

PLEASE SIGN AND RETURN IMMEDIATELY

Signatures of parents and/or guardians and all students are required as an indication of having read the handbook and accepted these policies and procedures as a condition for attendance at Saint Albert the Great School.

I have reviewed the School Handbook and will follow all policies herein.

Student Signature **date**

Student Signature **date**

Student Signature **date**

Student Signature **date**

Parent/Guardian Signature **date**

Parent/Guardian Signature **date**

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

Mission Statement

Saint Albert the Great Catholic School in Kettering, Ohio

We are committed to teaching and living Catholic values, building personal character and achieving academic excellence.

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.
 - 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.
 - 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.
 - Attraction and retaining dedicated and inspiring faculty.

A Letter from the Principal....

Dear Parents and Students:

The entire staff joins me in welcoming you and your children to Saint 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 Saint 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,

Michael Kirry,
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 of time, talent and treasure 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 through your spiritual involvement in such ministries as Servers, Readers as well as other programs.

God bless you.

Fr. Tom Meyer,
Pastor

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Admission

The purpose of this admission policy is to define the specific entrance requirements necessary for a child to be considered for admission to Saint Albert the Great School.

In accordance with Christian principles, Saint Albert the Great School admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of sex, race, color, 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 Saint Albert the Great School is to provide a Catholic education for the children of the families of Saint Albert the Great Parish. Admission may be granted to students from outside the parish who provide evidence of good academic standing, excellent behavior, and meet the New Student Admission Exceptions/Requirements. The following regulations have been adopted:

1. All Catholic children of the parish are eligible for admission to Saint Albert the Great School.
2. All pupils to be admitted must accept the curriculum and discipline as provided in the school regulations.
3. The admission policy shall not be solely based on ability or achievement. However, since Saint 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 who live within established parish boundaries and with a sibling currently enrolled in the school.
3. Parishioners who are registered and supporting members of the parish who live within established parish boundaries and with no siblings currently enrolled in the school.
4. Parishioners who are registered and supporting members of the parish who live outside established parish boundaries and with a sibling currently enrolled in the school.
5. Parishioners who are registered and supporting members of the parish who live outside the parish boundaries and with no sibling currently enrolled in the school.
6. Catholic Families not registered in the parish with a sibling currently enrolled in the school

7. Catholic families not registered in the parish with no sibling currently enrolled in the school.
8. 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.

Ages for Admission to Kindergarten, Young Five Program and First Grade

No child will be admitted to kindergarten or the first grade unless he or she is five or six years of age on or before September 30 of the year of admittance.

Kindergarten Readiness Screening

Kindergarten children are given the Inventory of Readiness Skills and Development Test of Visual-Motor Integration upon entering school

Non-Catholic Enrollment

Saint 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 required to attend and participate in all religious services and complete daily class assignments in religion. The character of Saint 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.

New Student Admission Exceptions/Requirements

Since Saint 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 to 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 the first year as a student at Saint 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 non-parish students entering Saint Albert the Great School are required to:

1. Submit the Saint Albert the Great School Admission Application.
2. Submit a \$100.00 per student (non-refundable) admission fee.
3. If transferring from another Catholic or private school, attach a statement from that school indicating that all financial obligations are current.
4. Submit a copy of a Baptismal Certificate (Catholic Students Only).
5. Submit a completed Saint Albert the Great Parent Survey for Incoming Students.
6. Submit a copy of Birth Certificate.
7. Submit copies of the most recent report cards and standardized test scores.
8. Submit copies of any psychological reports or IEP' (Individual Education Plan).
9. Submit a copy of immunizations record.

10. Submit a copy of court order granting custody (in cases of divorce, adoption, foster parenting or other court ordered custody).
11. Obtain a principal or teacher recommendation from the previous school of attendance (to be sent by the previous school).
12. Interview with the Saint Albert the Great Enrollment Committee (Family Interview).
13. Take the Woodcock-Johnson Test of Achievement administered by the school counselor. Students will be tested prior to the 4th Friday in May.

The final decision regarding acceptance and grade placement of a new student will be made, with input from the Enrollment Committee, by the administration. Families will be notified of acceptance into Saint Albert the Great School by mail no later than the 3rd Friday in June.

Parent Cooperation as a Condition of Continued Enrollment

Believing:

1. That I have entered into a partnership with Saint Albert the Great School to create the best learning environment for my children, I will exhibit an attitude of respect when interacting with all staff members. Public confrontation with staff members is never appropriate.
2. In the commandment to love one another, I accept the school policy towards peace and non-violence. I acknowledge that it is unacceptable for children to inflict verbal or physical violence on another person. I will make every effort possible to set a good example and eliminate this behavior in my children.
3. In discipline as a value, I accept the discipline of my children by the members of the staff or volunteers that are administered within the school guidelines and accepted educational practice. My children will honor discipline provided under these guidelines.
4. That gossip is always destructive, I agree to remain silent or approach the appropriate staff member(s) in private when dealing with issues that concern me. I acknowledge that gossiping about school issues, teachers, and other staff members in front of school children, serves no useful purpose.
5. 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.
6. Volunteers are an extension of the staff, 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 just some of the ways the staff and administration of Saint Albert the Great School will communicate with parents:

- SchoolReach phone/email messaging system
- Online GradeBook
- School Web Page located at www.stalbertthegreat.net
- Teacher Web Homework Pages
- Email links to all teachers located on our school website
- Interim Reports
- Report Cards
- Parent/Teacher Conferences
- Weekly Packets of student work (grades k-4)
- School Community Meetings

Weekly communication regarding school news and upcoming events is sent home to each school family via our courier system in the Monday Envelope. The envelope is to be returned on Tuesday to the classroom teacher. There is a replacement charge of \$1.00 for each unreturned envelope.

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.

Class Size

It will be attempted to maintain the following class sizes to allow the philosophy of education and the educational goals of the school to be fulfilled.

1. Preschool will be in accordance with state requirements.
2. Kindergarten through fourth grade will have a 1 to 25-teacher/student ratio.
3. Grades five through eight will have a 1 to 30-teacher/student ratio.
4. Parish Council and School Administrators have the authority to make changes to class size.

Extended Absence Policy

Vacations or any extended absence, except illness, are discouraged. School work 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:

1. Give a two-week written notice that an extended absence will occur.
2. See that the work that is missed is made up in a reasonable time period, usually one week after the student's return. This includes the taking of missed tests or exams.
3. Provide a tutor for the student if necessary.

Grade Advancement Policy

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

- 1 The student's cumulative average in each of the following: Reading, English, Math, Science/Health, Religion, Spanish (6,7,8) and Social Studies
- 2 The student's basic skill development in Reading, Written Expression, and Math Computation
- 3 The student's work habits and organizational skills
- 4 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 (6,7,8) or Social Studies.

Students being tutored in Math will be required to achieve a 70% or better on a Basic Math Computation Test (to be administered by the staff of Saint Albert the Great School).

The above 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.

Grade Repetition/Retention Policy

General

1. 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.
2. 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.
3. If a student has an average of 69% or below in any of the above listed subject, 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, which provides tutoring in the specific subject area.
4. Promotion to the next grade will only be considered if the student successfully completes the tutoring/summer school program and documents verifying successful completion are in the school office by August 1.
5. 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.

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.

CBE – Competency Based Evaluation

Competency Based testing is done in grades 3 and 7. This test involves an Archdiocesan wide prompt given to the student. The student develops a written product. Area Catholic school teachers of the same grade level evaluate the product on a scale similar to the one used in proficiency testing.

Basic Skills/Cognitive Abilities

Students in grades 2, 4, 6, and 8 will take the Iowa Test of Basic Skills and Cognitive Abilities Test. These standardized tests provide us with both national and local norms. Results are mailed to parents/guardians.

Non-Custodial Parents

Saint Albert the Great school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order. The fee for providing two sets of paper work is \$25.00 and includes:

- A copy of the weekly school newsletter.
- A copy of the interim report sent quarterly.
- A copy of the child's report card sent quarterly.

FINANCIAL

Registration Fee

New Student Registration

Each new student desiring to attend Saint Albert the Great School will be required to pay a \$100.00 per student registration fee.

Kindergarten Registration

Parents wishing to enroll a child in Saint Albert the Great School Kindergarten will be required to pay a \$115.00 registration fee. This includes a \$100.00 registration fee and a \$15.00 (non-refundable) kindergarten-screening fee.

Presently Enrolled Students Registration

The fee is \$100.00 per family for returning parish and non-parish members.

Registration will be limited to those parish families who are active, contributing members with a minimum donation of \$520.00 per year (this averages \$10.00 per week). Registered parishioners who do not donate to the parish will pay out of parish tuition. If there are extenuating circumstances about this matter, parish families are asked to contact the pastor or the parish business office. (293-1191)

To register for the next school year, families must be current with tuition payments. If a family is not current, their registration will be held until their tuition is up to date.

Tuition

Tuition fees for each school year will be printed on supplemental information sheets distributed to parents. They are available in the school and rectory office

Saint Albert the Great School is supported by both the tuition paid by the parents and by our parish through Sunday contributions.

Tuition payments must be current for a student to receive their report card each quarter.

Tuition Commitment Forms are a part of the admission process. They must be signed and returned to complete registration each year. Tuition is a legal, binding expense.

Sister John Maureen Fund Scholastic Fund

This fund was begun in 1971 to honor the memory of the then recently deceased school principal, Sister John Maureen McGraw, SC. No parish child is refused a Catholic education because of inability to pay tuition.

- This fund is primarily funded by our parish tithing program and private donations and is, therefore, only available to the children of parishioners.
- Families need to re-apply each year for this Fund – there is no automatic renewal.
- Families must be registered, active members of Saint Albert the Great parish.
- All Families MUST pay the registration fee (presently \$100.00 per family)
- A Federal Income Tax return 1040 or 1040A form/s from all working adults in the home FOR the PRESENT TAX YEAR MUST accompany this application.
- Your children must have attended Saint Albert the Great School for one (1) full year before you are eligible to apply.
- Contact the parish business office (293-1191) to obtain an application form.

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. Payment will be required if books and/or school property are damaged or lost.

The final report card will not be issued until all books are returned and fines for damaged books are paid nor will records be released.

Tuition Refund Policy

All tuition payments and refunds are handled through the parish business office.

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

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

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.

No refund can be made on the \$15 screening fee for kindergarten.

Registration refunds, when applicable, will be issued from the parish business office.

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

Policy for payment or reimbursement of tuition for students entering or leaving Saint 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 would pay one-half for the quarter.

Students in attendance for more than one-half of the total number of class days in a quarter would 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 the payment in full of all tuition and any applicable fees.

Any deviation in this policy must be approved by the pastor, business manager, and principal.

ACADEMICS

Curriculum

Saint 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.

Saint Albert the Great School curriculum includes: Religion, Language Arts, Reading, Math, Science, Health, Social Studies, Spanish, Art, Music, Physical Education and Technology.

Religious Education Policy

The Religious Education Program at Saint Albert the Great School is based on a philosophy of Catholic Christian Life. The teachers, parents, and students work hand-in-hand to live a life of Christian faith, hope and love. The parents are the primary religious educators of their children. With parents and teachers building a foundation of positive religious attitudes, the students can establish a deep personal relationship with God.

The religion program is designed to provide quality education in a daily, Catholic atmosphere.

The doctrines, beliefs, oral teachings, and the heritage of the Catholic Church are taught in ways designed to best help today's students. The program presents and 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.

Parents are strongly encouraged to attend these celebrations as a witness to the importance of the Mass and as a support to their child.

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 Saint Albert the Great parents and students.

The Sacrament of Reconciliation is available during class time, Advent and Lent. Parents are invited to attend the parish-wide services offered during Advent and Lent with the entire family.

Prayer Services and Faith Families are also part of the religious experience of the children. Parents are always welcome at the community celebrations and the time and dates are included in the weekly newsletters.

The following sacraments are received for the first time in each of the corresponding grades:

- 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, sacrament preparation, vocation and mission awareness and daily prayers over STAL Channel 5, our school station.

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

Each class/grade will sponsor at least one service project during the year in addition to school-wide projects.

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

It is necessary for parents to attend these meetings:

- 1. to learn what your child is being taught,**
- 2. to understand what their responsibilities are in the preparation process,**
- 3. to learn how preparation fits into the faith life of their 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.

Suggested homework time is:

Kindergarten	15 minutes, one night a week
Grade 1	20 minutes, two nights a week
Grade 2	15 to 20 minutes, four nights per week
Grade 3	20-30 minutes, four nights per week
Grade 4	45-60 minutes, four 4 times a week
Grade 5 - 8	Students should be reading every evening. Homework depends on the daily work in each class. A number of projects are long term and should be worked on each night.

Please consult your child's teacher if you have a concern about the amount of homework being assigned.

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 your child in as absent prior to 8:30 a.m. All work is expected to be completed and returned to the teacher as soon as possible after absence.

Parent/Teacher Consultations

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 one of 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, you can call or email the teacher and leave a message, the teacher will return your call as soon as possible.

Please do not attempt to speak to a teacher before or after school unless you have 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, a child or to drop off a forgotten lunch, book or homework. Please bring all items to the school office and they will be delivered.

Advanced Math

Saint Albert the Great School offers an advanced Math Program taught by a licensed, certified math teacher for students in grades 7-8.

Based on a variety of factors, students are placed in a particular Math grouping in the 7th grade. The program provides students who excel in Math the skills necessary to take Algebra in their eighth grade year.

Muse Machine Adventure Program

Saint Albert the Great School participates in the “Muse Machine Adventure Program”. This program incorporates the arts across all curricula. Teachers attend a three-day workshop each summer and then implement the ideas in their classes. Students have the opportunity of working with guest artists. Funding for this program is made available through the efforts of your PTO.

Tutoring Program

The Tutoring Program serves the needs of students who need assistance to maintain the pace of the current curriculum in a safe setting and to help the student to be well rounded. Our mission is to help close the gaps with students who are at-risk of falling behind by continuing to build and provide a proactive learning environment.

This program was started by a parent of a special needs student 10 years ago. The tutoring program has expanded from K-4 to Pre-K to 8th in each subject area except for Algebra. A student maybe pulled during class or at another designated time. The decision when to pull a student is based upon needs of the student. A student who continues to struggle will come to the tutoring room during the year for homework, project and test support. These students will be pulled either during class time, study skills, study hall, and if 6th thru 8th will have study hall instead of Spanish.

The Tutoring Program will work with the teachers as a team to provide support for assignments. Teachers will provide lesson plans and/or brainstorming on how to best help the student. The student, parent, tutor and teacher will work together to resolve issues in the classroom. The tutoring program will maintain continual records and accountability of the student and whether he/she is progressing.

If a student fails to hand in homework on a continually bases (4 missing assignments), the student will be required to come to a Homework-After School program to work with tutoring program until the student is caught up with missing work. This program is also open to any student who wants help with their homework, projects, and study skills. The program begins immediately after school to 4:00 p.m. There will be a fee of \$1.00 per session.

Qualify for the Tutor program

There are several ways for a student to receive tutoring services. They are:

- Testing upon entry to the school and having low results automatically qualifies a student
- Teacher/Parent recommendation
- Currently on IEP (Individual Education Plan)
- Didn't qualify for an IEP
- going thru RTI (Response to Intervention) – see steps for RTI
- Team Teaching

If a student doesn't qualify for an IEP after going thru the RTI process, a Building Plan will be put in place for support for the student and current/future teachers.

Assessment

Each student will be assessed in reading, math and writing to determine which students are at risk. This will happen in the FALL (second week of school), WINTER (January 19), and END OF SCHOOL YEAR (May 14).

RTI (Response to Intervention) Process

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

Saint 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 grades K-8 three times a year to monitor progress.
- Tiered instruction to allow students to receive increasing levels of instructional help based on their specific needs in the general education curriculum.

Tier 3: Intensive Intervention

- Student significantly below grade level
- Progress Monitoring

Tier 2: Targeted Group Intervention

- Students at academic or behavior risk
- Progress Monitoring

Tier 1: Core Instruction

- For all students
- Universal screening 3 times per year

- **Parental Engagement:** Parents are provided information regarding their child’s needs, interventions, goals, and expected progress, 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:
 1. **Progress Monitoring:** Continuous measuring and comparing of student learning to determine progress towards targeted skills with the purpose of appropriately adjusting instruction.
 2. **Grade Level Benchmarks and Outcome Assessments:** The assessment used 3 times per year of all students compared to age and grade level standards; and the measurement of how students have performed at the end of planned instruction or the end of the year.

Personally Fit – Optional Physical Education Program for Grades 5-8

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:

1. To enhance the school’s physical education program.
2. To educate the student on the importance of exercise for a healthy life.
3. To assist the student in developing a knowledge of proper techniques in the use of weightlifting equipment.

Report Cards and Interim Reports

Report cards will be available online at **GradeBook** (link is located on our school website) for students in grades 4 through 8 the Friday following the end of each quarter. **Paper copies of report cards for grades 4 - 8 will not be provided unless requested in writing by the parents/guardians.**

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 – 78
D+ = 75 – 76	D = 72 – 74	D- = 70 – 71
Below 70 = F		

Report Cards for grades 1 – 3 (paper copies) will be sent home the Friday following the end of each quarter. Kindergarten report cards (paper copies) are issued at the end of the second quarter. These grades have non-traditional marks: (S) Strong Progress, (P) Satisfactory Progress, (N) Needs Time/Experience/Improvement, and (U) Unsatisfactory Progress.

Interim reports for students are posted on **GradeBook** (link is 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 for students unless requested in writing by the parents/guardians.**

Academic Honors

An Honor Roll has been established to recognize 5th, 6th, 7th, and 8th grade students who demonstrate academic excellence and follow school rules. The qualifications are:

High Honors – Students who achieve an A average (93% – 100%) in religion, math, science, reading, language arts, social studies, and Spanish (6, 7, 8 grades) and have at least a B average (85% - 92%) in art, music, physical education, and Computer Science.

Honors - Students who achieve a B average (85% - 92%) in religion, math, science, reading, language arts, social studies, and Spanish (6, 7, 8 grades) and have at least a B average (85% - 92%) in art, music, physical education, and Computer Science.

Students who have been suspended (in-school or out-of-school) are not eligible for the honor roll.

Students must have no unexcused absences during the specific grading period.

Video Usage Guidelines

1. Students in Grades Early Childhood – 6th grade may be shown videos and or films with a USCC A-1 or (G) rating.
2. 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.
3. Videos and/or films with USCC A-3, USCC A-4, O (R) or (X) are prohibited for all grade levels and the high school youth program.
4. All use of PG 13 videos or films must be approved in advance by the Building Principal, Curriculum Director and Director of Religious Education.
5. Requests for exceptions to any of the above stated guidelines must be approved in advance by the Building Principal, Curriculum Director and Director of Religious Education.

6. Staff members may check the video and/or film ratings in the following publications:
 - a. United States Catholic Conference's Office publications
 - b. Catholic Telegraph Register
 - c. Local Dayton/Cincinnati Newspapers
 - d. Our Sunday Visitor's Family Guide to movies and videos copy in Religious Education Office.
7. 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.

BEHAVIOR

St. Albert the Great School, as a part of the larger community of St. Albert the Great Parish, recognizes, supports, and will incorporate the "Code for Everyday Living".

The Christian Community of St. Albert the Great Parish's "Code for Everyday Living"

The people of St. Albert the Great Parish form a faith community in which we are all seeking to lead our lives, as Jesus would guide us. The community recognizes that, as we conduct our daily lives, we "teach by example;" and that individually and collectively we can have a missionary effect on others in our Parish, and those in our broader community. Thus, we support the following as principles to be used for daily guidance; and pray for the strength and wisdom to follow them.

Teach as Jesus

I will remember that Jesus taught by example. As parents, leaders, educators, children, and parishioners, we will learn from Him, our Master Teacher, and by our words and deeds will lead others in His way.

Respect of Person

I will remember that God lives in each of us; and in my daily conduct, I will treat others and myself with dignity and respect. Whenever possible, I will be supportive, inclusive, and nurturing of others. When I disagree it will be with the issue and not the person. I will be a person who can be trusted and respected.

Respect for Property

I will remember that Jesus taught us to be good stewards. When resources are made available to me, I will be responsible for using them wisely and for

conserving, protecting, and maintaining them

Respect for Order

I will remember that Jesus taught us to respect authority and to be responsible for, and accountable to our sisters and brothers. I will prayerfully "respect those among you who exercise authority in the Lord," "admonish the unruly," "cheer the faint hearted," and "be patient toward all." (1 Thessalonians 5, 12 to 18)

Respect for Language

I will remember that God has given us voice so that we can better honor Him. I will use this gift in a way that honors Him and that respects others.

Respect for the Needs of Others

I will remember that Jesus taught us to serve others. I am called to be generous with my time, talents, and treasure. "The greater among you will serve the rest."

Discipline Overview

The responsibility for enforcing the Discipline Policy and Code for Everyday Living rests with the students, parent's/guardians, teachers, the principal, as well as other designated school or parish staff members. A variety of discipline techniques will be used throughout the day. The principal maintains the right to respond to individual cases.

Classroom Expectations

1. Respect yourself, others, and property.
2. Listen carefully, and follow directions the first time given.
3. Raise your hand to ask a question, and wait to be called upon.
4. Stay in your seat unless you have permission to get up.
5. Walk in line quietly in the hallway.
6. Keep your hands, feet, and objects to yourself.
7. Come prepared for class:
 - a. In uniform with shirttails tucked in
 - b. On time
 - c. With needed books and supplies
8. Remain quiet and respectful during announcements and prayer.

Note: This will be posted in all classrooms.

Tardiness Policy

A. Tardiness to school: Student arriving from 8:00 – 8:30 a.m.

1. Students and parents are expected to work together so students are on time for school.
2. 5 times tardy to school = 1 recess detention
3. 1 recess detention for each tardy over 5.

4. The count of accumulated tardy points will be kept and managed in the school administrative office.
5. Students are either on time or they are not. There is no list that describes (excused) tardiness. However, at the discretion of the principal, some tardiness situations will be excused – such as, school bus transportation situations, weather related problems, doctor or dental appointments. Conditions such as overslept, 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, will not be excused. They will be marked as tardy.

B. Tardiness to class

1. Tardiness to class will be managed by the individual teacher.

Excessive or frequent tardiness to class will result in the teacher giving demerits

Teacher Detention

Teacher detentions are those assigned by individual teachers.

- These detentions usually occur when students do not follow the classroom management plan, and result in a minor disciplinary situation.
- Students may be asked to serve these detentions before school, after school, or during lunch recess, and they are usually served in the teacher's room.

These detentions may not accumulate towards Saturday detention or suspension.

Demerits

Demerits are part of the consequences for the discipline policy in grades 3-8. Teachers in K-2 may write demerits but tend to use other forms of consequences to better fit the child's age.

NOTE: This is a year-long accumulation of demerits.
The demerit count does not start over each grading period.

Students will receive demerits for repeated offenses, more serious violations of school rules and for behavior that will not be tolerated.

- **All demerits are to be signed by a parent/guardian and returned to the homeroom teacher the first school day following the infraction.**

- A signature on a demerit does not indicate approval or disapproval of the circumstances surrounding these disciplinary actions.
- Parents will be contacted if student fails to return signed demerit.
- Parents may request a conference.
- Demerits focus on student behavior, not academic performance.

The following list serves as a guide and is not all-inclusive of the types of behavior that may incur a demerit. Usually students will receive one (1) demerit per infraction; however, more serious infractions may result in multiple demerits.

1. Misbehavior at Mass
2. Any disobedience or disrespectful behavior towards a teacher, staff member, or parent volunteer.
3. Any disrespectful behavior or harassment towards another student.
4. Disruption of the educational process
5. Refusal to follow directions
6. Inappropriate/vulgar language or gestures
7. Not being prepared for class
8. Playground violations
9. Not returning signed forms, detention forms, tests, etc.
10. Talking at inappropriate times
11. Uniform/Dress Code violations
12. Lying
13. Leaving school grounds without permission
14. Gum chewing
15. Use of cell phones, ipods, and/or other electronic devices anywhere on school grounds during school hours, i.e. 7:15 a.m. thru 3:15 p.m. If students are using these devices they will be confiscated and will be **returned only to the parents/guardians of the student.**
16. **Bus Behavior:** Students who have been identified by their bus drivers as a discipline problem will be subject to the discipline policy of Saint Albert the Great School as well as their school district bus policy. This matter will be decided after a communication session between the principal and the student's bus driver.

Consequences for Demerits

Accumulation of the
Number of Demerits

Consequences

- | | |
|---|--------------------------------|
| 1 | (1) school detention |
| 2 | (1) school detention |
| 3 | (1) school detention |
| 4 | (1) school detention |
| 5 | (1) Saturday school assignment |

6	(1) day in-school suspension
7	(1) school detention plus <u>Parent Conference</u>
8	(1) Saturday school assignment
9	(1) school detention
10	(1) day in-school suspension
11	(1) school detention
12	(1) Saturday school assignment
13	(1) school detention plus <u>Parent Conference</u>
14	(1) day out of school suspension
15	(1) school detention
16	(1) Saturday school assignment
17	(1) school detention
18	(2) day out of school suspension
19	(1) school detention plus <u>Parent Conference</u>
20	Removal from school

Students will be required to complete all work assigned during any suspension.

School Detentions are linked to the school demerit program.

1. School detentions will be assigned according to the list of consequences for demerits.
2. School detention will be held on Tuesdays and Thursdays from 3:15pm-3:45pm.
3. School detention will be held in the room of the supervising teacher.
4. Students are expected to be on time, tardiness may result in additional demerits.
5. Detention students are expected to sit quietly. Misbehavior in detention may result in additional demerits or Saturday school assignments.
6. **Students missing or absent from detention will be assigned an additional demerit and school detention.**
7. Detention will be supervised by teachers and demerit totals will be kept in the administrative office.

Saturday Detention

Saturday detentions will be held on an appointed Saturday from 8:30 to 10:30am. A \$70.00 fee will be assessed. Students must be in uniform while serving detention. If a student fails to serve an appointed Saturday detention an in-school suspension will be served the following Monday and the fee must be submitted at that time.

Payment is due on the day of the assigned Saturday detention or in-school suspension and checks should be made payable to St. Albert the Great School. Students not paying the fee at the time of the detention or in-school suspension will not be permitted to return to school until the fee has been paid.

Any eighth grade student that has not served an assigned detention, Saturday School, or suspension will not be permitted to participate in any graduation activities including the traditional final field trip.

Sexual Harassment

Students who engage in sexual harassment on or off school premises will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, sexual electronic transmissions, propositions, and body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

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

Suspension and Expulsion

There are certain instances of misconduct that are subject to immediate action and could result in an automatic suspension or expulsion. Examples of such misconduct include, but are not limited to:

1. Any intentional damage or destruction of parish or school property. All property is to be restored.
2. Any intentional damage or destruction of faculty, employee, school parent, or other school volunteer's property. All property is to be restored.
3. Any verbal, written, or implied threat or verbal/physical assault on or against any person or their property and /or the parish/school property.
4. Possession or distribution of pornographic materials.
5. Possession or use of tobacco products while on parish/school premises, on a school bus, or at a parish/school related function taking place on or off parish/school premises.
6. Possession of a lighter, matches, or any other object used to start a fire while on parish/school premises, on a school bus, or at a parish/school related function taking place on or off parish/school premises.
7. Possession or pretended possession, and use of alcoholic beverages. The student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school. The prescribed treatment plan must be followed if the student is to be considered for continued enrollment.
8. Possession or pretended possession, and use of drugs, look alike drugs or inhalants. The student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school the

prescribed treatment plan must be followed if the student is to be considered for continued enrollment.

9. The selling of any drug, drug look alike, inhalant, alcohol, drug related paraphernalia.
10. Possession, pretended possession, or selling of a weapon which includes guns, bullets, pocket knives or nay other object which is intended to cause physical harm.
11. Complete disregard for school assignments or instructions given by school personnel.
12. Truancy
13. Theft (property is to be restored in kind).
14. Violation of the Internet Acceptable Use Policy.
15. Plagiarism/Cheating
16. Forgery

The student is a Saint Albert the Great School student at all times (24/7). A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school administration.

Suspension

A student may be suspended for violating any of the prohibitions listed above. Further, the principal may suspend a student if he/she believes the student's misconduct or continued misconduct warrants a suspension. The duration of the suspension will be determined by the administration.

Suspensions may be served in-school or out-of-school. All suspensions have grade consequences. A student who has been suspended may not receive a grade higher than 70% on any assignment, test, project, or other work completed on or during the class period or the day(s) of the suspension. In either instance, students are expected to complete all assigned academic work and return it on the day and time expected. In the case of out-of-school suspensions, it is the parent's responsibility to pick up daily assignments and return assignment to the school office.

A student serving an in-school suspension will not be allowed to participate in all privileges such as recess, lunch with friends, gym class, assemblies, athletics, and all other activities sponsored by the school.

A student serving an out-of-school suspension will not be permitted on school property unless attending Saturday/Sunday Mass until the suspension has been served. The student forgoes any extracurricular activity sponsored by the school or Athletic Association. See Participation Policy in the Extra-curricular section of this handbook.

In cases where a student is suspended, these procedures are to be followed:

- Written notification is to be sent to the parents and student indicating the

reason for suspension. The notification should also include the length of time of the suspension.

- A conference must be held between the school representatives and the family before or during the suspension.
- When a student's behavior constitutes a threat, endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

Expulsion

A student may be expelled for violating any of the prohibitions listed above. Further, the principal may expel a student if he/she believes that a student's misconduct or continued misconduct represents such a danger to individuals or to the school or so threatens the school's educational environment that expulsion is warranted.

If a student receives 10 demerits before the end of the 2nd quarter, the principal will review the student's discipline record and can recommend expulsion.

In cases where a student is expelled, these procedures are to be followed:

- The advice of the psychologist, physician, social worker, or other appropriate persons may be sought.
- Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
- A hearing must be held between the school representatives and the parents.
- A report detailing the reasons for expulsion must be sent to the Superintendent of Schools.
- Parents who believe their child has been expelled from school for insufficient reason have the right to appeal in writing, to the Superintendent.

Cafeteria Behavior

The cafeteria is a gathering place for students to eat lunch. In order for this to be an enjoyable experience, certain rules must be followed. Because the ages of the students are so varied, we have general rules for grades 1-4 and grades 5-8.

General Cafeteria Rules

1. All students will enter and exit the cafeteria in an orderly, timely, and quiet manner.
2. All students are expected to eat lunch. This is accomplished by either purchasing a school lunch that was ordered during homeroom or by bringing a sack lunch.
3. Sharing food and borrowing of money is greatly discouraged.

4. Non-lunch items should not be on the tables during lunch period so that no damage or problems are caused. No items are to be placed on the cafeteria heaters as this is a fire hazard and forbidden by Jarod's Law;
5. Students are not allowed to have "fast food" brought into them by an adult.
6. Students are expected to sit and act respectfully during the lunch period.
7. Walking around the cafeteria while eating food or eating over the trash cans is not permitted.
8. Students may not leave the cafeteria with food unless permission has been given.
9. Table washers will be assigned to wash the tables after each lunch period.
10. Students are responsible for cleaning all trash off their table and floor area and any requested by the cafeteria volunteers. All chairs must be pushed under the table.
11. Students may not leave the Cafeteria without notifying an adult.
12. Students may not return to their classrooms. Forgotten money will result in a lunch charge. Forgotten coats will be directed to the recess monitors
13. Students will be respectful and cooperative with the Cafeteria Supervisor, all Cafeteria employees, and the parent volunteers.
14. The Cafeteria Supervisor will have the authority to issue demerits.

Cafeteria Rules - Grades 1-4

1. Students must go to their assigned table and be seated until the cafeteria supervisor directs the students to get in line to purchase a lunch or drink.
2. Students must raise their hand to ask permission to throw away their trash. This is to be sure that students have eaten a healthy lunch.
3. Students will be permitted to purchase a snack after eating their lunch and having had received permission from the supervisor or a volunteer. The snack bar will close at least 5 five minutes prior to the end of each lunch period.
4. Students must raise their hand to request to get out of their seats to go to the bathroom, etc.
5. Students are expected to line up for recess quietly.

Cafeteria Rules - Grades 5-8

1. Eighth grade students will sit in cafeteria 1, i.e. the cafeteria nearest the kitchen.
2. Students buying a school lunch and/or milk will do so as soon as they enter the cafeteria. There is to be no line cutting.
3. Students may not save seats or tell other students where they may or may not sit.
4. Students may not change seats once they sit down. Seats may be assigned as necessary.

5. Students may get out of their seats during lunch only if they are purchasing snacks or requesting to use the bathroom.
6. Students will throw their lunch trash away when they leave the cafeteria - not on the way to get snacks.

7. There are to be no more than eight (8) students at a table - no student should sit at the end of a table unless there is only one student sitting alone and permission has been given by the cafeteria supervisor or a cafeteria volunteer.

Consequences

1. Students will be given a verbal warning if their behavior is not acceptable.
2. Students may be asked to move to a time-out spot.
3. Students may remain in the cafeteria and lose their recess time.
4. Students may be removed from the cafeteria for the lunch period and placed in a supervised setting depending on the seriousness of the situation.
5. **Students may receive demerits for serious behavior problems such as throwing food, causing a disturbance with other students or willful disrespect to fellow students, cafeteria supervisor, cafeteria volunteers and/or cafeteria employees.**
6. If a student refuses to eat, the teacher, and principal will be notified. Parents may be contacted since this behavior can cause serious health problems if not addressed.

HEALTH

Health Services

Healthy and safe children are better learners. The role of health services is to support the student's academic success by providing health assessments, goals, planning, interventions and evaluations in the school setting.

Clinic Hours

The school nurse is available Monday through Friday from 7:30 a.m. – 3:00 p.m.

The school nurse may be reached a 293-9452, ext. 243 or by e-mail.

Environment

St. Albert the Great School is a smoke-free environment.

Wellness Policy

Saint Albert the Great School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. The school is guided by a Wellness Policy in accordance with Section 204 of Public Law 108-265. The policy lists strategies utilized in the school setting for nutrition, physical activity, and health promotion. These strategies are utilized by St. Albert the Great staff, faculty, and families to assist children in being physically and mentally fit, healthy and ready to learn.

The St. Albert the Great Wellness Policy may be found in the school clinic and is posted on the clinic web page. Additionally, there are approved suggestions for healthy snacks, school parties, and school fundraisers under the Wellness Section of the School Health web page. Starting the 2011-2012 school year, no food sales or fundraisers, other than those foods approved by Ohio Law S210 (check with Linda Gibson in Food Services), may occur on the school grounds, during school and afterschool care hours.

Food Allergy Policy

Saint Albert the Great School provides a safe environment for students, faculty, and staff with food allergies. The Food Allergy Policy may be found in the school's Health Office/Clinic and is posted on the School Health web page. All parents of students with food allergies will receive a written copy of the policy. Each school year, these parents must provide the school with all the appropriate documentation listed in the policy, including a recent photo of the student.

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 maintenance of the student health records.

Emergency Medical Authorization Form

Annually, at the beginning of the school year or upon admission to St. Albert the Great School, parents/guardians receive an Emergency Medical Authorization Form to be completed on each student attending school.

This form must be completed and returned to the school within 10 days.

This 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. When information on the Emergency Medical Authorization Form changes during the school year, please contact the school nurse to update the form.

Any student without an Emergency Medical Authorization Form on file may not leave school property or participate in field trips.

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.

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 the student 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 (Ohio Department of Health current school year requirements may be found on the clinic web page).

Proper documentation includes a letter from the child's health care provider, a copy of the student's immunization record or a school form signed by the health care provider.

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 concerning whether or not to send your student to school, please consult with the school nurse at 293-9452.

Fever (temperature 100°F or over) - Your child needs 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.

Infection Treated by Antibiotics - If your child is prescribed antibiotics for any infection (strep throat, pink eye, etc.), he/she will need to stay home for 24 hours after receiving the first dose. 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.

- ***Pink Eye (Conjunctivitis)*** - Your child will need to remain at home for 24 hours after the first dose of eye medication from your physician. A doctor's note is required if diagnosis is not conjunctivitis.

- ***Strep Throat/Scarlet Fever*** - Your child will need to remain at home for 24 hours after receiving the first dose of antibiotics.

Vomiting - Your child will need to remain at home 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.

Earaches and Undiagnosed Rash (not insect bites) – Your child should stay home and be seen by a physician. Please have a physician’s note sent to the school nurse when your child returns to school.

Chickenpox-Your child needs to remain home until the last pox has scabbed and is fever free.

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

These guidelines provide good information regarding when a student should or should not participate in athletics or extra curricular 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.

A student who has, or has evidence of, a communicable or contagious disease will be excluded from school until cleared by his/her physician.

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 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.

An injured student is taken to the clinic. The school nurse determines the severity of the injury. In case of a major injury, the parents are notified as soon as possible. Arrangements are made to take the student home or to the family physician.

If a seriously injured student cannot be moved, the student will be made as comfortable as possible and the emergency squad (911) will be called.

If for any reason the school nurse or principal deems it necessary, an ambulance 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.

Medication Policy

When it is necessary for school personnel to assist with the administration of medication (prescription or over-the-counter) the following procedure is mandated by section 4723-13-02(C) of the Ohio Administrative Code, and the Ohio Revised Code 4723-01(B) and 4723-32:

1. Medication, whether prescription or over-the-counter, will be administered **only** if accompanied by the provider's request for dispensing prescription medication at school form properly completed by the physician and parent/guardian/custodial parent. These forms are available in the school office or on the clinic web page.
2. Medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, route of administration, time of administration, and licensed prescriber's name.
3. New request forms must be submitted each school year, and as necessary, for changes in medication order.
4. Medications and the signed permission forms must be turned into the school nurse or school personnel in the school office by the parent/guardian.
5. 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.**
6. All medications are kept in a locked cabinet except for those designated for permission to self carry and self administered per the physician order. All leftover medication is picked up at the end of the school year. If not picked up, the medication will be disposed of appropriately.
7. A written record of medication administration is kept on file at the school.
8. Students are permitted to keep cough drops in the clinic/classroom (per teacher discretion) if accompanied by a note from the parent/guardian.

Health Screenings

The school nurse will conduct BMI, vision and hearing screenings, as required by the Ohio Department of Health and the Ohio Revised Code sections 3313.50, 3313.673 and 3313.69 and S210.

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

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. Information regarding these procedures is available from the school principal or school counselor upon request.

Students with Disabilities/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.

Acquired Immune Deficiency Syndrome (AIDS) Policy

St. Albert the Great School adheres to the policy established by the Archdiocese of Cincinnati concerning students or employees known to have AIDS.

The school and parish recognizes the need to protect the individual rights and health of persons infected with AIDS and the rights and health of those not infected.

Information concerning the health of any student or employee shall be treated as confidential information 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.

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

STUDENT LIFE

ARRIVAL

Parents who bring their children to school may drop them off in the AT&T parking lot to the West of school off Dorothy Lane.

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.

Students may also be dropped off at the south east door (by the chapel/elevator entrance). If the traffic line has stopped, children may leave the car before reaching the school door area. When the children leave the car, they should walk IN FRONT of the car dropping them off.

FOR SAFETY, STUDENTS MAY NOT AT ANY TIME BE DROPPED OFF DIRECTLY IN FRONT OF THE SCHOOL ON DOROTHY LANE OR AT THE KINDERGARTEN DOOR.

Due to the confined area on the East Side of the school, students cannot be dropped off in this area.

If you must come into the school during this morning arrival time, please park in the south church lot by the rectory office and not by the area closest to the church. This will allow for a safe flow of traffic.

Students may not arrive on the school campus before 7:15 a.m. Students who arrive before 7:50 A.M. are required to go to the cafeteria to wait for the bell to ring. Students are expected to use the time to study or read.

Dismissal

Parents who are picking children up should park behind school, in the south lot by the rectory. The staff will attempt to escort any student in the areas of moving cars.

Dismissal Schedule:	Bus Riders	2:50 P.M – 3:10 PM
	Walkers & Car Riders	3:10 P.M - 3:15 PM

Parents/guardians are to pick up students at 3:10 PM.

A parent must call the school office if a child is not going to be picked up at this time. **Students not picked up by 3:30 p.m. will be sent to the After-School Program.**

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

Students who participate in extra curricular school programs are expected to go to the cafeteria and wait until the adult in charge of the program is present. No students are allowed to go into a classroom without a teacher present.

Coaches who have practices after school are to see that the students come to the practice area right after school and not remain in the parking lot (playground) area.

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 for a key to enter the school building after hours. Staff members, maintenance staff, or parish employees are not permitted to open a door for anyone to get into the building for any reason.

The gate between the parish center and school building is closed during the day to prevent individuals from driving through the grounds during school hours. This gate will remain closed until 5:45 P.M. Please do not open the gate and drive through after school as this area is used by our After School Program and by students practicing for school sports programs.

The staff of Saint Albert the Great Parish/School is not responsible for a student who remains after normal pick-up times

Tardy

The start of the school day is 8:00 a.m. when the bell rings and prayer begins. At that point, teachers will close their doors. Students arriving after the door closes are asked to pray quietly wherever they may be standing and then report to the office to pick up a tardy slip. No student will be admitted to the classroom without this slip from the school office. Consequences for repeated school tardiness are listed in the Behavior section of this handbook.

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

8:00 – 8:30 a.m. – Tardy

8:31 – 10:30 a.m. – $\frac{1}{4}$ day absent

10:31 – 12:30 p.m. – $\frac{1}{2}$ day absent

12:31 – Full day absent

Absences

As a precautionary measure, parents/guardians are required to call the school office before 8:30 A.M. to report their child's absence.

A telephone call will be necessary even if another child in the family reports the absence to the office before 8:30 A.M.

The school will contact parents who do not call in to report an absent child. This is a very serious obligation for both the parents and the school

A **written excuse** stating the reason for absence is required when a child returns to school.

Children should be kept home if there is evidence of illness, sore throat, fever or rash. See Health Guidelines for more information.

Truancy

Truancy is declared when a student is absent from school without authorization and parental consent.

Leaving school during the day without the approval of the principal will be treated as truancy.

After School Program - A.S.K. (After School Kids)

The After School Program is an after-school care program for those children who are unable to go home after school due to their parents working or for drop-in for the occasional need of a parent not to be present for the student.

This program is operated by Saint Albert the Great School as a service to help provide quality care for their students and is self funded.

A director and an assistant director supervise the program. There are at least two supervisors on duty every day.

Activities include homework time, supervised play outside, reading, and games. The program runs from 3:00 P.M. through 5:45 P.M. on school days only.

Additional information can be obtained by calling the school office.

Supervisors in the After School Program are not responsible for any students who stay after school but are not enrolled in the program.

Call the school office at 293-9452 for further information and for rates for this program. The director is available before the program begins at 3:00 pm. for you questions.

CAFETERIA POLICY

School Breakfast Program

School breakfast is offered at Saint Albert the Great School.

Numerous studies and reports on the health habits of American youth reveal that our children's eating habits today can cause health problems in the future.

Eating a nutritious breakfast can reverse some of these trends.

School Lunch Program

When your child does purchase a meal, they have an option known as "offer versus serve," a strategy that is intended to reduce plate waste. Students have the option of choosing at least 3 of the 5 meal components. The 5 components are

- a serving of meat,
- two fruit/vegetable choices,
- a bread or grain serving,
- milk.

It is would preferred that students select all 5 components since each provides specific nutrients important to health and growth.

Our school cafeteria also offers a variety of snacks each day. Students have a choice of what they purchase.

If you wish your child not to purchase snacks, please do not send cash with your child.

Students are not permitted to purchase snacks unless they have either packed a lunch or purchased lunch in our lunchroom.

Children that owe for a lunch charge are not permitted to buy snacks, until all charges are paid.

Grades 1, 2, 3 and 4 have a snack break every morning.

Children may provide their own snacks or purchase snacks from the cafeteria.

- 1st through 6th grade parents may pre-pay for your children's lunch and milk.
- 7th and 8th grade parents may pre-pay for their children's lunch, milk, and ala-carte lunch line.
- The cashier will be available for parents/students to put money on the cafeteria debit system every morning between 7:30-8:00 A.M.

- Money may also be sent in an envelope marked with the student's name, homeroom number, teacher's name, and pin number.

The system will only work for students if there is money, pre-paid, in their account.

Please make checks payable to Saint Albert the Great School Cafeteria.

If a student forgets their lunch money or fails to bring in a packed lunch, they will be given permission to call home for their money or for a packed lunch. If your child was unable to contact you, he/she will fill out a charge slip from the cashier. All charges are to be paid the following day. If the charge has not been paid, the student's parents will receive a letter stating the amount their child owes.

If the charge has not been paid after 3 notices have been sent home, the charges will then be sent to the principal for collection. Students will only be permitted to charge up to three lunches. After the child has charged three lunches, they will no longer be able to charge and will receive a peanut butter and jelly sandwich.

Free and Reduced price lunches are available to families who qualify. Applications are sent home to each family at the beginning of the school year. If an application is needed, contact the cafeteria manager at 293-8217.

No fast food/take-out orders may be brought to the lunchroom by parents.

Parents who wish to have lunch at school with their children need to notify the school office 24 hours in advance.

Lunch/Recess Schedule:

Kindergarten	Lunch 10:50 – 11:25	Recess 11:25 – 11:45
Grades 7 & 8	Lunch 11:00 – 11:25	Recess 11:25 – 11:45
Grades 5 & 6	Recess 11:00 – 11:25	Lunch 11:25 – 11:45
Grades 3 & 4	Lunch 11:45 – 12:05	Recess 12:05 – 12:30
Grades 1 & 2	Recess 11:45 – 12:05	Lunch 12:05 – 12:30

Birthdays

All the students' and teachers' birthdays are announced, and their names appear on the birthday bulletin board located in the school Cafeteria. They also receive a birthday tag, which will allow them to receive a free cookie at the snack bar in the cafeteria.

If you wish to provide a treat for a birthday celebration, please notify the teacher in advance. Treats should be individually wrapped so they require a minimum amount of clean up. If you are going to celebrate your child's birthday at lunch

please pass out the treat in their homeroom or have enough for the entire grade level. No cakes will be allowed.

If you are planning a private party and do not plan to invite the entire class, mail invitations instead of passing them out at school.

Sending flowers or balloons are a distraction to the learning process and will not be delivered to the student.

Bicycle Guidelines

Bicycles are to be operated according to standard bicycle safety rules. Bike riders must wear safety helmets when riding their bikes. Bike riders 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 Saint Albert the Great Parish and the AT&T Parking Lot located on the west side of the school building. Saint Albert the Great property includes all parking lots and sidewalks. It is strongly suggested that students not ride bicycles on Far Hills Avenue and/or Dorothy Lane past the Saint Albert the Great property lines.

Bikes will be parked in the bicycle rack provided at the southeast door of the school by the chapel elevator entrance.

ALL STUDENTS ARE ENCOURAGED TO HAVE A LOCK ON THEIR BIKES. SAINT ALBERT THE GREAT SCHOOL AND/OR PARISH IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN BIKES.

Book Bags and Book Covers

Each student (grades 1-8) must have and use a weatherproof book bag.

Likewise, each textbook must be covered throughout the year.

The student and his/her family are responsible for any lost or damaged books.

Building Security

For your child's protection, Saint Albert the Great School has a security system which 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 exceptions:

7:15 am – 8:00 am – doors open for students

8:50 am – 9:00 am – doors open for preschool students

11:50 am- 12:00 pm – doors open for pre-school & young 5s

When visiting the school other than the above listed times, use the southeast entry door and press the button to notify the school secretaries of your presence.

The school secretaries will then buzz you into the building. All visitors and guests must report directly to the office, sign the registry, and pick up and wear a guest badge while in the school building.

Bus Transportation

The school districts of Kettering, Centerville, Jefferson Township, Sugarcreek, and West Carrollton provide bus transportation for those eligible students. All bus schedules regulations and routes are determined by those public school districts' Board of Education.

The list of bus riders is kept at the public school districts' transportation office. Withdrawals, new enrollments, or changes of address necessitating changes in bus schedules should be made known to our office so that the information may be given to appropriate teachers for their information only. The phone number of the school district transportation office can be obtained at the school office.

Any changes in the regular pick-up or drop-off of **ANY** student must be cleared by the Transportation Department of your school district. If your family should move during the school year, please be sure to inform your school district of the change.

It is the policy of all of the school district bus transportation regulations that students who are car riders and/or walkers may not ride any school bus to and from school.

Notes from a parent or guardian are not acceptable to change bus transportation arrangements. It must be done only through the Transportation Department of your school district. Only they can clear any exceptions, not the school office.

Behavior

All students are required to sign a form in the front of this Handbook agreeing to abide by the rules listed herein. The parents of younger children will explain these rules to them and sign for their children

For safety reasons bus riders are expected to remain in their seat. Students may talk quietly, and they are expected to conduct themselves in a manner as not to distract the bus driver. Bus drivers will report any discipline problem to their immediate superior. Students are required by each school district to sign an agreement agreeing to adhere to guidelines set by that district.

Bus Transportation Reimbursement Information

The Dayton and Miamisburg Boards of Education will reimburse families who are eligible for transporting their children to Saint Albert the Great School during the school year.

Dayton reimbursement forms are sent to the Saint Albert the Great School office for eligible students.

Miamisburg reimbursement forms are available at the treasurer's office located at their Board of Education offices.

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

Disaster Drills

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 by the last student, lights turned out, and students are to move quickly out of the building according to the directions from the teacher in the classroom they are leaving. The secretaries will have the storage box, which contains all emergency information for all students and faculty.

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.

Fire Drills

Fire drills are held monthly throughout the school year to practice rapid safe exit from the building.

Dress Code

The dress code at St. Albert the Great School as defined herein is to be adhered to at all times by all students. The administration and faculty reserve the right to make the final decision on the appropriateness of clothing and dress.

The purpose of the St. Albert the Great School dress code is to promote our Catholic identity and to foster a uniform, respectful environment at school.

The code is designed to instill responsibility and self-discipline in our students. It discourages distractions from current fashion trends. The dress code is in effect from the time students enter the building until 3:15 p.m. The dress code applies to field trips and other school sponsored activities unless otherwise indicated by the school.

St. Albert the Great School Uniform Dress Code Program/Policy

I. GIRLS:

A. Young 5's – 3rd Grade

- 1. Plaid jumpers, blue pants, blue shorts or blue skorts**
- 2. White tops, polo shirt, turtleneck or oxford cloth**

B. 4th Grade – 8th Grade

1. Uniform Plaid skirts, blue skirts or navy blue pants.
2. pants/shorts must have belt loops and girls must wear belts, only black, brown or blue belts are permitted.
3. White tops, polo shirt, turtleneck or oxford cloth shirts.
4. Navy blue shorts or skorts may be worn any time
5. Skirt length should at a length appropriate for a Catholic school, i.e. two (2) inches above the knee is the guideline.
6. Girls are required to wear shorts under their skirts or jumpers.

II. BOYS:

A. Young 5's through 8th Grade

1. Navy Blue pants or navy blue shorts
2. Grades 4 through 8 boys pants/shorts must have belt loops and the boys must wear belts, only black, brown or blue belt colors are permitted.
3. White tops, polo shirt, turtleneck or oxford cloth

III. SOCKS/LEG WEAR

A. Young 5's – 8th Grade

1. All students must wear socks
2. Socks need not be visible, short sport socks are acceptable
3. Girls may wear white full length tights
4. Sock colors are solid white, blue, green, gray, black; additionally, socks with a top trim stripe or trademark symbol are approved.

IV. SWEATERS

A. Young 5's – 8th Grade

1. Boys and girls may wear solid color sweaters, any style
2. Approved colors: Navy Blue, Hunter Green, White, Gray
3. Sweaters with St Albert the Great School logos are approved but optional

V. SWEATSHIRTS

A. Young 5's – 8th Grade

1. Boys and girls may wear sweatshirts with St Albert the Great School logos.

VI. GENERAL INFORMATION

- a. All Uniforms may be purchased from the Apple Heart Uniform Store in Miamisburg or Lands' End (landsend.com).
- b. Any of the white tops, polo shirts, turtleneck or oxford cloth and any of the solid color sweaters may have a St. Albert logo (optional).

- c. 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 in the building.
- d. Footwear/shoes – All students, all grades, must wear shoes that have backs. Only full cut shoes with the heel covered are acceptable.
- e. When worn, jumpers/skirts, shorts or skorts must be fitted and/or tailored at an appropriate length for modesty and respect for all.
- f. Girls are required to wear shorts under their skirts or jumpers.
- g. Navy Blue pants or navy blue cargo pants are acceptable.
- h. Ball caps and hats are not to be worn in the building at any time. Sleeveless shirts, blouses or dresses are not to be worn at any time.
- i. All uniform dress code regulations apply during field trips.
- j. All undershirts must be plain white with no lettering or design marks.
- k. All tops or shirts, polo shirts, turtlenecks or oxford cloth shirts are to be tucked in. Shirttails are to be worn tucked in and neat.
- l. For safety sake, shoestrings must be tied
- m. Earrings, bracelets, make-up, live strong bands, jewelry, nail polish, rings, etc. are expected to be worn with a sense of responsibility and not be a disruption to the educational process.
- n. No tattoos or temporary tattoos.
- o. Hair styles: only hair cuts/styles that do not detract from the educational process are acceptable. Boy's hair may not be longer than their collar and bangs should be cut above eye level. No designs are to be cut into the hair. No Mohawks.

Non-Uniform Days

This non-uniform day dress code was developed by the student council officers to allow Saint Albert the Great students the enjoyment of special out of uniform days. All students are expected to support their efforts. Parents will be called to bring appropriate clothing if these rules are not followed.

Spirit Days

- Students may choose to wear their regular uniform.
- Students may wear any STAG Spiritwear shirt or athletic shirt. Every shirt must have long or short sleeves. Saint Albert athletic jerseys which do not have sleeves may be worn over solid green, gold, or white t-shirt.
- Students may also wear shirts or t-shirts in the school colors of solid green or solid 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. Shorts may not be shorter than two (2) to three (3) inches from the floor when kneeling.
- Shoes must be as specified in the regular dress code. One green and one gold sock is permissible.
- Students may not color their hair, paint their face 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.

**May Crowning (Blue) Saint Valentine's Day (Red) Saint Patrick's Day (Green)
Healthy Heart (Red) Mardi Gras (Green, Gold, Purple)**

- Students may choose to wear their regular uniform.
- Students may wear the appropriate color shirt/blouse that has a collar and uniform pants, shorts, skirt or jumper.
- Students may wear the appropriate color t-shirt or sweatshirt over a uniform shirt with uniform pants, shorts, shorts, skirt or jumper.
- Shoes must be as specified in the regular dress code.
- High school, college, and professional sport shirts or sweatshirts may not be worn.
- If it is not referenced, it is not permitted.

School Picture Day

- Students may dress as if you are going to church. No jeans or t-shirts.
- Students may choose to wear their regular uniform.

Early Dismissal

Consistency in learning means that the student must be present in class to be a part of the learning environment. If it is at all possible, please refrain from scheduling appointments during school hours.

When it is absolutely necessary that an appointment must be scheduled during school hours, students MUST leave from the office. Students in grades K through 6 must be "signed out" by an adult. Upper level students may sign themselves out, but must wait in the office to be picked up. No student will be allowed to walk or catch a bus to an appointment. If it is not possible for the parent to come into the school building for the student, i.e., on crutches, small children in car, etc., arrangements can be made by calling the school for the student to leave the office unaccompanied by an adult.

Parents whose children will be leaving are to write a note for the student on the morning of the appointment indicating the purpose and the expected time the student will be gone. Students returning from an appointment must report to the office and "sign in" before returning to the classroom.

Emergency School Closing and Delay

When adverse weather conditions exist, Saint Albert the Great School will follow the decision of Kettering City Schools. 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 **SchoolReach** our phone and email messaging system. Students and parents are also encouraged to listen to the radio or watch local television stations.

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 attendance has been taken, everyone will proceed to the Trent Arena on the campus of Fairmont High School. Parents/guardians will be contacted through **SchoolReach** our phone and email messaging system with instructions on how their children may be picked up.

Field Trips

While it is encouraged that all students have the chance to experience out-of-school experiences, field trips are considered privileges and students can be denied participation if they fail to meet the academic and/or behavioral requirements found in the extracurricular participation policies found in this handbook. If the child 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 to workout a solution.

Guidance Counselor

The Counselor's office is located at the front of the building in the school office area. The counselor is an integral part of the overall educational and emotional well being of each child in our school.

The duties of the counselor are varied but will usually include:

1. Counsel students in matters of school, health, friendship, learning, and family to name just a few topics. This may be done as a whole group or individually.
2. Participate in the teaming process by evaluating student's educational teaming styles and depth of knowledge.
3. Participate in the Intervention Assistance Team as a means to identify students who might be at risk either emotionally or educationally.
4. Play an important part in the school community.
5. Provide a consultative service to teachers, parents, and administrators.

Library Policy

1. All Students in grades K through 8 may borrow books.
2. Each student may check out a total of two (2) books. When these books are returned an additional one or two may be checked out.
3. 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 book reports or research projects.
4. **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.**
5. 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.
6. Library manners should be observed, especially the following:
 - Respectful behavior toward the volunteers who work in the library.
 - Use quiet voices
 - Handle books carefully
 - No unruly behavior of any type will be allowed.
 - Place books removed from the shelves in the return bin so they may be re-shelved correctly.
7. Small groups of students (3 to 4 children) are welcome to use the library for research during open hours.
8. The library will be unavailable to students while a younger class is being read to.
9. The library is run by volunteers. We strive to have open hours from 8:00 a.m. – 3:00 p.m., Monday through Friday; however, there may be days or times when hours may be limited.
10. 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.

Messages

If there are other messages for students, parents and guardians and other groups are asked to notify the school before 2:30 P.M. 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.

No phone calls will be allowed to see if a student may go to someone's house after school, or 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.

Education Commission

The purpose of this consultative commission is to assist in the formulation and review of the policies for the administration of all of all of the educational programs conducted by St. Albert the Great Parish.

Education Commission members are elected from the parish community and assist in the formulation and review of all adult, religious education department and school educational policies and programs in the parish. Specific duties include developing and supporting the strategic plan, evaluating the effectiveness of parish educational programs, and promoting the various educational programs available to parishioners.

The Education Commission meets throughout the school year on the second Thursday of each month. The meetings are open and parish members and parents are welcome to attend, particularly if they have questions or concerns regarding St. Albert the Great School.

PTO - Parent Teacher Organization

The purpose of this organization is to provide resources for the school as well as to initiate and support programs, which enhance the education of the students.

All parents/guardians of children attending Saint Albert the Great School are automatically members. All parents are asked to join with this supportive and indispensable organization to help them enhance the student life of our school.

The PTO Board meets on the second Monday of each month. The meetings are open and parents and interested parishioners are welcome to attend. Parents are encouraged to become of this active Board.

Recess, Playground

Outside activity is an important part of the physical and emotional makeup of any student. The purpose of the following rules is to provide a safe environment for all students.

1. During all recess times, students are to remain on the designated blacktop area unless given permission to use the field and playground equipment by the supervising playground coordinator and/or teacher.
2. For safety reasons, no tag should be played on the equipment, and students are not to use their feet on the slides.
3. Students should not move into the path that cars use to get a ball without permission of the teacher or playground monitor.

4. No bats, Frisbees or hard balls/objects of any kind are to be used at recess.
5. Students should not gather around the doors to the school or Parish Center.
6. Students are not to reenter the school building once they have gone outside for recess.

Search and Seizure

The United States Supreme Court ruled in *New Jersey v. 105 SCt. 733 (1985)* that schools do not need a search warrant or probable cause to search students and their belongings. Although Saint Albert the Great School is not bound by the Fourth Amendment search and seizure requirements, the following procedures will be required to ensure the student's right to dignity:

- A parent/guardian is to be notified.
- A search of a student's property must be done by two staff members.
- A search of an individual must be done by two staff members of the same gender as the person being searched.

Desks, cubbies, and lockers are considered the property of Saint Albert the Great School and can be subject to a search by the principal or his/her delegate at any time.

Skateboards & Inline Skates

On school grounds, skateboards and/or inline skates must be carried on arrival and departure from school. They will be kept in the homeroom until that time.

Technology

Students will have access to various kinds of technology in the classroom, library and computer lab. Students are expected to be honest and respectful when they use any technology at Saint Albert the Great School and Parish.

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. 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.

Toys

All too often students bring inappropriate items to school which disrupts the learning process. To help with this problem we ask that cell phones, radios, tape recorders, CD players, electronic games, comics, any kind of cards, (including baseball, basketball, action figures) stuffed animals or anything which would interfere with the learning process remain in the students 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.

Visitors

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

All visitors including parents/guardians are to sign in at the office upon entering the school. They will be given a guest badge and are required to wear it while on school property.

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

All visitors are asked to call the school office and give 24-hour notice of their wish to visit the building.

EXTRA CURRICULARS

Participation Policy

At Saint Albert the Great School, a student's participation in extra-curricular activities sponsored by the parish or by the school is an opportunity to respect or 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.

Pass to Participate

- Any student in grades 4 through 8 who has failed two or more major subjects at the end of a quarter will not be permitted to participate/play in extra-curricular activities including field trips sponsored by Saint 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 interim time or the end of the next quarter.
- The first and only time in a calendar year 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 which should be given consideration in addition to subjects being failed. 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

Guidelines not adhered regarding the Code of Conduct in the handbook can affect eligibility for participation.

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

Also, to be eligible to participate in extra-curricular activities, a student must:

1. Maintain regular consistent attendance at school.
2. Maintain attendance at Sacrament and Sacrament related events.
 - First Communion Community Day
 - First Communion Rehearsal
 - Reconciliation Workshop
 - Confirmation Retreat
 - Confirmation Commitment Sunday
 - Confirmation Rehearsal
3. Adhere to the Code of Everyday Living set forth in the Parish Behavioral Policy.
4. Adhere to the Health Guidelines in the Handbook.

Extra Curricular Activities

Extra curricular activities outside of the regular classroom are the primary responsibility of the parents, teachers and groups sponsoring the activity. It is the sponsor's obligation to see to it that all areas of responsibility, coordinating, chaperoning, managing funds, etc. are clearly defined. For dates on skating parties (grades K-6) check your School Activity Calendar and for Teen Nights (grades 7 - 8) please check with a PTO Board member. Each group may ask students to follow guidelines including dress and behavior.

Athletics

Saint Albert the Great Parish offers opportunities for students in the school and Religious Education Program to participate in such CYO events such as football, soccer, volleyball, basketball, track, baseball, softball, and cheerleading.

These are parish-sponsored events and not school related activities that are coordinated by the Athletic Association.

Coaches serve on a voluntary basis. Information regarding these programs as well as the various sport sign-ups will be distributed to the students at school and can be found in the church bulletin.

Band

Students in grades 5 - 8 may be in the instrumental band program. The band program is currently offered through the help of the Alter High School Director of Bands. Students are given the opportunity to choose an instrument in September, and classes are held once a week in the music room. Advanced band (third year) is held before school, while Beginning and Intermediate levels are rotated in 45-minute classes.

Band is an extra curricular activity, and students are responsible for their academic class work.

The instrumental program combines students from Saint Albert the Great, Saint Charles, Incarnation, and Bishop Leibold Schools to present two concerts a year (December and May.)

Upper level students have the opportunity to participate in a Junior High Solo and Ensemble Contest in March; as well as the District XII Ohio Music Education Association Junior High Honor Band.

Girls in STEM

One weekday each month after the school day, the Girls in STEM program for St. Albert the Great girls in grades 5th thru 8th meets in the school cafeteria and features a guest presentation and hands-on learning session by a local female professional who teaches and/or works in an area of science, engineering, math or technology.

In the spring, Wright State University hosts a culminating Saturday event for all Dayton area student participants – a “Tour of Women Scientists” showcasing student and faculty projects, labs and STEM (science, technology, engineering and math) educational opportunities. The goals of the program are for the girls to gain confidence in abilities, pride about accomplishments, interest in science and math, an awareness of careers in STEM, and an appreciation for the need to make a plan to take science and math courses in high school and college.

Parents are invited to attend the sessions with their daughters. This program is currently in place at twenty Cincinnati area schools and eight Dayton area schools. The Girls in STEM Program was originally created in 2002 by the local branch of the American Association of University Women

Junior Optimist Clubs

With the assistance of the Kettering Dor-wood Optimist Club, we have developed two Junior Optimist programs. We feature an Alpha Club, grades 3 and 4, and a Junior Optimist Club, grades 5 and 8.

These programs focus on service and leadership development.

MathCounts

MathCounts is a U.S. Math competition for 7th and 8th graders that teaches children advanced math skills and their application. The program begins in September with students meeting two times per week during their study hall and lunchtime. The Regional competition takes place in mid-February alternating between the University of Dayton and Wright State University.

Nutrition Advisory Council

The Nutrition Advisory Council is made up of ten students. They provide an opportunity for students to learn about nutrition and health. It also involves students in making the school foodservice program more responsive to their needs. The students serve as a communication bridge between students, administrators, school foodservice personnel, faculty and community.

Safety Patrol

Students in 5th and 6th grade will serve as safety patrol monitors. Students will be on duty at school doorways, bus loading zones, and playground areas.

Student Council

Saint Albert the Great Student Council uses student's ideas and efforts to contribute to our school's Catholic identity community service and school spirit. Student Council is made up of two representatives from each 6th through 8th grade homeroom. Student Council is run by four student council officers. The Class President will be elected from the eighth grade. A Vice President, Spirit Coordinator and a Service Coordinator, are elected from the 7th and 8th grade classes.

The Student Council will meet twice a month during school. Students interested in serving on Student Council must have a genuine desire for service to the school and community.

Criteria for Student Council

A. Criteria for nomination:

1. Must have two teacher recommendations.
2. Must have a "C" average (minimum) from previous year
3. Must sign a commitment form

B. Criteria for Elected Representatives:

1. Must maintain an 80% grade average overall in all subjects throughout the year.
2. More than two unexcused absences from an announced or scheduled meeting will result in replacement by alternate.
3. More than four demerits during the school year will result in replacement by alternate.
4. Representatives will be expected to serve on a standing committee as well as serve as their homeroom delegate.
5. Student Council members represent the entire student body of Saint Albert School to the community. They will conduct themselves in a manner that demonstrates respect for school, faculty, and staff members. They will abide by all Parent / Student School Handbook regulations.

The Student Council will work on projects that pertain to the school and local community. Some of the projects the students will be involved in include the talent show, student basketball and volleyball games. They will also be the student representatives to the principal. * The Teacher Advisors may amend these rules if needed.

Garden Club

Students in grades 4-8 meet once a month (or more when needed) to plan and care for a garden plot at Saint Albert. Produce goes to the cafeteria. This club focuses on service, science of gardening, composting, and eating healthy.

STAL – Channel 5

The Crew on STAL channel 5 is made up of four 8th grade students. Their mission is to provide the knowledge and know-how on broadcasting the morning announcements. They set up the station and present the information to the student body via our classroom television sets.

Students must maintain a "B" grade average overall in all subjects throughout the year. They are also required to conduct themselves in a manner that demonstrates respect for school, faculty, and staff members. Our goal is to give every student at Saint Albert the Great student the opportunity to be "on camera" and help with the morning announcements.

AT THE DISCRETION OF THE ADMINISTRATION THE HANDBOOK MAY BE REVISED AT ANYTIME.

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