



**ST ALBERT**  
**THE GREAT**  
**SCHOOL HANDBOOK**  
**2019-2020**

## Table of Contents

<b>Mission Statement</b>	<b>5</b>
<b>WELCOME</b>	<b>6</b>
<i>A Letter from the Principal</i>	6
<i>A Letter from the Pastor</i>	6
<b>POLICIES AND PROCEDURES</b>	<b>7</b>
<i>Registration and Tuition</i>	7
Fees and Tuition	7
Refund Policy	8
<i>Admissions Policies</i>	9
Enrollment Priorities	9
Kindergarten	10
New Student Admission Requirements/Exceptions	10
Parent Statement of Cooperation in Education	11
<b>ADMINISTRATION</b>	<b>13</b>
Communications with Parents	13
Review of Records	14
Non-Custodial Parents	15
<i>Attendance: Absences, Truancy, Tardiness, Extended Absences and Early Departures</i>	15
Absences and Truancy	15
DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES	15
Tardy Policy	16
Extended Absence Policy	17
Early Departure from School	17
<i>Technology</i>	18
Chromebook/iPad/Desktop Ownership	18
Acceptable Use	18
General Unacceptable Behavior	18
Personal Electronics Policy	19
<i>Lunch</i>	19
St. Albert Nutrition Service Wellness Policy	20
<b>ACADEMICS</b>	<b>22</b>
<i>Curriculum</i>	22
Liturgy	22
Homework	23
Plagiarism	23
Assessment	24
Advanced Math	25
Tutoring Program	25
RTI (Response to Intervention) Process	25
<i>Parent-Teacher Conferences</i>	26
<i>Standards-Based Quarterly Performance Updates for Grades K - 3</i>	27
<i>Traditional Report Cards/Quarterly Performance Updates for Grades 4 - 8</i>	27
<i>Academic Honors</i>	28

<i>Grade Advancement Policy</i>	28
<i>Grade Repetition/Retention Policy</i>	28
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>30</b>
<i>Participation Policy</i>	30
Eligibility	30
<i>Behavioral Expectation to Participate</i>	30
<i>Athletics</i>	31
<i>Field Trips</i>	31
<i>Muse Machine Adventure Program</i>	32
<i>Personally Fit – Optional Physical Education Program for Grades 5&amp;6</i>	32
<i>Library Policy</i>	32
Video Usage Guidelines	33
<b>BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY</b>	<b>35</b>
<i>Positive Values</i>	35
<i>Tier 1 Offenses</i>	35
<i>Tier 2 Offenses</i>	36
<i>Weekly Student Conduct Sheet</i>	36
<i>Student Conduct Sheet (sample)</i>	37
<i>Parent Communication</i>	38
<i>Communication Process</i>	38
<i>Behavioral Expectations</i>	39
Everywhere	39
Classroom	39
Hallway	39
Restroom	40
Cafeteria	40
Mass	40
Recess	40
<b>ADDITIONAL POLICIES</b>	<b>41</b>
<i>Bullying and Cyber-Bullying</i>	41
Bullying Policy	41
<i>Pranking and Hazing Policies</i>	42
<i>Locker and Personal Property Searches</i>	42
<i>Sexual Harassment</i>	42
<i>Conduct Away from School Premises and on Buses</i>	43
<i>Suspension/Expulsion</i>	43
<i>Archdiocesan Policy on Threats in the School Setting</i>	43
<b>UNIFORM DRESS CODE POLICY</b>	<b>45</b>
<i>Approved Uniform</i>	45
Uniform Sources	45
Girls' Uniform	45
Boys' Uniform	45
All Students	46
Physical Education Uniform (Grades 4-8)	46
ID Cards	46
Spirit Days	47
Out of Uniform Dress	47

<b>STUDENT SAFETY</b>	<b>49</b>
<i>Health Services</i>	49
Clinic Hours	49
Emergency Medical Authorization Form	49
Medical/Health Concerns	49
Medication Procedure	50
Illness and Health Guidelines for Attendance	50
Accidents, First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic Emergency Defibrillation (AED)	51
Immunizations	52
Students with Disabilities and Students with Special Needs	52
Child Abuse and Neglect Reporting	52
AIDS/HIV Policy	53
Health Screenings	53
Health Records	53
<i>School Security</i>	54
Building Security	54
Disaster Drills	54
Emergency School Closings/Evacuations	54
<i>Transportation</i>	56
Car/Bicycle/Pedestrian	56
Buses	58
Weather-Related Closings and Delays	59
<b>RESPONSIBLE USE OF TECHNOLOGY POLICY</b>	61
<i>Archdiocese of Cincinnati Social Media Policy for Students</i>	64

# **MISSION STATEMENT**

**St. Albert the Great Catholic School in Kettering, Ohio**

**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.**

**We believe in....**

- **TEACHING AND LIVING CATHOLIC VALUES** by
  - + Upholding our Catholic faith as the basis for the moral formation of our students,
  - + Affirming our belief in the God given dignity of each person, and
  - + Embracing the differences among us as an expression of the fullness of the body of Christ.
  
- **BUILDING PERSONAL CHARACTER** by
  - + Inspiring students to realize their God given potential;
  - + Engaging our parents, faculty, clergy, coaches, volunteers and entire faith community in developing the whole person through high expectations, assurance and support; and
  - + Presenting leadership and service opportunities for our students.
  
- **ACADEMIC EXCELLENCE** in all areas of study by
  - + Providing our students with a strong curriculum, a firm foundation and the tools needed to succeed in future endeavors;
  - + Establishing high standards of performances and accountability; and
  - + Attracting and retaining dedicated and inspiring faculty.

# WELCOME

## *A Letter from the Principal*

Dear Parents and Students:

The entire staff joins me in welcoming you and your children to St. Albert the Great Catholic School. The parish community has made a commitment to provide its students with the highest quality education, both spiritually and academically. We look forward to working with our school families to create an environment that promotes Catholic values and academic excellence.

This Handbook has been created to inform you of the policies of St. Albert the Great School. Please keep it handy so you can refer to it when necessary. If you need clarification, or have any questions regarding school policies, please do not hesitate to contact me in the school office.

Yours in Christ,  
Sherry Gabert  
Principal

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## *A Letter from the Pastor*

I welcome you to St. Albert the Great School.

I thank our parents for your sacrifice and your commitment to the Faith. We are honored to be a part of your children's spiritual and academic growth. Without your spirit of volunteerism, we could not possibly offer all the opportunities that we presently can to your children.

We thank our staff and faculty for their dedication to their vocation as Catholic School teachers and administrators. Our teachers do not see this as a job to go to daily, but a mission to help each child grow in their Faith and to live the Gospel.

Thank you, students for providing our parish with your enthusiasm and openness. I hope to see you become a part of our parish community not just at school but through your participation at Mass and your involvement in the ministries of the parish.

God bless you.  
Fr. Chris Worland  
Pastor

# **POLICIES AND PROCEDURES**

## ***Registration and Tuition***

### **Fees and Tuition**

St. Albert the Great School charges registration fees\* for the following:

- ***New Students***
- ***Preschool/Prekindergarten***
- ***Kindergarteners***
- ***Presently Enrolled Students***

Current fee amounts will be stated on application materials, or may be obtained by calling the parish business office at (937) 293-1191.

Additionally, tuition payments must be up to date to register for the next school year. For those carrying a tuition balance, registrations will be held until the account is brought current.

*\* Note: Registration fees are charged per family, not per student. Please see Tuition Refund Policy below for information on circumstances eligible for a registration fee refund.*

### ***Tuition***

Tuition fees for each school year will be printed on supplemental information sheets distributed to parents. These fee amounts are also available from the school and rectory offices.

St. Albert the Great School is supported by both tuition payments and our parish, through Sunday contributions. As such, St. Albert the Great subsidizes tuition for registered, active parish families. All other families pay full tuition; only the pastor or the parish business office (937-293-1191) may authorize exceptions to this policy.

Tuition Commitment Forms must be signed and returned to complete registration each year. Tuition is a legal, binding expense. Tuition payments must be current for a student to receive their report card each quarter.

### ***Sr. John Maureen, SC School Tuition Fund***

This fund was established in 1971 to honor the memory of Sister John Maureen McGraw, a Sister of Charity and a beloved principal of our school. Its purpose is to ensure that financial hardship does not prevent parish children from enjoying a Catholic grade school education. Since its inception, more than 500 families have benefited from this fund.

- This scholarship is primarily funded by our parish tithing program and private donations and is, therefore, available only to the children of parishioners.
- Families must reapply each year for this scholarship; renewal is not automatic.
- Families must be registered, active members of St. Albert the Great parish.

- The school registration fee is not included in the scholarship; the family is responsible for this fee.
- Families will need to fill out FACTS in order to be considered for this tuition grant.
- Students must attend St. Albert the Great School for one (1) full year before they are eligible to apply.
- Parents/guardians may contact the parish business office at (937) 293-1191 to learn how to apply for this scholarship.

### ***Fees for Damaged and/or Lost Textbooks and Library Books***

Some textbooks are furnished through the Ohio Auxiliary Services program. A limited budget demands proper care of all school/state owned books. Fines will be charged for damaged or lost books and/or school property.

All books must be returned and fines paid for damaged books before the final report card is issued or records are released.

### **Refund Policy**

*All registration and tuition payment refunds are handled through the parish business office.*

No refund of registration fees or tuition will be made to those who are not moving, but decide to send their child to another school.

### ***Registration Fee Refunds***

A refund of the registration fee will be made for students who will be moving out of the area only if the parish business office is notified before June 30.

The registration fee will be refunded for new students who are not accepted into our school due to the screening process for kindergarten and/or other grades.

Registration fees will be applied to any current tuition or other outstanding fee or obligation before any refund is issued.

### ***Tuition Refunds***

Payment or reimbursement of tuition for students entering or leaving St. Albert the Great School during the school year:

- Students in attendance for less than one-half of the total number of class days in a quarter pay one-half for the quarter.
- Students in attendance for more than one-half of the total number of class days in a quarter pay full tuition for the quarter.



- If tuition has been paid in full, a refund check, if applicable, will be issued from the parish business office.

### ***Release of Records***

Records requested by another school or school district for a student leaving St. Albert the Great School will be released only upon full payment of tuition and any applicable fees due.

Deviations from this policy must be approved by the pastor, business manager, and principal.

### ***Admissions Policies***

This admissions policy defines the specific entrance requirements necessary for a child to be considered for admission to St. Albert the Great School.

In accordance with Christian principles, St. Albert the Great School admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities at our school. In addition, the school will not discriminate on the basis of gender, race, national or ethnic origin in the administration of its educational policies, educational programs, athletics, and extracurricular activities.

The primary and essential purpose for the existence of St. Albert the Great School is to provide a Catholic education for the children of St. Albert the Great Parish families. Admission may be granted to students from outside the parish who provide evidence of good academic standing and excellent behavior, and who meet the new student guidelines as follows:

- All Catholic children of the parish are eligible for admission to St. Albert the Great School.
- All pupils to be admitted must accept the curriculum and discipline as provided in the school regulations.
- The admissions policy shall not be solely based on ability or achievement. However, since St. Albert the Great may not be able to meet the instructional needs of every student, admission shall be based on the ability of the school to meet the needs of the student and is at the discretion of the administration.

### **Enrollment Priorities**

1. Students currently enrolled in the school.
2. Children of parishioners who are registered and supporting members of the parish and with a sibling currently enrolled in the school.
3. Parishioners who are registered and supporting members of the parish and with no siblings currently enrolled in the school.
4. Catholic Families not registered in the parish with a sibling currently enrolled in the school.

5. Catholic families not registered in the parish with no sibling currently enrolled in the school.
6. Non-Catholic families/children.

In the event that all children of registered and supporting members of the parish cannot be accepted due to class size limits, parishioners with the longest registration within the parish will have first priority.

### ***Non-Catholic Enrollment***

St. Albert the Great School is a Roman Catholic School. We are happy to share our religious values with interested families. Students of other faiths are expected to attend and participate in all religious services and complete daily class assignments in religion. The character of St. Albert the Great School is one of a Roman Catholic educational institution and no alteration in our school program will be made to exempt a student from participation.

### **Kindergarten**

#### ***Ages for Admission to Kindergarten and First Grade***

To be eligible for kindergarten or for the first grade, children must be five or six years of age (respectively) on or before September 30 of the year of admittance.

#### ***Kindergarten Readiness Screening***

In order for a child to be successful in school, he/she must be ready academically, emotionally, and socially. St. Albert the Great School uses the KDI Readiness Skills and Development Test to determine whether kindergarten-aged children are sufficiently prepared for school. St. Albert the Great School will decide the best placement based on the results of the KDI.

### **New Student Admission Requirements/Exceptions**

Since St. Albert the Great School is dedicated to providing the best possible education for our parish students, reasonable behavioral standards are expected. Prospective students with a past history of chronic behavioral problems, who have been suspended or have been expelled from another school, will not be considered for admission.

Only students who show promise of being capable of successfully completing the total educational (academic and behavioral) program of the school will be admitted.

**New students will be admitted on a probationary basis and may be required to withdraw without notice for any behavioral or academic reason during their first year at St. Albert the Great School. Upon successful completion of the probationary period, final acceptance will be granted by the administration.**

Prior to being considered for acceptance, all new students entering St. Albert the Great School are required to submit:

- a completed St. Albert the Great School Registration Application;
- a non-refundable registration fee;
- if transferring from another Catholic or private school, a statement from that school indicating that all financial obligations are current;
- a copy of the Baptismal Certificate (Catholic students only);
- a copy of the Birth Certificate;
- copies of the most recent report cards and standardized test scores;
- copies of any psychological reports or IEP (Individual Education Plan);
- a copy of the immunization record; and
- in cases of divorce, adoption, foster parenting or other court-ordered custody, a copy of the court order granting custody.

The final decision regarding acceptance and grade placement of a new student will be made by the administration. Families will be notified of acceptance to St. Albert the Great School by mail.

### **Parent Statement of Cooperation in Education**

As parent/guardian of a St. Albert the Great student, I believe:

- that I have entered into a partnership with St. Albert the Great School to create the best learning environment for my children, and I will exhibit an attitude of respect when interacting with all members of the school community.
- in the commandment to love one another; I accept the school policy towards peace and non-violence. I acknowledge that it is unacceptable to inflict verbal or physical violence on another person. I will make every effort to set a good example of positive behavior.
- in discipline as a value; I accept the discipline of my child(ren) by the members of the staff or volunteers that are administered within the school guidelines and accepted educational practice. My child(ren) will honor discipline provided under these guidelines.
- that gossip is always destructive; I agree to remain silent or approach the appropriate staff member(s) or school community member(s) in private when dealing with issues that concern me. I acknowledge that gossiping about school issues, teachers, staff members, and school community members, especially in front of school children, serves no useful purpose.
- in trust as a value. I acknowledge that I do not have all the facts related to school issues; therefore, I will strive to approach staff members first when issues arise. I acknowledge that openness and respect, rather than intimidation, are required to create the partnership that best serves my children.
- that volunteers are an extension of the staff, and I accept their role and judgment as they supervise and guide my children in appropriate behavior.

**The education of a student is a partnership between the parents and the school.** Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

# ADMINISTRATION

## Communications with Parents

The following are some of the ways the staff and administration of St. Albert the Great School will communicate with parents:

- Phone/ SchoolMessenger
- Flocknote
- Email
- Weekly Monday Packets
- STAG Scene newsletter (email)
- Online (Option C)
- Interim Reports/Report Cards
- Parent/Teacher Conferences
- School Web Page located at [www.stalbertthegreat.net](http://www.stalbertthegreat.net)

## Confidentiality

Teachers and administration will keep confidential information entrusted to them by a student so long as no one's life, health or safety is at stake.

## Visitors

Students are not permitted to bring visitors to the school without permission from the school administration.

All visitors including parents/guardians are to use the southeast entrance.

Procedures for visiting the school:

1. Press the button outside the southeast entrance (Door L).
2. You will be asked to state your business and/or name.
3. When you hear a quiet buzz, you may open the door and proceed up the stairs to the second level.
4. Press the button outside the double doors on the second level and wait again for a quiet buzz to open the door.
5. Proceed directly to the office on the right to sign in as a guest.
6. You will be provided a Visitor badge that must be worn at all times within the building.

St. Albert the Great School Alumni are asked to visit after 3:00 PM.

Other than for the first 3 to 5 days of the school year, parents are asked not to escort their children into the building each morning. Once the child knows the location of the classroom and the best route to take, he/she is responsible for getting to the room on time and on their own.

### **Volunteers**

Any person who volunteers their services to the school and will be in direct contact with the children is required to attend the Diocesan Child Protection Program, VIRTUS and stay up to date on the monthly training bulletins. Volunteers must also complete a background check through SELECTiON.COM. Volunteers must sign in at the school office.

### **Messages**

If there are messages for students, parents/guardians and other groups are asked to notify the school office as soon as possible—before 2:30 PM. In case of an emergency, students will be given messages during the school day.

Students will be allowed to use the phone *only if necessary*. Students may not use the classroom phones or cell phones to call home.

Students may not phone home to obtain forgotten items when the child has had previous knowledge that the item is needed. The goal is to teach responsibility rather than to serve as punishment. In case of a forgotten lunch, provision will be made for the student in the cafeteria.

### **Toys**

All too often students bring inappropriate items to school, which disrupts the learning process. To help with this problem we ask that toys, electronics, or anything that would interfere with the learning process remain in the student's book bag until a time designated by the teacher. Teachers will confiscate any of these items if the student uses it at a wrong time. **Items that have been confiscated will be returned to the parent/guardian only.**

Special permission to bring a toy may be granted by a teacher for a class project. The item must be kept in the teacher's classroom for that project.

### **Class Size**

We will attempt to maintain the following class sizes to allow the philosophy of education and the educational goals of the school to be fulfilled:

- Preschool class size will be in accordance with state requirements.
- Kindergarten through Grade Four will have a 1-to-25 teacher-student ratio.
- Grades Five through Eight will have a 1-to-30 teacher-student ratio.
- The school administration has the authority to make changes to class size.

### **Review of Records**

Parents have the right to inspect and review records and any data directly related to their child with reasonable notice to the school office. This material is contained in the cumulative record folder and consists of academic work, level of achievement/grades, standardized test scores, attendance data, intelligence aptitude, and health records. Nothing may be removed from the file without a waiver.

For the contents of a record to be released, a waiver must be signed. Student records may be released to other agencies only when the parents authorizing such action sign a record release form. Students over eighteen years of age may request the release of their records with a signed release form.

### **Non-Custodial Parents**

St. Albert the Great school abides by the provisions of The Family Educational Rights and Privacy Act (the Buckley Amendment) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school information regarding his or her child. If a court order specifies that there is to be no information given, it is the custodial parent's responsibility to provide the school a court-certified copy of the court order.

### ***Attendance: Absences, Truancy, Tardiness, Extended Absences and Early Departures***

Please contact the school office at (937) 293-9452 with any questions regarding attendance policies.

### **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.

**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.

Children should be kept at home if they show signs of illness, sore throat, fever or rash. See *Illness and Health Guidelines for Attendance* for more information.

Parents/guardians are required to call the school office *before* 8:30 A.M. to report their child's absence. A telephone call is 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.

The following conditions constitute reasons for excused absences from school:

- 1. Personal illness (a written physician's statement verifying the illness may be required),
- 2. Illness in the family necessitating the presence of the child,
- 3. Quarantine of the home,
- 4. Death of a relative, or
- 5. Family vacation (teachers must be notified 2 weeks prior to the vacation).

Any absence that is not accounted for by a note or phone call will be considered an unexcused absence. A note must be submitted to the school office within 3 days to change an unexcused absence to an excused absence. The school administration determines whether an absence is excused or unexcused, and action will be taken when the above hours are met.

### Tardy Policy

Students and parents are expected to work together so students are on time for school; attendance is directly related to educational success.

The start of the school day is **7:50 a.m.**, when the bell rings and prayer begin. Students arriving after 7:50 a.m. are considered late and must report to the office for a tardy slip. Those arriving during prayer are asked to stop where they are and pray quietly, then proceed to the office for their tardy slip. No student will be admitted to the classroom late without a tardy 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**

There is no list that describes excused tardiness. However, at the discretion of the principal, some tardiness situations will be excused; e.g., school bus transportation



situations, weather-related problems, or doctor or dental appointments (note required).

Unexcused tardiness includes, but is not limited to: oversleeping, late ride, mother or father was late, car broke down, traffic, dog ran away, alarm didn't go off, or we were up late last night. Reasons such as these will not be excused; students will be marked as tardy.

### **Extended Absence Policy**

Education is best received in the classroom; classroom experiences cannot be made up. Vacations or any extended absence, except illness, are discouraged. Schoolwork missed due to an extended absence is to be completed by the student.

Teachers are not responsible for the student's lost time and work. It is the responsibility of the parent to:

- Give a two-week written notice that an extended absence will occur.
- See that the work that is missed is made up in a reasonable time period, usually within the week of the student's return. This includes the taking of missed tests or exams.

### **Early Departure from School**

Consistency in learning requires students to be present in class to be part of the learning environment. If it is at all possible, please refrain from scheduling appointments during school hours.

If a student MUST depart during the school day:

- The parent/guardian is required to send a note on the morning of the appointment, indicating the purpose and the expected time the student will be gone.
- All students MUST leave from the office after being signed out, and must be accompanied by an adult.
- Students must be signed out by an adult.
- Parents unable to enter the building to pick up the student (e.g., on crutches, small children in car, etc.) may call the office at (937) 293-9452 to request other arrangements.
- NO student will be permitted to walk or catch a bus to an appointment.
- Students returning from an appointment must report to the office and sign in before returning to the classroom.

## **Technology**

St. Albert the Great provides students with technology and access to the school's electronic network. This network includes Internet access, computer services, computer equipment, and related equipment for educational purposes. The purpose of the technology and network is for instruction only. Students are not permitted to bring their personal laptops, Notebooks, Chromebooks, etc. to school.

### **Chromebook/iPad/Desktop Ownership**

Chromebooks/iPad/Desktop provided to students are the property of St. Albert the Great and/or Kettering City Schools.

- Students may not duplicate, alter, or destroy any hardware or software.
- Students may not make hardware modifications to the Chromebooks, iPad, or Desktop.
- Students will be expected to return the device on demand in good condition and working order.
- Any issue of performance with the device must be reported to the school immediately.

### **Acceptable Use**

The Archdiocese of Cincinnati requires that all students and teachers agree to and sign an "Acceptable Use" form. This form is included in the family packet before school starts and can be found on page 57. The form addresses both Internet and school use on the computers. If the form is not signed, the student will not be allowed to use the computer equipment in the classrooms, library, or computer lab.

- Files, data, programs, hardware, and/or software may not be shared unless authorization has been obtained from your teacher.
- File-sharing gaming software is prohibited.
- Use of instant messaging is prohibited.
- Students may not access inappropriate websites and/or content through the Internet.

### **General Unacceptable Behavior**

While utilizing any portion of the St. Albert the Great School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Use of speech that is inappropriate in an educational setting or in violation of school rules.
- Abuse of network resources, such as sending spam or chain letters.
- Displaying, accessing, or sending offensive messages or pictures.
- Use of St. Albert the Great School electronic network for commercial purposes.

- Promoting information that, if acted upon, could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Offering, providing, or purchasing products or services through this network.
- Attempting to access non-instructional school systems, such as student information systems.
- Use of school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Use of the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

**We expect that all St. Albert the Great students will act in a manner consistent with their Catholic Identity.**

### **Personal Electronics Policy**

The school prefers that personal electronic devices (cell phones, iPods, tablets, etc.) be kept at home. All communication should go through the office during school hours. **No exceptions will be allowed.** Our policy is that personal electronics will be confiscated if seen or heard during the regular school day—either in or around the school. A parent/guardian will be required to claim confiscated devices in the school office from 7:30 - 8:00 a.m. or 3:00 - 3:30 p.m. Teachers, staff, and administrators will not be responsible for confiscated items. The school is not responsible for lost or stolen personal electronic equipment brought to school.

Additionally, these devices may be checked by school personnel for inappropriate content and activity. If school authorities have reason to believe the device was used on school premises in an inappropriate manner, the principal will require the parent / guardian to check for such activity prior to the device being returned. Disciplinary action may be taken, should there be indication that the device was used inappropriately. Inappropriate use includes, but is not limited to, cheating, bullying, and taking images of inappropriate behaviors or content.

### **Lunch**

A hot lunch is provided daily for students.

- **Prices:** Student prices are \$1.75 for breakfast and \$2.85 for lunch. Reduced breakfast is \$.30 and lunch is \$.40. • [www.payschoolscentral.com](http://www.payschoolscentral.com): You will be able to view your student's account balance and purchases. All you need is the child's pin number. There is no charge to view your student's balance; however, there will be a small fee for making a credit card payment on the

website. You can add funds through our website, or you can make a payment by sending cash, or check to your school cafeteria. Please put payments in separate envelopes with child's name and pin number. If there is a NSF check there will be a charge of \$30.00.

- **Charging:** When students have no money or not enough money for lunch or breakfast, there is a limit (2) on how many “charges” they can have and still receive a complete meal. When students exceed the charge limit, they receive a peanut butter sandwich and milk at a reduced price of \$1.50. No charging is permitted during the last four weeks of school.
- **Free and reduced meal applications:** Children from families that earn below a certain income level can receive free or reduced lunches and breakfasts at school. You can find applications on our website at [www.stalbertnutritionservice.com](http://www.stalbertnutritionservice.com), in the school office or school cafeteria. Students who receive free or reduced meals last school year, and who wish to continue to receive them, must reapply and submit a new application by Sept. 15th. If this renewal application has not been approved by Sept. 15th, students will be expected to pay the full price for their meals starting on Sept. 18th. Parents, please fill out an application if you think you are eligible and return it to the cafeteria no later than Sept. 15th. If you have questions or need help with the application, please call our office at (937) 293-8217.

### **St. Albert Nutrition Service Wellness Policy**

St. Albert NS is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

#### **Nutrition Education:**

St. Albert NS will implement the health objectives relating to diet, nutrition, and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science and Health.

Teachers will be encouraged to integrate nutrition education across the curriculum in areas such as math, science, language arts, and social studies.

Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria.

School lunch periods will be scheduled to provide nourishment within a reasonable time frame from the start of the school day.

Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

#### **Physical Activity:**

Students will participate in the school's physical education program.

Physical education programs will implement the objectives of the 2006 Archdiocesan Graded Course of Study for Physical Education.

Physical education will include instruction of individual activity as well as competitive and non-competitive team sports to encourage life-long physical activity.

All classes will have access to recess according to the school schedule.

Discipline will be administered in ways other than depriving a student of recess or physical education class.

Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

**Other School-Based Activities:**

The school encourages the use of non-food rewards for student behavior.

The school encourages teachers and parents to provide a healthy snack, and to minimize sugary treats for classroom celebrations.

The After-School Care program will encourage physical activity and healthy habit formation.

The school will provide parent education on nutrition and the benefits of physical activity in the monthly newsletter through the course of the year.

**Nutrition Guidelines for foods available during the school day:**

The school lunch program will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.

The school will evaluate products sold on the premises offering healthy alternative snacks and beverages.

Drinking fountains will be available to students in the building.

**Guidelines for reimbursable school meals:**

The school will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch and special milk programs.

**Plan for measuring implementation of the local wellness policy:**

The school will survey students regarding their eating choices and physical activity during the school day and outside of school

# ACADEMICS

## *Curriculum*

St. Albert the Great School follows a Graded Course of Study, which is provided by the Archdiocesan Office of Education. This document contains the Philosophy of Education approved by the Archdiocesan Commission on Education and provides goals and objectives for each of the areas of study.

St. Albert the Great School curriculum includes: Religion, Language Arts, Reading, Math, Science, Health, Social Studies, Spanish, Art, Music, Physical Education and Technology. Each class emphasizes teachings at the proper age levels according to the curriculum guides of the Archdiocese.

## Liturgy

To help build the Catholic Christian community, all students, grades K through 8, attend weekly Masses. Students are actively involved in planning and participating in Mass.

We encourage parents to attend these celebrations as a witness to the importance of the Mass and as support to their child's faith development.

Liturgical celebrations are a very important part of the school week. The liturgies and prayer services are planned by the teachers and students and are for growth and spiritual development of the entire school community.

Students are required to enter church in a reverent manner. Any inappropriate behavior will be treated in a very serious way.

Sunday liturgy participation is expected from the St. Albert the Great Catholic parents and students.

Students will be offered opportunity to receive the Sacrament of Reconciliation during school year. Families are invited to attend the parish-wide penance services offered during Advent and Lent, and/or to consult the weekly bulletin or parish website for the regular penance schedule. We encourage parishioners to receive this sacrament on a regular basis.

Sacraments are received for the first time in the appropriate grades as follows:

- Reconciliation - Grade 2
- First Communion - Grade 2
- Confirmation - Grade 8

Christian community is established as an important part of our life. We observe the Church seasons, holy days, sacramental preparation, vocation and mission awareness, and daily prayers over STAL.

Christian service is another important part of our Catholic teaching. We strive to help our students become aware of their obligation to reach out and help others as active members of the Christian community. Service opportunities for all students are available during the course of the school year.

Catholic education in ongoing parent information programs is offered at the time the child is preparing for their first reception of a sacrament.

**It is necessary for parents to attend these meetings**

- to learn what your child is being taught,
- to understand your responsibilities in the preparation process, and
- to learn how preparation fits into the faith life of your family and the Church.

## **Homework**

Homework is defined as a student's out-of-class assignment given in a subject area. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Homework may fall into one of four categories: practice, preparation, extension, or creative.

It is the responsibility of the student to complete assigned homework. Parents should recognize the important role of homework and should make themselves aware of the assignments and expectations of the school and individual teacher. Parents may provide support and encouragement but should not complete a student's homework for them.

**In the event that your child is absent, you must request that his/her homework is gathered and delivered to the school office. This should be done when you call to report your child as absent prior to 8:30 a.m.**

Work and tests missed due to absences for illness must be made up according to the teacher's policy. Generally, students are permitted one make-up day for each day of absence; for example, a student who was out of school due to illness for two (2) days would have two (2) days after returning to school to have missing work turned in to the teachers.

Schoolwork and tests missed due to vacation must be made up within five (5) days of the student's return to school.

## **Plagiarism**

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas

incorporated into a student's paper to copying and pasting paragraphs from different websites or resources to handing in a paper downloaded from the Internet. All are plagiarism.

Many students make the mistake of thinking that if they simply rewrite information from a source in their own words, they are not plagiarizing. Plagiarism is not just about stealing someone else's words, but also stealing ideas.

Plagiarism includes:

- using a published author's work;
- copying directly from a book, magazine, newspaper, song, or Internet without using quotation marks and/or without providing the author's name and a bibliography;
- paraphrasing—putting the text in your own words—and not providing the author's name and a bibliography citation;
- summarizing—using key words, phrases, or ideas from the text—and not providing the author's name and a bibliography citation;
- using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or Internet without providing the author's name and a bibliography citation;
- using a friend's work (having him or her tell you the answer or part of the answer or copying their work); and
- cheating on a test (using notes or textbook when not permitted, or looking at someone else's test).

**A person who allows someone else to copy his or her work is as guilty of plagiarism as the person copying.**

Academic and disciplinary penalties will be determined at the discretion of the principal and/or teacher and can include suspension and expulsion. See Discipline Policy.

## Assessment

### **AIMSweb Testing**

Each student will be assessed in reading, math and writing to determine which students are at risk. This will happen in the FALL, WINTER, and END OF SCHOOL YEAR.

### **Basic Skills/Cognitive Abilities**

Students in grades 1, 2, 3, 4, 5, 6, and 7 will take the Iowa Test of Basic Skills and Cognitive Abilities Test. These standardized tests provide us with both national and local norms.



## **Advanced Math**

St. Albert the Great School offers an advanced Math Program.

- Pre-algebra will be offered to 7<sup>th</sup> grade students who achieve at the 8<sup>th</sup> or 9<sup>th</sup> stanine on the Non-verbal and Quantitative portions of the Iowa Test of Basic Skills, have a good work ethic, and are well behaved.
- Algebra will be offered to 8<sup>th</sup> grade students who successfully completed Pre-algebra.
- Not all students will be ready to take Algebra II or Geometry in their freshman year of high school.
- All 8<sup>th</sup> grade students in the Algebra class will be administered the Algebra End of Course exam offered by the State of Ohio in late April or early May.

## **Tutoring Program**

The St. Albert Tutoring Program's mission is to effectively implement and maintain student's assistance plans and to help students compensate for learning difficulties, enabling them to become independent, successful learners while at St. Albert the Great School and beyond.

The Tutoring Program's goal is to provide a fully mainstreamed academic support program for eligible students. Eligibility of students is determined on a case by case basis using the following evaluation tools: AIMSweb Benchmark testing in reading and math three times a year, STAR reading and math benchmark testing, grades, observation, and teacher/parent input.

## **RTI (Response to Intervention) Process**

RTI is a part of the general education effort for ALL students to integrate assessments and interventions in order to help those students who need academic interventions before they have greater difficulties. It is also a tool to see who might need additional challenges in the classroom.

The St. Albert the Great RTI model includes the following:

- High quality instruction for all students based on research and the standards defined by the Archdiocese of Cincinnati.
- Universal screening of all students in Grades K–8 three times a year to monitor academic growth.
- Tiered instruction to allow students to receive increasing levels of instructional help based on their specific needs in the general education curriculum.
- RTI is a fluid model and students should move throughout the tiers within the school year.

Tier 3: Intensive Intervention

- Student significantly below grade level
- Research-based interventions given in 1:1 setting to close academic gap

- Progress Monitoring given weekly to ensure adequate growth

#### Tier 2: Targeted Group Intervention

- Students at academic risk
- Research-based interventions given in a small-group setting to close the academic gap
- Progress monitoring two times per month to ensure adequate growth

#### Tier 1: Core Instruction

- For all students
- Universal screening three times per year
- Adjusted teaching to meet learning styles of all students in the classroom

Parental Engagement: Parents are provided information regarding their child's needs, interventions, goals, and expected progress, and time spent in each tier, with regular reports of progress or lack of progress and the right to request additional evaluations at any time. Parents are also encouraged to take an active role in assisting their child at home with homework and interventions recommended by the teacher.

Shared Ownership: All staff, the student, and the parents assume an active role in instruction and assessment for all students.

Data-Based Decision Making: The use of student data to guide the design, implementation, and adjustment of instruction. This data is gathered through:

- AIMSweb universal screeners given to all students in fall, winter, and spring to ensure adequate progress toward end-of-school-year grade level benchmarks.
- Progress Monitoring: Continuous measuring and data collecting to determine progress toward targeted skills with the purpose of appropriately adjusting instruction.

## ***Parent-Teacher Conferences***

Communication between the school and parents is extremely important. Parents and teachers have joint responsibility for a child's development. In order to help students, develop a well-balanced personality, both must cooperate in working out a suitable program of activities and experiences.

Individual parent-teacher conferences are the most satisfactory means of making this cooperative planning possible. On occasion when concerns arise, an appointment should be scheduled with the teacher first to resolve the situation.

The school faculty can schedule conferences with parents. We hope that parents will feel free to request a conference when the need arises. Since teachers have little free time during the day, please call or email the teacher and leave a message; the teacher will respond as soon as possible.

Please do not attempt to speak to a teacher before or after school without a scheduled appointment. Teachers must be in the classroom at these times to supervise children or prepare for the next day.

Do not go to a classroom during the day to speak to a teacher or child, or to drop off a forgotten lunch, book, or homework. Please bring all items to the school office and they will be delivered.

## **Standards-Based Quarterly Performance Updates for Grades K - 3**

Quarterly Performance Updates will be available online at **Option C** (located on our school website) for students in grades K through 3 the Friday following the end of each quarter.

*Paper copies of performance reports will be sent home one week after the end of each quarter.*

Standards-Based Quarterly Performance Reports have non-traditional marks:

- N/A - Not assessed this grading period
- 1 - Demonstrates limited progress toward proficiency
- 2 - Progressing toward proficiency
- 3 - Frequently demonstrates proficiency
- 4 - Consistently demonstrates proficiency

## **Traditional Report Cards/Quarterly Performance Updates for Grades 4 - 8**

Report Cards/Quarterly Performance Updates will be available online at **Option C** (located on our school website) for students in grades 4 - 8 the Friday following the end of each quarter.

*Paper copies of performance reports will be sent home one week after the end of each quarter.*

The grading scale for grades 4 - 8:

A+ = 99 – 100	A = 95 – 98	A- = 93 – 94	
B+ = 91 – 92	B = 87 – 90	B- = 85 – 86	
C+ = 83 – 84	C = 79 – 82	C- = 77 – 86	
D+ = 75 – 76	D = 72 – 74	D- = 70 – 71	F = Below 70

Interim reports for students are posted on **Option C** (located on our school website) beginning Thursday of the third week of each quarter.

***Paper copies of Interim Reports will not be sent home at mid-term.***

## **Academic Honors**

An Honor Roll has been established to recognize 4<sup>th</sup> - 8<sup>th</sup> -grade students who demonstrate academic excellence and follow school rules. The qualifications are:

- **High Honors** - To achieve High Honors a student must have all As on their report card.
- **Honors** - To achieve Honors a student must have all As and Bs on their report card.

## **Grade Advancement Policy**

The teachers and principal will consider the following factors in making promotion decisions:

- The student's cumulative average in each of the following: Reading, English, Math, Science/Health, Religion, Spanish (7<sup>th</sup> & 8<sup>th</sup>), and Social Studies;
- The student's basic skill development in Reading, Written Expression, and Math Computation;
- The student's work habits and organizational skills; and
- The student's attendance record.

Grade Repetition will be recommended in the case of a student whose cumulative average is 69% or below in any of the following: Reading, English, Math, Science/Health, Religion, Spanish (7<sup>th</sup> or 8<sup>th</sup>), or Social Studies.

## **Grade Repetition/Retention Policy**

Retention/repetition may be considered for any student whose absences during one school year exceed twenty (20) days. Absences more than 20 days will be acceptable only with a doctor's written verification of illness.

Parents of students who are experiencing academic difficulty will be notified at the end of the first semester and a mandatory conference will be held. Parents of students who are in danger of being retained will be notified by the third quarter midterm.

If a student has an average of 69% or below in any of the above-listed subjects, he/she may avoid retention by:

- a. Receiving tutoring in the subject by a certified teacher (one who holds a current State of Ohio teaching certificate), or
- b. Attending a certified/recognized/accredited summer school program that provides tutoring in the specific subject area.

Promotion to the next grade will be considered only if the student successfully completes the tutoring/summer school program and documents verifying successful completion are in the school office by August 1.

**The tutoring/summer school policy applies only to those students who have an average of 69% or below in one or two subjects. Failure in three or more subjects will result in automatic retention.**

In the event that a student does not meet the requirements for the grade level, the principal will make the final decision for retention or advancement for the upcoming school year.

# **EXTRACURRICULAR ACTIVITIES**

## ***Participation Policy***

At St. Albert the Great School, a student's participation in extracurricular activities sponsored by the parish or the school is an opportunity to respect our parish and is regarded as a privilege. As such, participation is primarily dependent upon a student's behavior as well as scholastic performance. It is important that careful judgment be used when it comes to determining a child's eligibility to participate.

## **Eligibility**

- Any student in Grades 4 through 8 who is failing two (2) or more major subjects (Religion, Language Arts/Expression, Reading, Math, Science, Social Studies, Spanish, and Computers) will not be permitted to participate in extra-curricular activities, including field trips sponsored by St. Albert the Great Parish/School. The student may not participate in any fashion until he or she is no longer failing two major subjects. This will be determined at the interim of the quarter (week five (5)) and every week thereafter.
- The first time within a calendar year that a student is declared ineligible, the principal will meet with the student and consult with the teachers to determine if there are any extenuating circumstances that should be given consideration. At the discretion of the principal, a student may be reinstated as eligible on a probationary period until the issuance of the interim for the new quarter.
- A student who has failed two or more major subjects at the end of a quarter (including the fourth quarter) for a second time during a calendar year is not permitted to participate/play for the entire quarter regardless of his or her subsequent interim report grades.
- The principal will notify the parents of the student and the president of the Athletic Association when the student is determined to be eligible or ineligible.

## ***Behavioral Expectation to Participate***

Students who fail to adhere to the Code of Conduct in this handbook may become ineligible for participation in sports, other extracurricular, and/or field trips.

Each time a student receives an in-school or out-of-school suspension, he or she will be ineligible to participate/play (including field trips) for a period of four weeks, starting with the date of suspension. A student expelled from St. Albert the Great School may not participate/play in any activity sponsored by St. Albert the Great Parish. Notice of the suspension or expulsion will be sent to the Athletic Association president or extracurricular moderator.

Also, eligibility for extracurricular activities requires that a student:

- Maintain regular, consistent attendance at school, and
- Arrive to class on time. (See Tardy Policy)

## **Athletics**

Grade school sports are frequently a student's only exposure to athletics as a participant. Participation in amateur athletic programs is a learning and growth experience while also providing enjoyment. The Athletic Association wants to provide that opportunity for as many students as possible.

The purpose of the Athletic Association is as follows:

- To serve as the officially recognized organization that provides, promotes, directs, and administers all athletic programs sponsored under the name of St. Albert the Great Parish;
- To promote spiritual, physical, mental, and social growth through the various athletic programs sponsored by the parish;
- To cooperate with the Parish Council and Education Commission to achieve the goals and objectives of the parish;
- To promote fundraising functions within the overall framework of the parish in order to finance the sponsored athletic programs.

The Athletic Board conducts several sport registration periods per school year, which are announced via the parish bulletins, school newsletters, and emails to parents. Registrations are conducted online through the Athletic Association website, easily accessible from the parish and school websites. Registration periods are conducted during the following months:

### **Spring (Fall Sports)**

Soccer (CYO/SAY/Stars)  
Golf

### **Fall (Winter Sports)**

Boys Basketball  
Girls Basketball  
Basketball (Peewee)

### **Winter (Spring Sports)**

Boys/Girls Volleyball  
Baseball (Peewee & CYO)  
Track (Munchkin & CYO)

Parents are welcome and encouraged to volunteer their time and talents in support of our athletic programs. Volunteer opportunities include:

- Coaching (head coach or assistant)
- Joining the Athletic Board
- Volunteering to work the annual fish fry fundraiser

## **Field Trips**

While it is encouraged that all students have the chance to experience out-of-school experiences, a field trip is a privilege. A student may be excluded from a field trip for any reason the staff and/or administration determines would be in the best interest

of St. Albert the Great School. If the student is not going on the field trip, school attendance is still required.

Financial hardship should not prohibit a student from participating in a field trip. The parent should contact the teacher/principal to work out a solution.

#### Duration of Field Trips

- Grades K - 3 may schedule field trips during the school day only. Departure may be no earlier than 8:15 a.m. and students must return to school no later than 30 minutes prior to dismissal.
- Grades 4 - 8 may schedule field trips that extend beyond the school day to allow for a broader variety of experiences. Departure may be no earlier than 8:15 a.m. and students must return to school no later than 6:00 p.m.
- Grades 5 - 8 may schedule overnight field trips.

### ***Muse Machine Adventure Program***

St. Albert the Great School participates in the Muse Machine Adventure Program, which incorporates the arts across all curricula. Teachers attend a three-day workshop each summer, then implement the ideas in their classes. This program gives students the opportunity to work with guest artists. Funding for the Muse Machine Adventure Program is generously made available by the St. Albert the Great PTO.

### ***Personally Fit - Optional Physical Education Program for Grades 5&6***

Funding for the equipment and personnel from Personally Fit has been donated by an interested, anonymous parishioner. The program is conducted by two Board-Certified personal trainers who provide strict supervision during the sessions to ensure the safety of the students. The goals of the program are:

- To enhance the school's physical education program.
- To educate students on the importance of exercise for a healthy life.
- To help students develop a knowledge of proper techniques in the use of weightlifting equipment.

### ***Library Policy***

- All Students in grades K through 8 may borrow books.
- Each student may check out a total of two (2) books at a time. When these books are returned, an additional one or two may be checked out.
- Books may be checked out for a period of two (2) weeks. A book may be renewed once for a two-week period. Special consideration for renewal will be given if the book is being used for a book report or research project.
- Any student with a lost or overdue book will not be permitted to check out another book until the outstanding book is returned, replaced, or paid for by the student.



- Fines accrue on overdue books at .05 cents per day. Fines are negotiable if the book is returned. If the book is lost, damaged, or destroyed, the student is responsible to pay the cost of the book.
- Library manners should be observed, especially the following:
  - Behave respectfully toward the volunteers who work in the library.
  - Use quiet voices
  - Handle books carefully.
  - Unruly behavior of any type will not be allowed.
  - Place books removed from the shelves in the return bin so they may be re-shelved correctly.
- Small groups of students (3 to 4 children) are welcome to use the library for research during open hours.
- The library will be unavailable to students while a younger class is being read to.
- Students will be allowed to use the computers and technology in the library. An "Acceptable Use" form must be on file with the Technology Coordinator for this privilege.

***The library is run by volunteers. We strive to have open hours from 8:30 a.m. - 2:30 p.m., Monday through Friday; however, there may be days or times when hours are limited.***

### **Video Usage Guidelines**

- Students in Early Childhood - 6<sup>th</sup> grade may be shown videos and/or films with a USCC A-1 or (G) rating.
- Students in Grades 7-8 or in high school youth program may be shown videos and/or films with a WSCC A-1, USCC A-2, (G), or (PG) rating.
- Videos and/or films with USCC A-3, USCC A-4, (R), or (X) are prohibited for all grade levels and the high school youth program.
- All use of PG-13 videos or films must be approved in advance by the Principal and Director of Religious Education.
- Requests for exceptions to any of the above-stated guidelines must be approved in advance by the Principal and Director of Religious Education.
- Staff members may check the video and/or film ratings in the following publications:
  - Catholic News Service - [www.catholicnews.com/movies.cfm](http://www.catholicnews.com/movies.cfm)
  - Catholic Telegraph Register
  - Local Dayton/Cincinnati Newspapers
  - Our Sunday Visitor's Family Guide to movies and videos copy in the Religious Education Office.
- General Usage statement:  
**It is the expectation of the Education Commission that films and videos be used to enhance instruction, guided by specific learning goals and/or objectives.**

Additionally, it is expected that each staff member will protect the instructional time-on-task of each learner every day of the school year.

# **BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY**

This policy was created by a team of parents and teachers, with student input, to be implemented school wide for the 2016-2017 school year. Our goal is to create a positive, safe and nurturing environment for all students.

## ***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. Our core values include:

- Compassion
- Humility
- Love
- Forgiveness
- Integrity
- Patience
- Gentleness
- Kindness
- Perseverance

While all students are expected to behave with respect and caring toward others, exemplary behavior is actively encouraged and commended by St. Albert the Great School's instructors and staff. Our Value Cards school-wide monthly recognition program highlights students "caught" displaying positive values. Also, within their classrooms or across grade levels, our instructors develop customized reinforcement programs to promote and acknowledge students' good behavior. Students will be recognized at the end of the quarter and school year for not receiving Tiers.

When student behavior falls short of expectations, offenses are categorized into two levels, Tier 1 and Tier 2, and addressed accordingly.

## ***Tier 1 Offenses***

*Include, but are not limited to, the following:*

- Disrupting class/ school activity
- Inattentive/off-task
- Arriving late to class
- Violating school safety rules
- Sleeping in school
- Misbehaving in church
- Being unprepared for class
- Damaging school/others' property
- Participating in a verbal altercation
- Violating school uniform code
- Chewing Gum

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

## **Tier 2 Offenses**

*Include, but are not limited to, the following:*

- Disrespect of school personnel, volunteers, or visitors
- Cell phone violation
- Stealing / lying / cheating
- Crude and/or profane language or gestures
- Jeopardizing a person's safety, including self
- Behavior contrary to the philosophy of the school
- Physical aggression toward other students/teachers

Any of the above may result in a lunch and recess detention or parent conference. Depending on severity or frequency of the offense, additional discipline could take place, such as Saturday detention (\$70 fee), 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 lunch and recess detention will be served and the parent/guardian will be contacted. Multiple lunch detentions (3 detentions in 1 quarter) will result in a Behavior Contract and a parent/guardian meeting with administration, teachers and student.

## **Weekly Student Conduct Sheet**

Each student will receive a Student Conduct Sheet weekly, on which any Tier 1 or Tier 2 offenses will be recorded. Students in Grades 4-8 are required to have their Student Conduct Sheet with them at all times. For students in Grades K-3, the teachers will keep the sheets and will send them home weekly (please initial and return the sheet to the homeroom teacher).

Please see the next page for a sample of the Student Conduct Sheet.

## Student Conduct Sheet (sample)

<b><i>At St. Albert the Great School, we value:</i></b>				
<b>Love :: Patience :: Perseverance :: Humility ... Kindness</b>	Name: _____			
	Week of: _____			
	<b>Behavior Code</b>	<b>Class/Date</b>	<b>Teacher Initial</b>	<b>Tier Level</b>
				1   2
				1   2
				1   2
				1   2
	<u>Tier 1 Behavior Codes</u>			
	<div style="display: flex; justify-content: space-between;"> <span>T – Talking</span> <span>U - Unprepared</span> <span>I - inattentive</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>G – Gum</span> <span>H - Horseplay</span> <span>D – Dress Code</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>O – Other (specify)</span> <span>M – Mass Behavior</span> <span>L – Late to class</span> </div>			
	<u>Tier 2 Behavior Codes</u>			
<div style="display: flex; justify-content: space-between;"> <span>X – Disrespect</span> <span>P – Phone violation</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>A – Physical Aggression</span> <span>C – Cheating</span> </div>				
<b>Lunch Detention Date:</b> _____ <small>(3 Tier 1 offenses in 1 week)</small>				
<b>Action Taken and Date:</b> _____  office referral (date): _____ parent contact (date): _____  other (date): _____				
<b>Compassion ... Forgiveness ... Gentleness ... Integrity</b>				

## ***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
- Any 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
- Personal electronics confiscation

We will communicate through phone calls, email, or parent-teacher conferences.

## ***Communication Process***

If you, as parent or guardian, are concerned, please follow these steps:

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

## ***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, reliable and resourceful in all environments.

### **Everywhere**

#### **Respectful**

- Respect personal space.
- Use facilities and supplies appropriately.
- Use proper language.

#### **Responsible**

- Have all supplies.
- Talk only when called on.
- Complete homework.

#### **Reliable/Resourceful**

- Use your resources.
- Inform adults of any problem/conflicts.

### **Classroom**

#### **Respectful**

- Talk with permission.
- Use kind words.
- Be honest.
- Encourage and support others.

#### **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.

#### **Reliable/Resourceful**

- Be a problem solver.
- Be cooperative.
- Use your resources.
- Work well within a group.
- Help those around you.
- Be patient.
- Manage your time wisely.

### **Hallway**

#### **Respectful**

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

#### **Responsible**

- Walk on the right side of the hall and stairs.
- Get materials and go directly to class.
- Keep hallway and locker clean and organized.

#### **Reliable/Resourceful**

- Think before you act.
- Manage your time wisely.
- Report any problems to an adult.

## **Restroom**

### **Respectful**

- Use facilities and supplies correctly.
- Respect others' personal space.

### **Responsible**

- Use facilities in a timely manner.
- Clean up after yourself.
- Wash your hands.
- Wait with your teacher if the restroom is crowded.

### **Reliable/Resourceful**

- 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.
- Only touch your food.
- Respect others' personal space.

### **Responsible**

- Clean up trash.
- Remain seated until dismissed by adult.
- Take turns on clean up detail.
- Walk.

### **Reliable/Resourceful**

- Raise your hand to report spills or request help.
- Direct all questions to an adult in charge.

## **Mass**

### **Respectful**

- Sit, stand and kneel quietly.
- Keep your feet in front, sit up straight and tall.

### **Responsible**

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

### **Reliable/Resourceful**

- If the song book is not in your pew, share with a classmate or borrow one from another row.

## **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.

### **Reliable/Resourceful**

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



## **ADDITIONAL POLICIES**

### ***Bullying and Cyber-Bullying***

**Definition:** Physical or emotional intimidation.

#### **Bullying Policy**

Physical or emotional intimidation is not tolerated at Saint Albert the Great School. Students are to treat everyone as Christ; bullying behavior will be subject to immediate disciplinary action.

#### ***Procedures:***

- Each incident of bullying behavior reported or observed is taken very seriously; incidents will be documented as well as addressed with those involved.
- Staff will report suspected incidents of bullying to the homeroom teacher(s) of both the victim and the bully, and an incident report will be created.
- Students who observe instances of bullying are encouraged to report it to their teacher.
- Documentation of incidents will be kept in a discipline file and used for monitoring purposes.

#### ***Responsibilities:***

Students will:

- Not bully other students,
- Try to help students who are bullied,
- Make it a point to include all students in activities, and
- Tell a teacher or administrator at school or an adult at home when they know someone is being bullied.

Parents will:

- Support the Student Responsibilities listed above,
- Encourage appropriate and respectful behavior,
- Model appropriate and respectful behavior, and
- Notify the teacher and/or principal if a child is being bullied.

Teachers/Staff/Administrator will:

- Enforce the rules and follow the reporting procedures,
- Model appropriate and respectful behavior, and
- Communicate in a timely manner with all parties involved.

### ***Reporting:***

A student will report bullying by:

- Telling the teacher or administrator about the bullying, or
- Writing a note to the teacher or administrator about the bullying.

Consequences for bullying may include, but are not limited to:

- Teacher/Counselor intervention
- Teacher intervention with demerit/detention
- Parent/Principal conference with all involved parties
- Suspension

Any student falsely reporting a threat of violence for the purpose of harming another student may be subject to disciplinary action.

### ***Pranking and Hazing Policies***

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

**Consequence:** 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***

**Definition:** Any activity of a sexual nature that is unwanted or unwelcome, on and off school property.

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

**Consequence:** Parent conference; disciplinary action will be at the discretion of the principal but could include suspension and/or expulsion and in extreme cases, prosecution under Ohio State Law.

## **Conduct 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 students or 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, emailing, 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
- The length can vary from 1-10 days
- 

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

## **Archdiocesan Policy on Threats in the School Setting**

If a threat is made from one student to another or from a student to a staff member or volunteer, the policy of the Archdiocese of Cincinnati requires that the following steps be taken:

1. Notify police.
2. Notify the parents of the student who made the threat, and those of the victim.
3. Talk with the involved students separately, in the presence of the police and a parent/guardian.
4. File a written report with the police.
5. **Place the student who made the threat on immediate intervention suspension. The student will be required to see a mental health professional. A report with the mental health professional's recommendations must be provided to the school before the student can be readmitted.**  
*Note: The parent chooses the mental health professional. The school counselor or psychologist may not make recommendations and may not be utilized as the mental health professional due to liability issues. Family doctors are the recommended contacts for advice concerning the selection of a counselor or psychologist.*
6. When readmitted, the student will be placed on a behavior plan devised by the school psychologist or counselor, principal, and teachers who work directly

with the student. The plan will be reviewed every three weeks until the recommendations of the mental health professional and/or the consequences of actions from the school have been met.

Although it is recommended that an intervention suspension and reinstatement in the school be used in most cases, the school can adopt an immediate expulsion policy if the situation warrants such action.

# UNIFORM DRESS CODE POLICY

## Approved Uniform

### Uniform Sources

Approved attire for regular school days, spirit days, and P.E. may be purchased from:

- *EPluno*  
At <http://stag.eplunoshops.com/>
- *Land's End*  
at <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900102781>

### Girls' Uniform

- Navy blue uniform pants, shorts, skirt, or skort are acceptable.
- **8<sup>th</sup> Grade Only** - Khaki pants, shorts, skirt or skort are acceptable.
- Ankle-length plain gray, black, navy, or white leggings may be worn under the jumper, skort, or skirt.
- Shorts or leggings must be worn under skirt or jumper if shorts are not built into the garment.
- *Jeans-style, corduroy jean and legging-style pants are not permitted.*
- *All shorts, skirts, jumpers and skorts are to be of modest length: within two inches above the knee.*
- Navy Blue Jumper with logo on front and white oxford shirt underneath

#### **Kindergarten - 3<sup>rd</sup> Grade**

- Plaid jumpers are optional.

#### **4<sup>th</sup> - 8<sup>th</sup> Grade**

- Plaid Skirt is optional.
- Uniform pants and shorts must have belt loops.
- Brown, black or blue belts must be worn with shorts and pants.

### Boys' Uniform

- Navy Blue uniform pants or shorts.
- **8<sup>th</sup> Grade Only**- Khaki pants or shorts are acceptable.
- *Jeans-style and corduroy jean and are not permitted.*

#### **4<sup>th</sup> - 8<sup>th</sup> Grade**

- Uniform pants and shorts must have belt loops.
- Brown, black or blue belts must be worn with shorts and pants.

## All Students

### **Shirts\***

- Hunter green, White or Grey short- or long-sleeved polo style shirt, tucked in.
- Plain white undershirts or turtlenecks may be worn under the approved uniform shirt.

\*A reminder about uniform shirts:

All students must have transitioned to the *new logo* (the cross A) on the polo shirt.

### **Sweaters/Sweatshirts**

- Navy blue sweaters of any style.
- Sweatshirts with the St. Albert the Great logo.

### **Socks, Footwear/Shoes**

- Visible solid gray, white or black socks must be worn with shoes.
- Small trademark logos are acceptable (Stripes and Elites are not permitted).
- Shoes must be a full-cut dress or gym style that tie or have Velcro. (No sandals or Crocs)
- Shoes are to remain on and fastened throughout the day.
- Boots are not permitted during school hours. (Ugg style)

## Physical Education Uniform (Grades 4-8)

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.

- St. Albert Gray/Hunter Green Gym Tee with our school logo
- St. Albert Solid Black or Hunter Green Gym Short with logo
- Solid Warm-up Pants with St. Albert the Great logo
- Uniform Socks
- Gym Shoes

## ID Cards

Each student must wear the ID card provided by the school all day long. ID cards are the property of St. Albert the Great School and may not be defaced.

Replacement ID cards will be charged to the student/family at a cost of \$5.00.

- Students in K-3 must wear the ID card on the school provided lanyard or clipped to the collar of their shirt.
- Students in grades 4-8 must wear the ID card on the school provided lanyard.

### **Outerwear/Hats**

- Before school, after school and during playground time, students may wear jackets, coats, pull-on pants, or sweats to stay warm. These items must be removed once inside the building.
- Ball caps and hats are not to be worn in the building at any time.

### **Hair and Jewelry**

- One post-style earring in each ear is permitted (for safety reasons).
- Sensible jewelry may be worn.
- Makeup, nail polish, etc. are expected to be worn with a sense of responsibility and not be a disruption to the educational process.
- No tattoos or temporary tattoos.
- Hairstyles: only haircuts/styles that do not detract from the educational process are acceptable. No designs are to be cut into the hair. No Mohawks.
- Boys may not have facial hair.
- Students are to have natural hair color only. Natural highlights are acceptable.

*The administration reserves the right to decide if any hair style, jewelry, piercing, accessory, choice of pants/shorts, or other aspect of appearance is proper for the school community atmosphere.*

### **Spirit Days**

- Students may choose to wear their regular uniform.
- Students may wear any St. Albert the Great Spirit Wear shirt or athletic shirt. Every shirt must have long or short sleeves. Sleeveless St. Albert athletic jerseys may be worn over a solid green, gold, or white t-shirt.
- Students may also wear solid-color shirts or t-shirts in the school colors of green or gold.
- High school, college, and professional sports shirts or sweatshirts may **not** be worn.
- Any pants/shorts may be worn as long as they are clean, neat, in good condition, and fit properly for modesty. **No leggings may be worn.**
- 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**

- 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. **No leggings may be worn.**
- 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.



# **STUDENT SAFETY**

## **Health Services**

The school nurse plays an essential role in the daily and chronic health needs of our students, both as a medical professional and as an advocate for the safety and health of all students and staff. Recognizing the physical, emotional, and social needs of the students enables the nurse to advocate and educate for their needs, to promote optimal learning in the school setting.

It is always our goal to provide a safe and healthy learning environment. Health services can support a student's academic success by providing health assessments, goals, planning, interventions, and evaluations in the school setting.

## **Clinic Hours**

The school nurse is available from 7:45 a.m. - 3:15 p.m. on scheduled work days.

The school nurse may be reached at (937) 293-9452, ext. 243 or by e-mail if you have any questions or concerns.

## **Emergency Medical Authorization Form**

All students are required by Ohio law to have an Emergency Medical Authorization Form on file, completed each academic year by the parent/guardian. The school must have emergency telephone numbers on file where the parent/guardian can be reached during the school day. It is the parent/guardian's responsibility to keep the school office informed of any changes to the contact information (phone number, email, etc.) during the school year.

**The Emergency Medical Authorization Form form must be completed and returned to the school within 10 days of the start of school.**

The form authorizes emergency treatment for a student who becomes ill or injured while at school and in cases when a parent/guardian cannot be reached.

## **Medical/Health Concerns**

A physical exam is required and a dental exam is recommended at the time of enrollment in St. Albert the Great School.

In order to ensure your child's safety and appropriate participation in school-related activities, it is necessary for the school to know of any health issues or medical diagnoses (asthma, food allergies, diabetes, seizures, etc.) that might affect the student while at school.

This information is to be written on the Emergency Medical Authorization Form in the Health Information Section. If these health issues limit the student's participation in school activities, please note this on the form.

Please provide updated information throughout the school year to the school nurse when changes occur. The school nurse may follow up with additional required forms that the parent/guardian and/or physician need to complete. All students with a chronic health condition will have an Individualized Health Plan on file. Emergency Action Plans are on file for all students with emergency health needs.

Medical information concerning students with special health needs will be shared on a need-to-know basis only with written consent of the parent/guardian.

### **Medication Procedure**

In compliance with the current State recommendation, a request form, available in the clinic, to administer over-the-counter medications as well as prescriptions, must be completed by the student's physician and parent. If medication must be administered, we are hopeful that parents will have all the forms completed during routine visits prior to the beginning of the school year.

**New forms must be completed for each school year.**

A small recent picture of the child is to be attached to the request form. Each family must provide medication that is to be used *in its original container* and labeled with the student's name.

**All medications must be brought to the clinic by an adult. Likewise, all medications that are unused will be given *only* to an adult when the medication is no longer needed.**

All medications not picked up will be disposed of at the end of the school year or within 30 days of the medication being discontinued. The first dose of a new medication may not be administered at school. These practices are to ensure the medication is given safely at school.

- Students may not keep any medication (prescription or over-the-counter) in their possession. State law does allow a student to carry emergency medication, such as an inhaler or epi-pen, on themselves ***only if a physician has ordered such and this order is on file in the clinic.***
- All medications are kept in a locked cabinet except those designated for permission to self-carry and self-administer, per physician order. All leftover medication is to be picked up at the end of the school year. If not picked up, the medication will be disposed of appropriately.
- A written record of medication administration is kept on file at the school.
- Students are permitted to keep cough drops in the clinic/classroom (per teacher discretion) if accompanied by a note from the parent/guardian.

### **Illness and Health Guidelines for Attendance**

To prevent the spread of illness between students, St. Albert the Great School follows the guidelines established by the Ohio Department of Health regarding attendance at school. Please adhere to the following guidelines and report health conditions to the

school nurse. This is not an all-inclusive list. If you have questions about whether or not to send your student to school, please consult with the school nurse at (937) 293-9452.

- **Fever (temperature 100°F or over)** - Your child will need to remain at home until he/she has been fever-free for 24 hours without the use of a fever-reducing medication such as Tylenol/Advil.
- **Vomiting** - Your child will need to remain at home for 24 hours after the last episode of vomiting.
- **Diarrhea** - Your child needs to remain at home for 24 hours after the last episode of diarrhea.
- **Infection Treated by Antibiotics - e.g., Pink Eye (Conjunctivitis) or Strep Throat/Scarlet Fever** - Your child will need to stay home for 24 hours after receiving the first dose of antibiotics. This return date does not change even if your child had the infection for several days and attended school before being diagnosed and started on medication.
- **Communicable or Contagious Disease** - Your child will be excluded from school until cleared by his/her physician with a doctor's note.

The above list of guidelines for school attendance also pertains to athletic and extracurricular activities.

When a student becomes ill at school, the school nurse or office staff contacts the parent/guardian using the contact numbers on the Emergency Medical Authorization Form.

- If the parent or guardian cannot be reached, the other emergency contact persons will be called.
- Only those persons listed as authorized to pick up the student may do so, and may be asked to show picture identification.

### **Accidents, First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic Emergency Defibrillation (AED)**

School personnel take every precaution to avoid and prevent accidents or injuries to students. A safe school environment, education of school staff/faculty on injury prevention and emergency response, and education of students regarding health promotion and injury prevention will help us achieve this goal.

The school has an AED in the building and several staff/faculty members are certified in CPR and use of the AED.

If for any reason the school nurse or principal deems it necessary, the emergency squad (911) will be called to have the student removed to the hospital. Parents will be notified immediately if such action is taken. If the parent/custodial parent/guardian cannot be contacted, school officials will follow the instructions listed on the student's Emergency Medical Authorization Form.

When a student receives an injury to the head, parents are notified at the school nurse's discretion. If the school nurse is not available when a student receives a head injury, office staff will notify parents by telephone.

Use of the elevator for students with injuries will be granted with a doctor's note only.

### **Immunizations**

Immunizations prevent the spread of disease and protect all students and staff who may come in contact with a disease. Therefore, a complete record of immunizations or exemptions is kept on file in each student's health record as required by section 3313.671 of the Ohio Revised Code.

St. Albert the Great School requires all students to be properly immunized in order to enter school, stay in school or progress to the next grade level.

**Students will be excluded from school after day fourteen of the new school year if the school does not have proper documentation of the required immunizations for the current school year** (Immunization Summary for School Attendance may be found here or on the school web page, under School Communications/Student Registration and Medical Forms/Immunization Requirements).

### **Students with Disabilities and Students with Special Needs**

Students' specific needs will be decided on an individual basis and appropriate educational alternatives considered. As stated in the Archdiocesan policies (540.03), provision shall be made for the identification of children with special needs, including but not limited to: the deaf, hard of hearing, visually handicapped, physically disabled, neurologically handicapped, emotionally disturbed, educable mentally retarded and learning disabled.

In many cases, the programs and services that best meet these students' specific needs are available and can be obtained through the local public school district.

### **Child Abuse and Neglect Reporting**

St. Albert the Great School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution Relative to Child Abuse and/or Neglect.

In addition, the school adheres to the Ohio Revised Code and the Archdiocesan Decree on Child Protection as they relate to child abuse and/or neglect, and reporting of such. Information regarding these procedures is available from the school principal upon request.

### **AIDS/HIV Policy**

St. Albert the Great School adheres to the policy established by the Archdiocese of Cincinnati concerning students or employees known to have Acquired Immune Deficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV). The school and parish recognize the need to protect the individual rights and health of persons infected with AIDS/HIV as well as the rights and health of those not infected.

Information concerning the health of any student or employee shall be treated as confidential and shall be made known only to those who are required to have such knowledge. Precautions are taken to control the potential transmission of any communicable disease, including AIDS/HIV.

Faculty and staff are trained yearly on preventing the spread of bloodborne pathogens. The policy of the Archdiocese of Cincinnati on AIDS/HIV is on file in the school office.

### **Health Screenings**

The school nurse will conduct vision and hearing screenings, as required by the Ohio Department of Health.

The results and follow-up of these screenings are documented in the student health records. Any findings that are outside of normal limits will be communicated to the parent/guardian for follow-up by the family physician or physician specialist.

### **Health Records**

In compliance with the Ohio Department of Health, the Ohio Nurse Practice Act and the Ohio Revised Code, complete and accurate health records are kept on every student.

School health records include immunization records, results of health screenings, physical examinations, student clinic visit notes, medical records or communications provided to the school nurse from other health providers, medication forms, and individualized and emergency plans of care.

Health records are confidential and the information in these records is shared only when a parent/guardian gives written permission, or when it is necessary for the overall welfare of the student, such as a life-threatening situation.

The school nurse is responsible for the maintenance of student health records.

## **School Security**

Student safety is the highest priority at St. Albert the Great School; our staff takes seriously their responsibility for your children during school hours.

***Please note: supervision for students is not available before 7:15 a.m. or after 3:15 p.m. Students not picked up by 3:15pm will be placed in our After School Program.***

## **Building Security**

For your child's protection, St. Albert the Great School has a security system that controls access to the building 24 hours a day. The building is monitored by audio and camera equipment. The outside doors are always locked with the following exception: 7:15 a.m. - 7:50 a.m. - doors open for students.

Visitors to the school should use the southeast entry door L (facing Far Hills Avenue). All visitors must report directly to the school office, sign the registry, and obtain a visitor's badge. The visitor's badge must be visibly worn at all times within the school building.

## **Disaster Drills**

Emergency, fire and tornado drills are very important and should be taken seriously at all times. Drills are conducted in silence. Doors are to be closed and lights turned out by the last student out, and students are to move quickly out of the building according to the directions from their classroom teacher. The secretaries will have the storage box, which contains all emergency information for all students and faculty.

- **Fire Drills:** Fire drills are held monthly throughout the school year to practice rapid safe exit from the building.
- **Lock Down Drills:** Security lock down drills will be conducted in the fall of each year. The purpose of these drills is to instruct students to be safe in the building in the event of a dangerous situation.
- **Tornado Drills:** Tornado drills are held monthly through the tornado season to practice rapidly getting to safe shelter inside the building.
- **Emergency Drills:** An emergency drill will be conducted yearly in order to evaluate our safety plan for those occurrences that effect our school in an emergent situation.

## **Emergency School Closings/Evacuations**

In the event of any emergency evacuation that forces the closing of school, students will follow the fire exit procedures posted in each room of the building. After gathering in the assigned staging area and taking attendance, everyone will proceed to the Trent Arena on the campus of Fairmont High School. Parents/guardians will be

contacted through *SchoolMessenger*, our phone and email messaging system, with instructions on how their children may be picked up.

## Transportation

### Car/Bicycle/Pedestrian

#### **Safety Reminders**

- Speed Limit on Parish/School Property is 10 mph.
- When students exit the vehicle, they should walk **IN FRONT** of the vehicle dropping them off and walk immediately to the safety area.
- If the traffic line has stopped, children may leave the car before reaching the school door area, but should *not* walk in front of other vehicles.
- For the safety of all pedestrians on parish property, stay in the drop-off line; **DO NOT attempt to pass other cars.**
- If you must enter the school during morning arrival time, please park in the church lot south of the rectory office. This will allow for a safe flow of traffic.

#### **Arrival**

*Arrival time on school days is 7:15-7:50 a.m.*

*Students may not arrive on the school campus before 7:15 a.m.*

**Drop-off Option 1:** Parents who bring their children to school may drop them off in the AT&T parking lot to the **west** of school, off of Dorothy Lane.

1. When first in line, please pull up to the front orange cone; this allows several vehicles at a time to drop off children in a safe manner.
2. Orange cones are placed in the driveway on the west side of the school building. Only staff may go beyond the cones. This area should not be used for arrival and dismissal traffic.
3. When exiting from the west side of the school, PLEASE NOTE: a left turn onto Dorothy Lane *is not allowed* from 7:30 - 8:30 a.m. and 2:30 - 4:00 p.m.

**Drop-off Option 2:** Parents who bring their children to school may drop them off in the parking lot between the Rectory and School on the **south** side of the school building.

1. Families entering the property from Far Hills Avenue must stay in the driveway adjacent to the Rectory (do not drive through the larger parking lot).
2. Children should be dropped off near the southeast door (L) of the school (near the chapel/elevator entrance).
3. When first in line, please pull up to the last orange cone to allow several vehicles at a time to drop off children.

Students may not be dropped off:

- Directly in front of the school on Dorothy Lane
- At the Kindergarten door



## Dismissal

Dismissal Schedule:      Bus riders & Walkers:      2:55 - 3:05 p.m.  
Car riders: PS/PK/Autism 2:55 pm  
Car riders:    K-8 3:05 p.m.

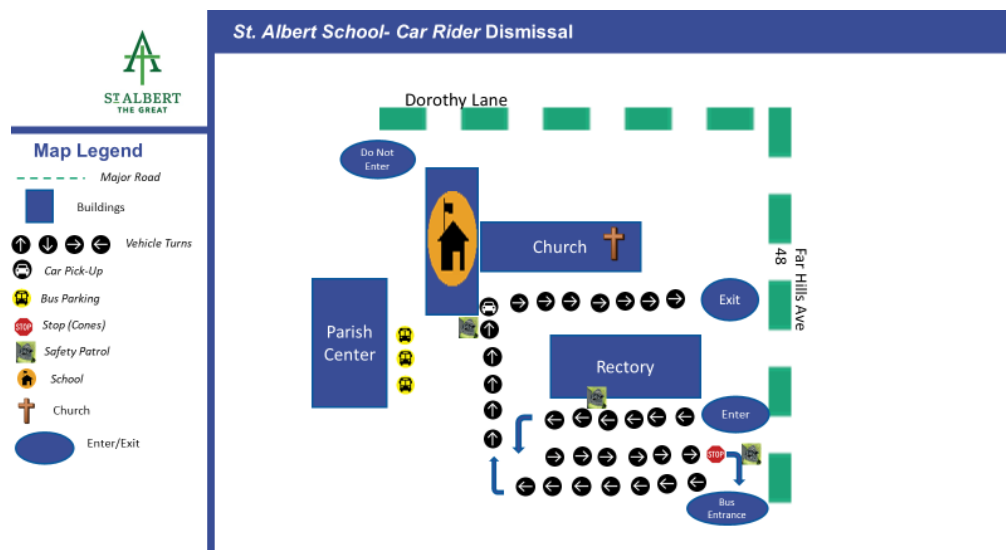
Walkers are to leave the parking lot/parish grounds immediately after dismissal.  
**Students may not loiter around the school or school grounds after dismissal time without parent supervision.**

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 2:55pm 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.



The school building is locked at 3:30 p.m. Students are not permitted to re-enter the building if they have forgotten books or supplies.

Students are not to go to the rectory office to request access to the school building after hours. No students are allowed to go into a classroom without a teacher present. Staff members, maintenance staff, and parish employees are not permitted to open a door for anyone to get into the building for any reason.

**Students remaining on school premises after 3:15 p.m. will be placed in our after school program for a fee.** Students can become confused and worried when they are not picked up on time. Chronic late pickups will be reviewed and addressed at the discretion of the administration.

### ***Bicycle Guidelines***

Bicycles are to be operated according to standard bicycle safety rules. Bike riders must wear safety helmets when riding their bikes, and must always yield to pedestrians, both on the sidewalks and in the parking lot.

Riders are required to walk their bicycle on the property of St. Albert the Great Parish. St. Albert the Great property includes all parking lots and sidewalks.

Bikes will be parked in the bicycle rack outside the southeast door (L) of the school by the chapel elevator entrance.

Bicycle riders are encouraged to securely lock their bikes. St. Albert the Great School and/or Parish is not responsible for lost or stolen bicycles.

### ***Skateboards & Inline Skates***

Skateboards and/or inline skates must be carried while on school grounds. They will be kept in the homeroom during school hours.

### **Buses**

Bus schedules, regulations, and routes for each school district are determined by that district's Board of Education.

The policies of all school districts' Transportation Departments regulate that students who are car riders and/or walkers may not ride any school bus to or from school.

Bus transportation arrangements may not be changed via notes from a parent or guardian. Any changes or exceptions must be approved by the Transportation Department of your school district, *not* the school office.

### ***Bus Behavior***

For safety reasons, bus riders must remain in their seats. Students may talk quietly; they are expected to conduct themselves so as not to distract the bus driver. Bus

drivers will report any discipline problems to their immediate superiors. Students are required by each school district to sign an agreement affirming that they will adhere to guidelines set by that district.

### ***Bus Transportation Reimbursement Information***

The Dayton and Miamisburg Boards of Education will reimburse families who provide their own transportation to St. Albert the Great School during the school year.

Call the school office for details on bus reimbursement. (937-293-9452)

### **Weather-Related Closings and Delays**

When adverse weather conditions exist, St. Albert the Great School will follow the decision of Kettering City Schools. We will contact families through *School Messenger* of any school closing. There may be other conditions such as heating or water problems for which it may become necessary to close only our school. If any of these situations should occur, parents/guardians and staff will be contacted through *SchoolMessenger*, our phone and email messaging system. Students and parents are also encouraged to listen to the radio, watch local television stations or check Facebook.

#### **RIGHT TO AMEND**

The administration retains the right to amend the Parent/Student Handbook.  
Parents will be given prompt notification if changes are made.

## PLEASE SIGN AND RETURN

Signatures of parent(s) and/or guardians and all students within the family, as an indication that they have read the handbook and accepted these policies and procedures, are required as a condition for attendance at St. Albert the Great School.

I have reviewed the St. Albert the Great School Handbook and will follow all policies therein.

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Student Signature \_\_\_\_\_ date \_\_\_\_\_

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Student Signature \_\_\_\_\_ date \_\_\_\_\_

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Student Signature \_\_\_\_\_ date \_\_\_\_\_

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Student Signature \_\_\_\_\_ date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ date \_\_\_\_\_

*This form must be returned to the school office no later than ten days after the first day of school.*

Please provide a valid email address and phone number where we may contact you during the school day.

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Parent: \_\_\_\_\_

# **RESPONSIBLE USE OF TECHNOLOGY POLICY**

Catholic School Office  
Archdiocese of Cincinnati

## **INTRODUCTION**

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

## **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

## **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy - User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy - User Agreement Form for any Student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's

technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take

place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

- I have read the terms and conditions of the **Responsible Use of Technology Policy**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

## Parent / Guardian Permission Form

I have read the terms and conditions of the **Responsible Use of Technology Policy**. I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ My student's name, grade, homeroom and signature appear above.

## *Archdiocese of Cincinnati Social Media Policy for Students*

The Archdiocese of Cincinnati Catholic School Office recognizes the value of emerging social networks as effective and relevant means of communication and marketing. There are risks as well as opportunities to be gained by entering this public arena. Therefore, the Archdiocese of Cincinnati Catholic School Office has established the guidelines and expectations for participation by students. When posting written material, photos or video on social media the students should:

- 1) Present themselves honestly in alignment with the requirements set up by the social network. Most social networks have an age requirement; adherence to these rules is required.
- 2) Protect their identity by not providing personal information that could be used by someone intending to do harm. Personal information includes: telephone, address, and present location. Only trusted acquaintances should be allowed to view personal profiles.
- 3) Present themselves with dignity. Postings involving alcohol, drugs, obscenity, nudity, or inappropriate activity will reflect negatively on you as a person and the school community.
- 4) **Be aware that what one posts remains in perpetuity (forever).** Even if deleted, access may be obtained by future employers, college representatives, law enforcement and etc.
- 5) Respect copyright and fair use laws. When posting ideas that are not your own, give credit to the author.
- 6) Use acceptable standards of grammar, spelling, punctuation, and tense when participating in clubs, school organizations and class communications. Try to limit use of abbreviations because they cannot be understood by all readers.
- 7) Keep communication positive and respectful, whether promoting opinions or refuting another's. Social networks should never be used for harassment, cyberbullying, intimidation, or threats, nor should they be used to criticize or ridicule other people, schools or organizations.
- 8) Be truthful and protect confidentiality. Do not use a social network as a means of gossip, perpetuating rumors or sharing confidential information about others.
- 9) Present a positive image of your Catholic School. Be a good ambassador and promoter of pride and school spirit for your school.

**Violation of these guidelines will follow student code of conduct and legal intervention as appropriate.**



**Social Media  
Policy**

**STUDENT/ PARENT AGREEMENT (Both Signatures Required)**

- I have read the terms and conditions of the Social Media Policy for Students.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the policies and conditions stated in the Social Media Policy.
- Additionally, I will be responsible for the consequences of inappropriate use of Social Media both on and off school property. I understand that consequences may include suspension or revocation of in privileges to access the Internet and/or other technological resources, detention, suspension, expulsion, and possible legal action.

User Name (Student (print)) \_\_\_\_\_ School St. Albert the Great School

User (Student) Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent / Guardian Permission Form**

I have read the terms and conditions of the Social Media Policy. I agree to support the school in the Social Media Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_