

# St. Albert the Great School

## 2020-21 School Year Handbook Supplement

*Information pertaining to:*

- Behavior Policy
- Arrival / Dismissal
- Dress Code

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

T – Talking	U - Unprepared	I - inattentive
G – Gum	H - Horseplay	D – Dress Code
O – Other (specify)	M – Mass Behavior	L – Late to class

## Tier 2 Behavior Codes

X - Disrespect	C - Cheating	P – Phone
A – Physical Aggression		Violation

**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
- Arriving late to class
- Violating school safety rules
- Sleeping in school
- Being unprepared for class
- Violating school uniform code
- Chewing Gum
- 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
- Tier 2 offense
- Incidents of cyber-bullying or bullying
- Incidents of pranking & hazing
- Incidents of sexual harassment
- In the event of locker or personal property searches
- Cell phone violation

## St. Albert the Great School Expectations

Area	Voice Level	Respectful	Responsible	Reliable/Resourceful	Staff Expectations
<b>Everywhere</b>		<ul style="list-style-type: none"> <li>Respect personal space.</li> <li>Use facilities and supplies appropriately.</li> <li>Use good language.</li> </ul>	<ul style="list-style-type: none"> <li>Have all supplies.</li> <li>Talk only when called upon.</li> <li>Complete homework.</li> </ul>	<ul style="list-style-type: none"> <li>Use your resources.</li> <li>Inform adults of any problems/conflicts.</li> </ul>	<ul style="list-style-type: none"> <li>Review all expectations on a regular basis.</li> <li>Teach and model all voice levels.</li> <li>Consistently follow the handbook.</li> <li>Treat students with respect.</li> </ul>
<b>Restroom</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Use facilities and supplies correctly.</li> <li>Respect others' personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities in a timely manner.</li> <li>Clean up after yourself.</li> <li>Wash your hands.</li> <li>Wait with your teacher if the restroom is crowded.</li> </ul>	<ul style="list-style-type: none"> <li>Inform an adult of any problems or needs in the restroom.</li> <li>Think before you act.</li> <li>Walk away from a disagreement.</li> </ul>	<ul style="list-style-type: none"> <li>During class bathroom breaks, one teacher per class to monitor students.</li> </ul>
<b>Cafeteria</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Say "please" and "thank you."</li> <li>Use appropriate language.</li> <li>Only touch <i>your</i> food.</li> <li>Respect others' personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up trash.</li> <li>Remain seated until dismissed by adult.</li> <li>Take turns on clean-up detail.</li> <li>No running.</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand to report spills or request help.</li> <li>All questions directed to adult in charge.</li> </ul>	<ul style="list-style-type: none"> <li>Walk your students to a cafeteria line or be in your predetermined spot to monitor student movement.</li> </ul>
<b>Hallway</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Respect others' personal space and property.</li> <li>Quiet in hall.</li> <li>Get to class in timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a single-file line on the right side of the hallway.</li> <li>Get materials and go directly to class.</li> <li>Keep hallway clean.</li> <li>Keep locker organized and clean and limit visits to locker during the day.</li> </ul>	<ul style="list-style-type: none"> <li>Think before you act.</li> <li>Manage your time wisely.</li> <li>Report any problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Be in the hallway during class change.</li> <li>Voice level 1 during class times.</li> <li>Monitor students to and from all locations.</li> <li>Oversee regular locker clean-outs.</li> <li>Any staff member may correct student behavior.</li> </ul>
<b>Mass</b>		<ul style="list-style-type: none"> <li>Remain quiet.</li> <li>Feet in front, sit up straight and tall.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in Mass songs and responses.</li> <li>Set good examples for other students.</li> </ul>	<ul style="list-style-type: none"> <li>If song book not in pew, share with a classmate or borrow from another row.</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model to other students and support reverent behavior.</li> </ul>

## St. Albert the Great School Expectations

Area	Voice Level	Respectful	Responsible	Reliable/Resourceful	Staff Expectations
<b>Classroom</b>	Voice Chart	<ul style="list-style-type: none"> <li>Talk with permission.</li> <li>Use kind words.</li> <li>Be honest.</li> <li>Encourage and support others.</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared to class.</li> <li>Complete homework.</li> <li>Follow directions.</li> <li>Accept consequences.</li> <li>Be on task.</li> <li>Fill out planners.</li> <li>Be prepared to learn.</li> <li>Take control of your education and do your best every day.</li> </ul>	<ul style="list-style-type: none"> <li>Be a problem solver.</li> <li>Be cooperative.</li> <li>Use your resources.</li> <li>Work well together as a group.</li> <li>Help those around you.</li> <li>Be patient.</li> <li>Manage your time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Teach the voice level chart.</li> <li>Reinforce the virtues.</li> </ul>
<b>Arrival/ Dismissal</b>	2	<ul style="list-style-type: none"> <li>Be polite and use good manners.</li> <li>Respect others' personal space and property.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to announcements and follow directions.</li> <li>Organize your supplies.</li> <li>Be on time and know your dismissal plan.</li> <li>Walk at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Notify adults of conflict.</li> </ul>	<u>Arrival</u> <ul style="list-style-type: none"> <li>Be in the hall by your door at 7:40.</li> </ul> <u>Dismissal</u> <ul style="list-style-type: none"> <li>Dismiss kids to locker AFTER the announcements.</li> <li>Stay in room until all students are dismissed or you walk your class out.</li> </ul>
<b>Recess</b>	Out 5  Inside 3	<ul style="list-style-type: none"> <li>Play fair and take turns.</li> <li>Speak to and treat others kindly.</li> <li>Respect others' personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Think before you act.</li> <li>Stay in designated area.</li> <li>Store/use equipment correctly.</li> <li>When the whistle is blown, gather all belongings and line up with a voice level 0.</li> <li>Wear appropriate clothing.</li> </ul>	<ul style="list-style-type: none"> <li>Inform an adult of any problem.</li> <li>Solve game conflicts peacefully.</li> </ul>	<ul style="list-style-type: none"> <li>Support all recess procedures.</li> <li>Be on time; <i>check clocks for discrepancies.</i></li> </ul>

### Communication Process

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

- Contact the teacher involved** (homeroom teacher for lunch/recess and specials teacher when appropriate):  
Plan follow-up communication and set time line.
- 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.
- 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***

### ***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.
- SBC/AT&T parking lot.
- Please pull up to orange cone to allow for multiple cars.

#### Option 2

- Southeast side of school off Far Hills (by rectory).
- 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: 2:55-3:05 for Buses

3:05 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.

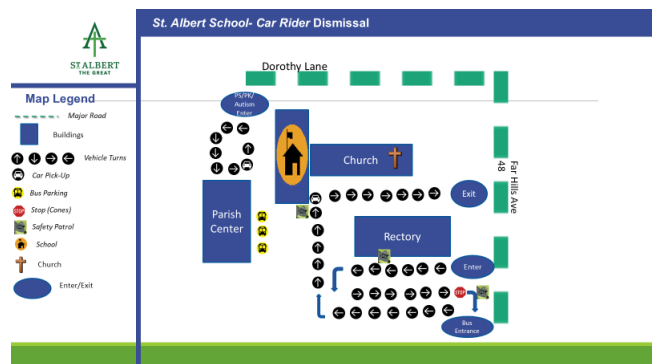
#### Car Riders

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.

### ***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.

## ***COVID***

### **Morning Arrival**

Students may arrive at school no earlier than 7:15. They are required to have face coverings on as soon as they enter the building and face coverings are to remain on.

7:15 - 7:30 – 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, go to the bathroom until it is time to go to the classroom. (Teachers will be in the cafeteria from 7:15 - 7:30)

7:30 - 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 eat at.

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

All students grade 1 - 8 will be using the middle stairwell doors or south end stairwells to travel throughout the school. We will not be using the North doors near the Preschool rooms to travel to classrooms, lunches, computer lab and library. This will minimize exposure to the Pre-school and K floor.

## ***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.



## ***Dress Code***

Bottoms	<p><b><u>Girls</u></b></p> <ul style="list-style-type: none"> <li>Navy blue uniform shorts, skorts, or pants</li> <li><b>8<sup>th</sup> Grade Only</b> –Khaki shorts, skorts or pants</li> <li>Ankle-length plain gray, black, navy, or white leggings may be worn under the jumper, skort, or skirt.</li> </ul> <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"> <li><i>All shorts, skirts, jumpers and skorts are to be of modest length: two inches above the knee.</i></li> <li><i>No Leggings</i></li> </ul>	<p><b><u>Boys</u></b></p> <ul style="list-style-type: none"> <li>Navy blue uniform shorts or Pants</li> <li><b>8<sup>th</sup> Grade Only</b> –Khaki shorts or pants</li> </ul> <p>Grades 4-8      ○ Brown, black, or blue belt is required with shorts or pants.</p> <p><i>Reminders:</i></p> <ul style="list-style-type: none"> <li><i>Jeans-style, corduroy jean, cargo style or legging style pants are not permitted.</i></li> </ul>
Tops	<p><b><u>Shirts</u></b></p> <ul style="list-style-type: none"> <li>Hunter Green, White, or Grey short- or long-sleeved polo-style shirt with St. Albert the Great logo, tucked in.</li> <li>Plain white undershirts or turtlenecks may be worn under uniform shirts.</li> </ul> <p><b><u>Sweaters/Sweatshirts</u></b></p> <ul style="list-style-type: none"> <li>Navy blue sweaters of any style.</li> <li>Sweatshirts with St. Albert the Great logo.</li> </ul>	
Socks & Shoes	<ul style="list-style-type: none"> <li>Visible solid gray, white, or black socks must be worn with all shoes.</li> <li>Small trademark logos are acceptable (Stripes and Elites are not permitted).</li> <li>Full-cut dress or gym shoes that tie or have Velcro.</li> <li>Shoes are to remain on and fastened throughout the day.</li> <li>Boots are not permitted during school hours.</li> </ul>	
PE Uniform (grades 4-8)	<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"> <li>St. Albert Gray/Hunter Green Gym Tee with our school logo</li> <li>St. Albert Solid Black or Hunter Green Gym Short with logo, or</li> <li>Solid Warm-up Pants with St. Albert the Great logo</li> <li>Uniform Socks</li> <li>Gym Shoes.</li> </ul>	

*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.**