

St. Albert the Great School

2022-23 School Year Handbook Supplement

Information pertaining to:

- Behavior Policy
- Arrival / Dismissal
- Dress Code
- Attendance

Additional policies can be found online in the
school handbook.

St. Albert the Great School Behavior/Discipline Policy

This policy was created by a team of parents and teachers, with student input, to be implemented school wide every school year. Our goal is to create a positive, safe and nurturing environment where all students can grow.

At St. Albert the Great School, we value:

Name: _____

Week of: _____

Behavior Code	Class/Date	Teacher Initial	Tier Level
			1 2
			1 2
			1 2
			1 2

Tier 1 Behavior Codes

Respect Responsible Safe

Tier 2 Behavior Codes

Respect Responsible Safe

Lunch Detention Date: _____

(3 Tier 1 offenses in 1 week)

Action Taken and Date:

office referral (date): _____

parent contact (date): _____

other (date): _____

Love ... Patience ... Perseverance ... Humility ... Kindness

Compassion ... Forgiveness ... Gentleness ... Integrity

Positive Values

In our faith-filled community, students will grow and live the values of our Catholic Faith. These values are taught on a daily basis and reinforced in all aspects of our school community.

Compassion Humility Love

Forgiveness Integrity Patience

Gentleness Kindness Perseverance

Tier 1 Offenses

Include, but are not limited to, the following:

- Inattentive/off-task
- Being unprepared for class
- Arriving late to class
- Violating school uniform code
- Violating school safety rules
- Chewing Gum
- Sleeping in school
- Misbehaving in church

Depending upon the circumstances, any of the above may be considered a Tier 2 offense.

Tier 2 Offenses

- Verbal or physical disrespect of school personnel, volunteers, or visitors
- Cell phone violation
- Stealing / lying / cheating
- Crude and/or profane language or gestures
- Participating in a verbal altercation
- Jeopardizing a person's safety, including self
- Behavior contrary to the philosophy of the school
- Physical aggression toward other students/teachers
- Disrupting class/ school activity
- Damaging school/others' property

Any of the above may result in a lunch detention or parent conference. Depending on severity or frequency of the offense students may serve a Suspension (in or out of school) or expulsion.

When a student is in violation of three Tier 1 behaviors or one Tier 2 behavior in one week, a weekly lunch detention will be served. At the lunch detention, parent contact will be made. Multiple lunch detentions (3 detentions in 1 quarter) will result in a Behavior Contract and parent meeting with administration, teachers and student.

Parent Communication

In an effort to build community and foster a positive learning environment, the school will effectively communicate behavioral concerns for the following:

- Three Tier 1 offenses in one week
- Incidents of sexual harassment
- Tier 2 offense
- In the event of locker or personal property searches
- Incidents of cyber-bullying or bullying
- Cell phone violation
- Incidents of pranking & hazing

Behavioral Expectations

With the goal of teaching and reinforcing a positive learning environment to encourage all students to grow, students will learn to be respectful, responsible, and safe in all environments.

These expectations will be geared to the appropriate developmental age/grade of the students.

Grades K - 8 - being respectful, responsible and safe.

Everywhere

RESPECTFUL

- Respect personal space for others and yourself.
- Use facilities and supplies appropriately.
- Use proper language.
- Technology

RESPONSIBLE

- Have all supplies ready
- Speak only when called on and when appropriate.
- Complete homework.

SAFE

- Use technology safely
- Inform adults of any problem/conflicts.

Classroom

RESPECTFUL

- Talk with permission.
- Use kind words and actions.
- Be honest
- Be inclusive

RESPONSIBLE

- Come to class prepared.
- Complete homework.
- Follow directions.
- Accept consequences.
- Be on task.
- Fill out planners.
- Be prepared to learn.
- Take ownership of your education and do your best every day.
- Use technology for academic purposes only.

SAFE

- Be cooperative.
- Work well within a group.
- Help those around you.
- Be patient.
- Be kind to others.

Hallway

RESPECTFUL

- Respect others' personal space and property.
- Get to class in a timely manner.

RESPONSIBLE

- Get materials and go directly to class.
- Keep hallway and locker clean and organized.

SAFE

- Think before you act.
- Report any problems to an adult.
- Walk on the right side of the hall and stairs.

Restroom

RESPECTFUL

- Use facilities and supplies correctly.

RESPONSIBLE

- Use facilities in a timely manner.
- Clean up after yourself.

SAFE

- Wash your hands

- Respect others' personal space.
- Ask permission to use bathroom from teacher whose class you are attending next.
- Inform an adult of any problems or needs in the restroom.
- Think before you act.
- Walk away from a disagreement.

Cafeteria

RESPECTFUL

- Follow directions.
- Say "please" and "thank you."
- Use appropriate language and volume.
- Only touch your food.
- Respect others' personal space.

RESPONSIBLE

- Clean up after yourself.
- Remain seated until dismissed by adult.
- Take turns on clean up detail.
- Walk/do not run.

SAFE

- Raise your hand to report spills or request help.
- Direct all questions to an adult in charge.
- Do not play with your food.

Mass

RESPECTFUL

- Sit, stand and kneel quietly.
- Keep your feet in front, sit up straight and tall.
- Stay reverent
- Kneelers/books, returned quietly

RESPONSIBLE

- Participate in mass songs and responses.
- Set a good example for other students.

SAFE

- No restrooms breaks without a doctor's note.

Recess

RESPECTFUL

- Play fair and take turns.
- Speak to and treat others kindly.
- Respect others' personal space.

RESPONSIBLE

- Think before you act.
- Stay in designated area.
- Store/use equipment correctly.
- When you hear the whistle or bell, gather all belongings and line up.

SAFE

- Inform an adult of any problem.
- Solve game conflicts peacefully.
- Keep off playground

Communication Process

In the event that parents are concerned, please follow this process:

1. **Contact the teacher involved** (homeroom teacher for lunch/recess and specials teacher when appropriate):
Plan follow-up communication and set time line.
2. **Contact the principal** (set a meeting with the teacher involved and the principal):
Plan and set up an action plan and a follow up meeting to discuss progress.
3. **Contact the pastor** (set a meeting to include the teacher, the principal, and the pastor).

Communication will be through phone calls, email or parent-teacher conferences.

Additional Policies

Verbal Altercation with Staff and Students

A verbal altercation is an **incident which involves one or several offenders who engage in verbal communication in which abusive, profane, obscene or threatening comments are made toward one or more than one.**

Consequences:

- K-4 - 1st Offense – Tier 2 , Lunch Detention, Parent Contacted
- 2nd Offense – In school Suspension, Parent Meeting, Behavior Contract
- 3rd Offense - Out of School Suspension with possible dismissal from
- 5-8 - 1st Offense – In School Suspension – Parent Contacted
- 2nd Offense – Out of School Suspension, Parent Meeting, Behavior Contract
- 3rd Offense - Dismissal from School

Physical Altercation with Staff and Students

A physical altercation is generally **a confrontation, tussle, or display of physical aggression that may or may not result in injury.** Physical altercations are distinguished from verbal altercations by the use of physical force or contact. Physical altercations may also be referred to as bullying or fighting.

Consequences:

- K-4 - 1st Offense – Tier 2 , Lunch Detention, Parent Contacted
- 2nd Offense – In school Suspension, Parent Meeting, Behavior Contract
- 3rd Offense - Out of School Suspension with possible dismissal from
- 5-8 - 1st Offense – In School Suspension – Parent Contacted
- 2nd Offense – Out of School Suspension, Parent Meeting, Behavior Contract
- 3rd Offense - Dismissal from School

Bullying and Cyber-Bullying

Defined as: *Physical or emotional intimidation.*

When the act negatively interferes with the community of the school and the academics of the student(s), the school will become involved. A parent conference will be held and may result in a student's suspension and/or expulsion.

As a faith-filled community, it is everyone's responsibility to communicate and support the students regarding incidents of bullying.

Cell Phone Violation

Defined as: *Having or using your phone during the school day. All phones are to remain silenced and, in the locker, or book bag.*

Consequence: The phone will be confiscated and held in the office until a parent is able to pick up the cell phone.

As listed in the student handbook, all communication should go through the office during school hours.

No exceptions will be allowed.

Pranking & Hazing Policies

Defined as: *Going beyond humorous joking; involves disrespectful activities, may cause physical or psychological pain, personal humiliation, or property damage.*

Students involved will be subject to suspension and/or expulsion and in extreme cases, prosecution under Ohio State Law.

Locker and Personal Property Searches

Student lockers and desks are the property of St. Albert the Great School.

- Lockers and desks can be searched at any time.

Students' personal belongings are also subject to search. (This includes cell phones, personal electronics and social media.)

Sexual Harassment

Defined as: *any activity of a sexual nature that is unwanted or unwelcomed, on or off school property.*

Any student who believes they have been sexually harassed needs to report the behavior to a parent, teacher, or the principal in a timely manner.

Consequences: Parent conference. Disciplinary action will be at the discretion of the principal, but could include suspension and/or expulsion.

Misconduct Away from School Premises and on Buses

- St. Albert the Great School has authority over conduct that occurs off of school property but is connected to the activities / incidents on school property and is related to school employees or the property of those individuals.
- Harassment of school personnel or students during school and/or non-school hours is prohibited.
- Misconduct includes participation in social networking sites, cell phone texting, e-mailing, etc. that harasses or threatens students or school employees.

Suspension/Expulsion

Gross violation of school policies or any action that continually disrupts the learning environment, endangers a student, a staff member, or the school will lead to suspension, immediate removal, or expulsion. ***The disciplinary team will make recommendations based on the severity of the offense.***

Suspension:

- Can take place in or out of school, and
- The length can vary from 1-10 days.

It is the responsibility of the student to discuss missed work with individual teachers.

Transportation

Arrival

Time: 7:15-7:50

Drop-off

Option 1

- West side of school: off of Dorothy Lane for families with Preschool, Prekindergarten and Autism students.
- Please pull up to orange cone to allow for multiple cars.

Option 2

- Southeast side of school off Far Hills (by rectory). For all students.
- Please pull up to orange cone to allow for multiple cars.

SAFETY REMINDERS

- Students should cross *in front of* the car they exit.
- **No passing other cars.**
- Speed limit is 10 MPH.
- There is no left turn onto Dorothy Lane from the west side of the school from 7:30 – 8:30 a.m. and 2:30 – 4:00 p.m.
- Do not drive on the other side of the orange cones.

Dismissal

Time: 2:50-3:05 for Buses

2:50 for Walkers & Car riders

Pick-up

Buses

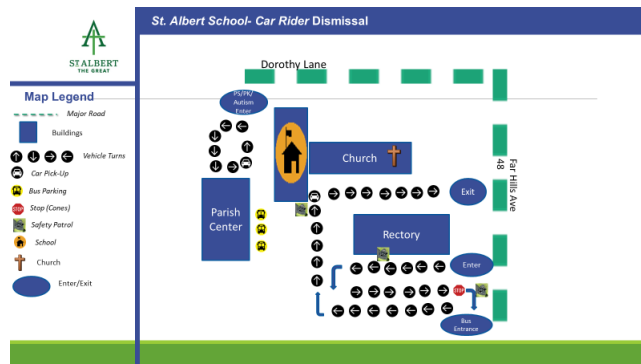
- All schedules and arrangements made through home school district.
- No notes for students riding home can be made through the school office.

Car Riders

Dismissal for Car Rider PS/PK/Autism: **Students in our Preschool and Prekindergarten (optional Autism) will be picked up in the ATT lot west of the school and off of Dorothy Lane beginning at 11:00 am for morning and 2:55pm for afternoon with their siblings. Please pull up to the nearest orange cone.**

Dismissal for Car Riders K-8:

All children who are car riders will report to their stations. Car Riders will be dismissed from a car pick up line. We will have a mapped-out diagram for all afternoon car riders. Cars will enter from Far Hills and make their way through a path up to the southeast door of the school. Each car will display a placard with last names of students being picked up. A safety patrol member will be at the rectory to notify the school whose car is coming up so that by the time the car is to the southeast door the children will be waiting to enter the vehicle at the appropriate orange cone.



Bike Guidelines

- Bike riders must wear safety helmets when riding.
- Yield to pedestrians on sidewalks and parking lots.
- Bikes should be walked on ALL Parish property including parking lots.
- Park at the bicycle rack by the southeast school door.
- Students are encouraged to have a lock.
- St. Albert the Great School/Parish is not responsible for lost or stolen bikes.

Morning Arrival

Students may arrive at school no earlier than 7:15

7:15 - 7:40 – Student will go straight to the cafeteria where they will find their assigned seat. If they are purchasing breakfast they should go through the line first, then sit in their assigned spot. Once they are seated they will not be allowed to walk around until it is time to go to the classroom. (Teachers will be in the cafeteria from 7:15 - 7:40)

Walkers

- Students are to go immediately home unless supervised by an adult.
- Students may not reenter the classroom without the **teacher** present.
- Students remaining on the school premises after 3:15 will be sent to the after-school program.

SAFETY REMINDER

- Call the office with any change in pick-up plans (they will get the message to the student).
- The school building is locked at 3:30.

7:40- Students will go straight to their homeroom. If they need to purchase breakfast, they will come down, purchase breakfast and be given an assigned spot to sit.

Arrival after 7:50 - Student will go straight to the office to check in and then straight to homeroom.

Tardy / Absences

Absences and Truancy

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, St. Albert will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

Habitual Truant:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse;
- c. Absent 72 or more hours in one school year without a legitimate excuse.

3. Excessive absences':

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; b. Absent 65 or more hours in one school year with or without a legitimate excuse.

The start of the school day is **7:50 a.m.**, when the bell rings and announcements begin. Students arriving after this time are asked to report to the office to pick up a tardy slip. No student will be admitted to the classroom without this slip from the school office.

The following is a timeline for being marked tardy and absent:

7:50 – 8:30 a.m. – Tardy

8:31 – 10:30 a.m. – ¼ day absent

10:31 – 12:30 p.m. – ½ day absent

12:31 – Full day absent

Absences

- Parents/guardians are required to call the school office before 8:30 a.m. if their child(ren) will be absent.
- A telephone call will be necessary, even if another child in the family reports the absence to the office before 8:30 a.m.
- The school will contact parents who do not call in to report an absent child. This is a very serious obligation for both the parents and the school.
- A **written excuse** stating the reason for absence is required when a child returns to school.
- A note from the doctor is required if a student is absent for three (3) consecutive days.
- Children should be kept at home if there is evidence of illness, sore throat, fever or rash. See Health Guidelines for more information.
- **Vacations are an unexcused absence regardless of notification.**

Dress Code

<p style="text-align: center; font-size: 1.2em;">Bottoms</p>	<p style="text-align: center;"><u>Girls</u></p> <ul style="list-style-type: none"> Navy blue uniform shorts, skorts, or pants Hunter Green, White or Grey Polo short or long sleeve dress 8th Grade Only –Khaki shorts, skorts or pants Ankle-length plain gray, black, navy, or white leggings may be worn under the jumper, skort, dress, or skirt. <p>Grades K-3 ○ Plaid Jumper is optional.</p> <p>Grades 4-8 ○ Plaid Skirt is optional.</p> <p> ○ Brown, black, or blue belt is required with shorts or pants.</p> <p><i>Reminders:</i></p> <ul style="list-style-type: none"> <i>All shorts, skirts, jumpers and skorts are to be of modest length: two inches above the knee.</i> <i>No Leggings</i> 	<p style="text-align: center;"><u>Boys</u></p> <ul style="list-style-type: none"> Navy blue uniform shorts or Pants 8th Grade Only –Khaki shorts or pants Grades 4-8 ○ Brown, black, or blue belt is required with shorts or pants. <p><i>Reminders:</i></p> <ul style="list-style-type: none"> <i>Jeans-style, corduroy jean, cargo style or legging style pants are not permitted.</i>
<p style="text-align: center; font-size: 1.2em;">Tops</p>	<p><u>Shirts</u></p> <ul style="list-style-type: none"> Hunter Green, White, or Grey short- or long-sleeved polo-style shirt with St. Albert the Great logo, tucked in. Plain white undershirts or turtlenecks may be worn under uniform shirts. <p><u>Sweaters/Sweatshirts</u></p> <ul style="list-style-type: none"> Navy blue sweaters of any style. Sweatshirts with St. Albert the Great logo. 	
<p style="text-align: center; font-size: 1.2em;">Socks & Shoes</p>	<ul style="list-style-type: none"> Visible solid gray, white, or black socks must be worn with all shoes. Small trademark logos are acceptable (Stripes and Elites are not permitted). Full-cut dress or gym shoes that tie or have Velcro. Shoes are to remain on and fastened throughout the day. Boots are not permitted during school hours. 	
<p style="text-align: center; font-size: 1.2em;">PE Uniform (grades 4-8)</p>	<p>Students must wear the official St. Albert the Great physical education uniform on days they are scheduled for gym. The uniform must be purchased through Apple Heart Uniform Company.</p> <ul style="list-style-type: none"> St. Albert Gray/Hunter Green Gym Tee with our school logo St. Albert Solid Black or Hunter Green Gym Short with logo, or without logo Solid Black or Hunter Green Warm-up Pants with or without logo Uniform Socks Gym Shoes. 	

Additional uniform policies regarding jewelry, earrings and hair can be found in the St. Albert the Great School Handbook online.

Spirit Days

- Students may choose to wear their regular uniform.
- Any STAG spirit wear shirt or athletic shirt (t-shirt under sleeveless jersey).
- Shirts of solid school colors (green or gold).
- Any pants/shorts may be worn as long as they are clean, neat, in good condition, and fit properly for modesty (**no leggings**)
- Shoes must be as specified in the regular dress code. One green and one gold sock are permissible.
- Students may not color their hair, paint their faces or wear wigs.
- If a student is a minister for Mass or a Prayer Service that day, he/she must be in full school uniform for the service.
- If it is not referenced, it is not permitted.

Out-of-Uniform Dress

- Out of Uniform passes may only be used on Monday, Tuesday or Thursday.
- Students may choose to wear their regular uniform.
- Students may wear a clean pair of jeans, sweatpants or shorts. Jeans, sweatpants, and shorts must be in good repair. Shorts must be of modest length.
- Students may wear a clean sweatshirt of any color with a high school, college, or pro logo. Sweatshirts must be in good repair.
- Students may wear a clean t-shirt of any color or with a high school, college, or pro logo. T-shirts must be in good repair.
- Students must wear shoes as specified in the regular dress code.



Mission Statement

With Christ as our model, the community of St. Albert the Great Catholic School welcomes and values people of all faiths, cultures, and economic backgrounds.

We establish a firm foundation in Catholic values, personal character, academic excellence, and service to others, while developing lifelong learners.