\_\_

Dear Parents,

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 three 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.

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.

If you have any questions or concerns regarding our asbestos situation please feel free to call me at 425-3940 ext. 102.

Sincerely,

*Larry Brunner*

Larry Brunner  
Business Manager

To: Parents and Staff of St. Albert the Great School

New regulations were enacted governing the use of pesticides in Kentucky on December 19, 2001, with an implementation date of July 1, 2002. These new regulations (302 KAR Chapter 29) will impact the use of pesticides in our school.

Schools can no longer spray as a preventive maintenance, but must implement an integrated pest management program with primary goal of controlling pests with the judicious use of pesticides.

Twenty-four hour notification must be given to parents or guardians, as well as any staff member, in the event of the use of pesticides. If you wish to be on the registry of those wanting to receive written notification, you must contact my office in writing, and I will keep on file your request. Information you receive will include the date of pesticide application, a description of the type of pests encountered, the brand name of pesticide applied, and the application method.

If you have any further questions about this new regulation I can be contacted at the Parish Office at 425-3940 ext. 102.

Sincerely,

*Larry Brunner*

Larry Brunner  
Business Manager