



**Parent – Student Handbook  
2018 – 2019**

**ST. ALBERT THE GREAT SCHOOL PARENT/STUDENT HANDBOOK**

**2017-2018 SCHOOL YEAR**

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## LETTER FROM THE PASTOR

Dear Parents,

The purpose of St. Albert the Great School is to form children into holy, Catholic adults spiritually, intellectually, and physically. We can accomplish this noble goal only with the cooperation of you, our parents, who are “the first teachers of the children in the ways of faith.” Your commitment of time, talent, and treasure and your support of our school personnel and program are essential. In more specific terms, you must agree to the following requirements:

1. You must regularly attend Sunday mass with your child in order to reinforce the spiritual values of our Catholic faith.
2. You must accept and support school policies as outlined in this and other official school documents.
3. You must provide regular financial support to the parish by using regularly the Sunday envelope
4. You must make tuition and fee payments in full and on time. (Recognize that your tuition payment covers less than 50% of the total cost of educating your child yearly.)
5. You must be an active volunteer in our church, school, or athletic programs.

The education and formation of children in the faith is at the heart of our mission at St. Albert Parish and your agreement to these five requirements indicates your desire to participate in your child’s education within our parish school. Your participation in our parish and school mission will not only benefit your child but will be a blessing for parish community as a whole. Only together can we accomplish Christ’s great commission to teach all nations. Please be firm in your commitment and share in this great work of Jesus Christ at St. Albert Parish and School.

Fr. Ed Estok  
Pastor St. Albert the Great School

## PRINCIPAL'S MESSAGE

Walking down the second floor hallway of St. Albert the Great School, one cannot help but notice the thousands of portraits of our graduates over the past fifty years. Each picture tells the story of the importance of Catholic education in North Royalton and the surrounding communities. Spreading our faith to the youth of our parish while encouraging academic excellence and a love of learning has been a major objective of the priests, parishioners, and staff of St. Albert the Great School for the past fifty years. Its importance can be seen in the dates of the cornerstones on the buildings on our grounds, since the school building precedes the church by twenty years.

Each year, the members of St. Albert the Great School strive to work with the families of our students to help them receive the best Catholic education that will enable our children to grow intellectually, socially, emotionally, physically, and especially spiritually. This can only occur with open lines of communication between parents and staff members.

This handbook is an important means of communication between the home and the school. It has been prepared to help you understand the policies and procedures of our educational institution. Please refer to it and keep it on hand for easy reference. The handbook is reviewed each year and any changes will be added to the present copy.

Close cooperation between the home and the school is essential to promote the best interest of the child. We ask your support for the policies in this handbook remembering that they will be enforced for the good of the total student body. We emphasize that our school is concerned with the complete education of your child and ask you to assist us in creating a spirit of trust, understanding, and cooperation between home and school. This will help all of us to become more effective educators and better meet the needs of your child.

Thank you, for entrusting your child to us. May we all work together as members of one team to ensure that your child is able to become closer to Christ in an environment that is permeated with Gospel values and encourages a "true" love of learning. Please feel free to contact the school in regards to your child or any information contained in this handbook. We ask that you consult with your child's teacher or the school office whenever any questions arise.

Ed Vittardi

## **Mission**

Our mission is to partner with families to educate each child to know, believe and live the Catholic faith, and to continue life-long learning.

## **Belief Statement**

We believe:

- each person deserves to be loved, respected, and valued as a child of God.
- in the importance of providing each child the opportunity for growth according to his/her need, ability, and potential.
- in the value of service to people in our parish, community, and the world at large.
- the purpose of our school is to educate the entire child: spiritually, morally, intellectually, socially, emotionally, and physically.
- in guiding our students to be active Catholic parishioners and active members of the parish community.
- in promoting respect for oneself, respect for others, and responsibility for one's actions.
- in fostering an appreciation of God's creation through the study of all disciplines, using innovative, contemporary, and futures-oriented methods.
- in the value of working in communion with families and one another.

## **GENERAL INFORMATION**

### *ADMISSIONS/RE-ADMISSIONS*

St. Albert the Great School accepts students of any race, color, or ethnic origin with first choice governed by registered, active members of the parish. All new enrollments must be preceded by an interview with the Pastor. Parents of students entering grades 1-8 also must meet with the principal. Specific requirements for enrollment are listed in the Letter from the Pastor in the introduction to this handbook.

Registration for kindergarten is held during Kindergarten Kick-Off which is held early in January. Students in grades 1-8 reregister by February 1st. Students are accepted on a yearly basis and must apply for re-admission each year.

Acceptance for admission/re-admission will be based on academic progress, appropriate conduct, and fulfillment of all financial obligations. The school has the final authority for acceptance for admission/re-admission.

Kindergarten	Children entering kindergarten must be five years of age by September 30th. A conference with the principal and a meeting with the pastor are also requirements for registration in kindergarten. Children will be considered who have completed DIAL 4 screening. Kindergarten screening assists in understanding the child's developmental readiness for kindergarten.
First Grade	Children entering grade one must be six years of age by September 30th and/or provide evidence of successfully completing a year of Kindergarten in an accredited school.
Grades 2-8	Transfer students are required to present their recent report card and all standardized test scores.

All new students must present a copy of their birth certificate, baptismal certificate and a record of all required immunizations.

### *SCHOOL DAY AND ARRIVAL PROCEDURE*

The school day begins at 8:50 a.m. and ends at 3:30 p.m. Students entering the building prior to 8:15 a.m. are required to be enrolled in the Before/After Care Program. This service is available from 7:00 until 8:30 a.m. and from 3:30-6:00 p.m. Details concerning the program are available throughout the year. Please call 440-409-6060.

All early arrivals **MUST** wait outside of the building until 8:15 a.m. For the safety of our students and staff, all of the doors remain locked until that time. No child will be permitted to enter our building prior unless he/she is receiving tutoring from a specific teacher and/or participating in an activity that meets before school – Spanish I, Choir, Classroom of Champions, etc.

Students may enter the building between 8:15 and 8:30 a.m. They are required to wait in the main office area during this time. After the 8:30 a.m. bell rings, all students are required to go directly to their homerooms.

Buses arrive at school between 8:30 and 8:45 a.m. Students riding buses are required to go to their homeroom upon arrival at school.

Parents who drive students to school must drop their children off in the designated area in front of the school at the beginning of the day. Please follow the directions given by the crossing guards. Cars must exit using the Royalwood Exit. Parents who wish to walk their son/daughter into the school should park in the north side of Parking Lot B near the rectory. Please walk your child to the main crosswalk near the main entrance of the school so that he/she will cross the driveway with assistance from the adult crossing guard. Please encourage your child to exit the vehicle quickly at whatever point you stop.

Beginning in the school year 2014-2015 the State of Ohio calculates the number of hours required in a school year. Our calendar is distributed during the previous school year so parents may sufficiently plan. Saint Albert the Great School has a sufficient number of hours to allow for the use of calamity days if necessary.

*DISMISSAL PROCEDURES*  
*STUDENTS ARE DISMISSED AT 3:30PM*

Bus Dismissal

1. WALK directly to the bus
2. Follow the directions of the dismissal supervisor
3. Safely enter and exit the bus
4. Follow the bus rules of the public school district that provides transportation.
5. A student may not ride another bus without a written permission form signed by a parent/guardian and approved by principal. These forms are sent home with the students on the first day of school. This applies only to students riding North Royalton Busses.
6. Buses will not transport any student living outside their respective school districts.

Walkers and Riders Dismissal

**RIDERS**

1. WALK out the building
2. Follow the directions of the dismissal supervisor
3. Student may not go home with another parent or adult without written permission from the child's parent and approved by administrator



4. Students not picked up by 4:00 p.m. will be sent to After Care. Parents will be required to pay all charges according to policies established by the After Care Program.

#### WALKERS

1. Walk along Rectory Walk and cross to the St. Thomas Woods walkway
2. Students walking to areas other than St. Thomas Woods need to have written permission from the parents to engage in this activity. The permission must state the following: "I give permission to my child to walk home from St. Albert the Great School. I will not hold the school liable for any actions that happen to my child." This permission can be given for a particular day, month or the school year.

#### Bus Transportation Rules

Buses are provided by the following districts: North Royalton, Strongsville, Brunswick, Brecksville-Broadview Heights, Parma, Independence, and Highland. Each district creates its own set of rules for behavior and specific procedures. In general, busses will not be provided on days when the public school district is closed due to an emergency situation (weather related, electrical problems, etc.). Parents should contact their public school district for information concerning procedures and times that bus transportation will not be provided.

The greatest numbers of our students ride the North Royalton City School buses. A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and principal. Without teamwork, a school risks what it cannot risk... the injury of a student.

To provide the kind of transportation system we all want, the North Royalton Transportation Department has developed a set of rules and regulations. These regulations cannot be abused. We must conform to the regulations established. Please review and sign the emergency bus form and regulations. This form must be returned to school as soon as possible.

School bus safety is a primary concern. Rules are established to govern bus behavior for all students. It is mandatory that all students abide by these bus rules to insure their safety and the safety of all students on the bus.

Bus reports will be sent home to parents reporting any case of student misconduct. Each bus report will warrant a disciplinary consequence based on severity.

Students may not ride buses other than those assigned without a written request from a parent that has been approved by the principal. The North Royalton Bus Coordinator should also be notified of any changes. Bus transportation is not to be used to transport students to after school functions or to work on assignments together. Permission will be granted in important situations, such as when a parent will not be at home and the student must be picked up from a designated residence after school.

Bus Forms for Alternate Pick-up and Drop- Off Location can be found in the school tab of ProgressBook. Forms received after the start of school must allow 10 business days prior to the start of the alternate arrangements. Students cannot ride other public school districts buses.

If there are any questions concerning transportation, please call the transportation department of your local school district.

#### *PROCEDURES FOR DISMISSING STUDENT PRIOR TO DISMISSAL*

In the event that a student must leave school before dismissal or will be picked up at dismissal time, the following steps must be followed:

1. The parent must use school dismissal manager, stating the reason for the early dismissal or change in regular transportation home.
2. **No student may leave** the school grounds without being excused by the principal. These procedures are implemented for the protection of each student.
3. Parents who wish to pick their child up at school must come to the office and sign their child out. No child will be dismissed to anyone except the custodial parent without notification in writing to the principal prior to the student's dismissal. Parents picking up children should always park in the upper lot in front of the school. Parents are responsible for notifying day care centers of any change in procedure.

#### *ATTENDANCE*

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to state law Ohio Code 3321.01 and 3321.03. Irregular attendance will be investigated and reported to the proper authorities.

Parents and students must accept full responsibility for regular attendance. Parents must be aware of their serious obligation to have their children attend school daily unless there is a legitimate reason for excused absence. These are:

1. Death in the family.
2. Serious illness in the family that makes it necessary for an older child to stay home and take care of younger children.

3. Personal illness.
4. Urgent medical or dental assistance (ordinarily dental and medical appointments should be made outside school hours).
5. Quarantine of the home.
6. Any circumstance which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
7. Family vacation (notification in advance).
8. Emergency weather conditions or transportation difficulties.

Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life. Students are responsible for making up all work missed because of absence. Teachers will be glad to give help, but it is the duty of the student to seek it and be willing to put extra time into study.

#### ATTENDANCE PROCEDURES

1. Parents are asked to use School Dismissal Manager by 9:30 a.m. to report the absence, late arrival, or early dismissal of a student.
2. Please inform the office of any communicable diseases so that these can be listed on our health records.
3. Students are required to bring a written excuse signed by a parent or guardian stating the reason for the absence or tardiness.
4. Please be aware that if a parent does not report the child's absence in School Dismissal Manager, the school has the responsibility to notify the parents of the student's absence. Parents may be called at their place of employment if necessary. We are bound by state attendance mandates and our desire to provide for the safety and best interest of the children.
5. Students that are tardy must report to the office and receive a tardy slip before entering the classroom. Students are marked tardy after the 8:50 a.m. bell. Tardiness is damaging to academic achievement and to the development of personal responsibility. Tardiness is defined as arrival after 8:50 regardless of circumstance. These will accumulate and may result in disciplinary procedures. Jr. high students (grades 7 and 8) will also be marked tardy if they are not seated in their homerooms after the 8:50 bell rings. During each quarter a maximum of three times being tardy will be permitted without any disciplinary action. On the third occasion of being tardy, a letter will be sent home with the child. This letter must be signed by the parent and returned to school. A recess detention may be issued on the fourth time a child is tardy. After school detentions will be issued on fifth and each subsequent time a child is tardy. Parents are encouraged to meet with an administrator to discuss problems with tardiness.
6. A student who leaves school and is absent for more than two hours will also receive a ½ day absence. Finally, a student arriving at school after 2:00 p.m. and who was not present in the morning will be marked absent for the entire day.

***The principal reserves the rights to make decisions concerning absences and tardiness.***

### UNEXCUSED ABSENCES

Students that are not present at school for reasons other than those stated on the previous page will receive an unexcused absence. All work including tests, done during this absence will receive a grade of zero.

Parents may choose to not send their child on a particular field trip after having discussed their reasons with the child's teacher and/or administrator. The school will respect the parent's decision on this matter. However, the child must be present at school and he/she will be assigned an appropriate certified teacher and/or administrator who will supervise the student during the time of the field trip.

#### **Attendance at After School Activities**

A student may not participate in a school-sponsored activity (i.e. drama production, concert, social, dance) unless he/she has been in school at least one half day (8:50 AM - 11:50 AM/11:50AM-3:30 PM). Exceptions can be made if:

- a. He/she has a prearranged doctor/dentist appointment and has followed procedures for being excused from school.
- b. There has been a death in the family.
- c. An emergency occurs at home and the parents have contacted the principal.
- d. All exceptions must include permission from the principal to be present and/or participate.

#### **After-School/ Co-Curricular Events**

Participation in Saint Albert the Great after-school and co-curricular events, including dances, socials, music programs, ski club among others are offered for the benefit of our students. Students must be present in school at least one-half the scheduled day (8:50-11:50/11:50-3:30) in order to participate in a co-curricular event. It is our belief that students are expected to behave respectfully and properly in the regular classroom setting and in the overall school environment. Therefore, administration reserves the right to prohibit students from attending after-school/co-curricular events. Students in attendance at any Saint Albert the Great after-school or co-curricular events who do not follow the code of conduct may be removed, receive disciplinary action and not permitted to attend other after-school/co-curricular events. Parents will be called to pick up their child. Any student who is suspended from school or is serving a detention is not permitted to participate or attend any after school or co-curricular event during the day of detention and/or suspension.

### VACATION POLICY

Although family vacations during the school year are a legitimate excused absence, please understand that missing classroom instructions for a lengthy period of time is disruptive to the child's education. Classroom learning experiences are irretrievable and cannot be repeated.

Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher two weeks in advance of the family vacation.

Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, all assignments will be given to the student upon returning to class. No homework/class work will be given to the student to be completed during the vacation. Students will have the opportunity to make all schoolwork in a maximum of three school days. It is also the responsibility of the student to complete all missing

tests during this time period ACCORDING TO THE SCHEDULED TIMES WHICH ARE SUGGESTED BY THE TEACHER/TEACHERS. Any missing work, including tests, not completed during this time period will receive the grade of zero.

## **ACADEMICS**

### *Curriculum*

The curriculum of St. Albert the Great School is continuously studied by the teachers and administrative staff to keep subject matter current and to provide the best educational materials, equipment, and methods available. Teachers are encouraged to implement the Common Core for each subject issued by the Diocese of Cleveland to meet the needs of the students and to utilize the various teaching techniques that will help children learn better.

Our curriculum is not merely acquisitions of facts and skills, but also the developments of basic concepts that cause the child to adjust his/her thinking, build positive ideals, and mold Catholic values and responsible behavior. Curriculum has been defined as "the experiences children have at school." It would be impossible to describe the entire curriculum K-8 in less than an entire publication. However, the following brief outline of the curriculum is presented:

### Religion

Students receive religious instruction and/or participate in religious activities daily. Our program offers an excellent blend between a presentation of Catholic doctrine, how to live out the Gospel message, and a discussion of the importance of knowing and understanding our relationship to Christ and His commandments. Students in grades 1-8 attend mass every Friday. Students in kindergarten attend mass once a month and on holy days. Students participate in Eucharistic Devotions, prayer services, and Stations of the Cross at various times during the school year. The school also encourages reception of the Sacrament of Reconciliation by offering opportunities for private confession throughout the school year. Students also have an opportunity to take part in retreats, prayer services, and mission appeals.

We are proud of the work our students do in donating to various local and national organizations. Students in grade two prepare for the reception of the Sacraments of Reconciliation and Holy Eucharist throughout the school year. Preparation for the Sacrament of Confirmation occurs in the eighth grade year.

### Reading

Reading is at the foundation of our curriculum because a student that can read and comprehend can learn effectively and efficiently. Our reading program begins in kindergarten with readiness skills, alphabet and word recognition, and beginning sounds. Throughout grades K-2 there is an emphasis on phonics, vocabulary, memory and pattern words, and comprehension. Grades 3-8 continues to develop and refine basic skills and emphasize critical reading, reading to learn, analysis, evaluation of various genres and study skills. Students in grades 2-8 use trade books in addition to our school's reading series. Students in grades 6-8 who meet specific objective criteria

are enrolled in an advanced literature course where higher level thinking skills and more challenging genres are employed. Our library program, the Accelerated Reader Computer Program and classroom reading incentives help to motivate recreational reading.

### Math

The math curriculum applies the Common Core standards from grades K - 8. Grades K - 5 use the McGraw-Hill *My Math* series. Grades 6 - 8 and Algebra 1 use the Pearson series. The math series provide adequate practice and review to ensure mastery of skills and concepts. The standards are introduced with concrete methods and then transitioned to abstract thinking. The students learn mathematical operations with whole numbers, decimal numbers, and fractions. The students also learn problem solving strategies. Enrichment opportunities are provided to the students through IXL, Math Superstars, and STEM (Grades 3 - 5), as well as advanced math courses (Grades 6 - 8).

### Social Studies

A unified approach to social studies is taught utilizing technology at all grade levels. Concepts from each of the six disciplines: history, sociology, geography, philosophy, economics and political science are introduced and integrated at appropriate grade levels. Lessons incorporate various disciplines and cross curricular activities, maximizing critical thinking and problem solving skills.

2-5 Harcourt/Houghton-Mifflin

6-8 Pearson Online E-Textbook

### Language Arts

Emphasis is placed upon communication skills. Grammar and composition are blended so that students can practice using grammar skills and concepts in their writing. Students will learn to speak in front of an audience, to listen actively, to write clearly and concisely, and to spell correctly. English class is another way to emphasize thinking and reading skills. Legible handwriting is also practiced in grades K-4 and reinforced in written work for grades 5-8. Cursive handwriting is introduced in second grade.

### Science

"Hands on" characterizes our science program in grades K-8. Students answer "why" questions by investigating in lab experiments and STEM activities. Our contemporary science program focuses on the scientific method and student involvement at each grade level. Lab kits are utilized at each grade level with which the children can either observe or perform experiments related to the content under study. All students in grades 3-8 are able to use our zSpace program which is a virtual reality experience for math and science. Our eighth grade students host a science fair every year. Projects are designed and explained by the students and judged by teachers from other schools. Those students who meet certain criteria go on other area competitions and are often recognized for their hard work.

### Health and Safety

Pupils are encouraged to know and understand the human body. The health program emphasizes social and emotional behavior, physical hygiene, dental health, nutrition, disease prevention, saying "no" to drugs, and general safety. Students learn safe habits and are encouraged to practice them at all times.

#### Music

Children are given a basic understanding of music and are encouraged to participate in and to enjoy musical activities. Instructional lessons correspond with the National Arts Curriculum and Diocese of Cleveland Curriculum. A student choir is available for students in grades 3-8. Students in grades 6-8 can become song leaders and participate in an advanced choir. Band, orchestra and private lessons are available in a fine instrumental music program.

#### Physical Education

An organized, skill oriented physical education program is conducted in grades K-8. Physical fitness, team participation, good sportsmanship and the importance of physical activity for a sound mind and body are emphasized.

#### Art

The art program stresses creativity and appreciation. The children are encouraged to express their personal feelings in their artwork and to recognize and appreciate good art. Artwork by each student is displayed at an annual art show.

#### Computer Program

Our computer program is one of the finest in the Diocese. The computer program is fully integrated into our curriculum. Project Based Learning is created collaboratively with the grade level teacher and also ties into grade level curriculum. Students are taught to use the computer as a learning tool. Students are introduced to Microsoft Office in first grade. They are completely proficient in Office by the end of 8<sup>th</sup> grade. Students are also taught to use open office through the use of Google Docs, which also aids them as a collaboration tool. Students are taught keyboarding skills starting in 3<sup>rd</sup> grade, which is when they develop the hand dexterity to keyboard. They are introduced to important key locations in earlier grades. Students in grades 3-8 are taught research skills, develop problem solving skills and experience real world simulation.

Please refer to our school's Acceptable Use Policy that is found in the Appendix.

#### *Homework Guidelines*

Homework is an extension of school learning as it provides opportunities to recall, apply and review knowledge and skills, research new topics. It allows students to work independently, develop self-confidence, responsibility, self-discipline, and improve organization, study habits, and time management. Homework is a way to help students develop those work habits that will assist them throughout the years spent in school.

Homework is a part of the regular routine, assigned throughout the week, but rarely on weekends. It is expected that students do more than just written assignments and that a consistent program of study and review, including outside reading, become

a daily habit. A conscientious student will independently review or broaden his/her perspective concerning daily work each night, to strengthen each day's foundation, assuring a solid beginning to the next day's work.

Homework is given to encourage and extend learning and should not be viewed as a punishment. The time spent in doing homework depends on the type of assignment and the age, grade level and ability of the child. No definite time limit can be determined for all. Each teacher will inform parents at the beginning of the school year as to the procedures for homework assignments and the approximate time that should be spent daily. Longer assignments are given at the 4-8 grade levels. These provide an opportunity to guide the students in the appropriate use of time to avoid last minute cramming.

Students will be given time to make up assignments missed during absence. In the event of an extended absence, please arrange to have your child's work picked up from the teacher. A note to the teacher requesting assignments because of illness is required. Homework assignments missed due to a family vacation during the school year will be made up upon the student's return to school (see vacation policy).

Recess and after school detentions may be given to students who have missing or incomplete homework assignments. Individual teachers will determine the appropriate consequence for missing and incomplete homework assignments. If a student receives three after-school detentions for missing or incomplete homework assignments, he/she will be placed on a homework contract. The student, teacher, parent, and assistant principal and/or principal will form the details of each contract.

Parents can help their child develop routines that will assist in successfully completing homework assignments. The following are offered for this purpose:

1. Ask your child if he or she has homework. Students are strongly encouraged to use school-provided assignment notebooks in grades 2-8. By asking your child, you are helping them to remember their work. It also reinforces the fact that homework is important.
2. Utilize Progress Book daily, to view your child's assignments and/or progress on completed assignments to stay informed with course information.
3. Become involved in your child's work. Ask to be shown the work when completed. Sharing your child's work helps the child understand that you are interested in his progress. It also keeps you informed about your child's progress and the program of study in the classroom.
4. Remember that homework is your child's work. Your concern is focused on whether your child did the work. If your child has trouble with an assignment, provide assistance and write the teacher a note about the problem. The teacher can clarify or provide remedial assistance in school.
5. Help your child set a regular homework time each day and remain with that commitment. Provide your child with a quiet place to work where he or she is not disturbed.



6. Please contact your child's teacher with regards to homework problems especially if your child is spending a great deal of his/her time completing the work.

### *Special Services*

1. Under the direction of the school nurse, the following tests are administered:  
Hearing - Grades K, 1,3,5      Vision - Grades K, 1,3,5,7      Scoliosis - Grades 5,6,7,8
2. Learning disabilities tutoring is provided through federal and state funding for those students who have been identified by North Royalton City School. We are proud to be a Jon Peterson Scholarship Provider. The scholarship funds are used exclusively to provide support services to students.
3. The Learning Center provides the following services to our students. Three remedial tutors for Grades K-8, one psychologist, one counselor and one speech therapist K-8. Auxiliary service funding allows the school to purchase new textbooks for secular subjects and provides important materials in math, science, and computer programs.
4. An enrichment-reading teacher is provided for grades 2-6. This teacher will work with students who are reading significantly above grade level. Students for this class are chosen using information from Iowa Tests, teacher recommendation, and other reading comprehension tests.
5. A STEM program is provided for students in grades 3-5. These students will work with a teacher on activities that are geared towards Science, Technology, Engineering, and Math. The STEM program takes place in our STEM lab and will involve the regular use of our zSpace technology. Students for this class are chosen using information from Iowa Tests, teacher recommendation, and other tests.
6. Our computer program integrates the computer into the on-going curriculum. Students in grades K-8 visit our computer lab on a regular weekly schedule.

### *Testing Program*

<u>Grades</u>	<u>Tests Given</u>
K- 8	Diocesan Required Assessments
5, 8	ACRE Religion Test
K-8	Individual psychological testing is available with parent consent.

The testing program strives to improve the quality of learning and instruction. Tests can also provide for curriculum development, analyze pupil progress and document the level of total school achievement.

### *Learning Commons*

All students have regular access to the learning commons and are free to draw from our extensive collection of books.

A five-cent per day fine is charged for each overdue book. Charges for a lost or damaged book will equal the purchase price of the book. Book borrowing privileges are forfeited until a lost or damaged book has been returned or paid. Report cards will not be issued until all fines are paid. Kindergarten students are excused from paying fines however, students must return books the first day they return. Students are not fined if they are absent on the day or days their book is due, please notify the learning commons' staff when absent.

The learning commons' collection is constantly updated and expanded. Each year over \$3,000 is spent to improve our library collection. Book limit: Two books weekly for each student.

### *Awards*

Students receive special recognition at school through a variety of awards programs based on GPA and contingent upon appropriate conduct. The Honor Roll promotes and recognizes academic excellence. A Student receiving a 3.7 and above in all of the major subject areas and the special subjects will receive the Principal's Honor Roll. Students with a 3.4-3.699 in all major subjects and special subjects combined will receive an Honor Roll Award. Finally, a child having received 3.0-3.399 in all major subjects and the special subjects combined will receive a Merit Roll Award. Students possessing various aspects of good citizenship and work habits are eligible for the Mustang Award at the end of every quarter. Teachers and parents are requested to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Athletic accomplishments for teams are also recognized in our morning announcements.

### *Grading Scale*

The following Diocesan grading scale will be used for report cards and interim reports:

- A+ 98-100
- A 95-97
- A- 93-94
- B+ 90-92
- B 87-89
- B- 85-86
- C+ 82-84
- C 79-81
- C- 77-78
- D+ 75-76
- D 72-74
- D- 70-71
- F Below 70

Students in Grades 5-8 will receive letter grades in all classes including special classes (physical education, computer science, music, art, and Spanish). CLASS

(Communication, Learning, and Academic Success Skills) will issue a grade of O,S,or U. Elective courses are graded on a Pass/Fail basis for students in grades 7 and 8.

The following achievement code will be used for Kindergarten the entire year and for the first grade for the first quarter:

#### ACHIEVEMENT CODE

N = Needs Improvement

S = Satisfactory

Special classes in grades 1-4 (computer science, physical education, music, art, Spanish) use the following grades:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

#### *Retention*

The final decision to retain the child will be made by the principal after consultation with the teacher and parents of the child. A child should be retained only if it is presumed he/she will profit by it.

Retention may be considered for the following reasons:

1. Failure in 3 or more major subjects. The major subjects are language arts, mathematics, social studies and science. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters) Daily work should consistently show failing marks.
2. Failure to master fundamental skills of reading in the primary grades.
3. Retention for other good and sufficient reasons such as immaturity

### **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

Close communication between home and school is essential to the smooth and efficient functioning of the educational process. Mutual benefits accrue when there is a meaningful exchange of information between home and school. The following are examples of home-school communications:

#### *REPORT CARDS*

Report cards are issued 4 times per year. The report cards are to be reviewed by a parent or guardian and the envelope should be signed and returned to the classroom teacher as soon as possible.

#### *PROGRESSBOOK*

St. Albert the Great School uses PROGRESSBOOK as our electronic grade book. Each year at "Meet the Teacher Night," parents will be given a password that will allow them access their child's grades. They will also be given a password for each of their children that they may share with them. Parents are encouraged to check this site

frequently for grades, homework assignments, and other information that is sent by the child's teachers. Parents without computer access may come to school and use our facility (8:30 - 9:00 a.m. and 3:30-4:00 p.m.).

**Monthly calendars and weekly updates concerning school events are available in ProgressBook.**

*INTERIM PROGRESS REPORTS*

Students will receive a progress report for the following reasons:

1. The student has a deficiency in a subject or subjects (The student is achieving a D+ average or below in any subject area.)
2. Poor behavior or work habits.

*PARENT-TEACHER CONFERENCES*

Formal parent teacher conferences are scheduled in the fall (November) and then again in the spring at the request of either the parent or the teacher. These conferences are held so that the parent and the teacher can plan how to maximize the student's performance. You are encouraged to ask the teacher for a conference to discuss any issue pertaining to the welfare or progress of your child. Contacting the school office or teacher at least two days in advance can make appointments. At no time will conferences at any length be held during regular school time when teachers are responsible for students in the classroom. At the conference in November, parents meet with the homeroom teacher and may request any additional conferences with auxiliary service teachers.

*REPORTS TO CUSTODIAL AND NON-CUSTODIAL PARENTS*

If there are any specific restrictions in regard to home-school communications, a copy of the entire court order should be placed in the student's cumulative file in the school office so that home-school communications can be directed in the proper manner. If the non-custodial parent wishes to receive information about the child, a request in writing or by phone must be made to the school office. Please refer to the Appendix for a complete description of the policy.

*INTERVENTION ASSISTANCE TEAM (IAT)*

An Intervention Assistance Team (IAT) that consists of administrators, teachers, support staff from the learning center, and parents provides intervention strategies, short-term consultation, resources and continuous support for students experiencing academic, social, or behavioral concerns. The team's goal is to develop the best possible plan to assist the referred student to achieve academically or behaviorally. The focus is always on what can be done to assist the student to be more successful. Students may be referred to the IAT by the classroom teacher, parent or principal.

*VISITS TO SCHOOL DURING CLASS TIME*

We make every attempt not to interrupt the instructional process. Research has proven that the one critical factor that can increase student achievement is time on task. Therefore, teachers are not permitted to leave classrooms unsupervised when classes are in session either to answer phone calls or to confer with parents in the hallway.

Accordingly, no one is permitted to go directly to a classroom without the permission of the principal.

If it is necessary to bring something to your child during the school day, it should be taken to the school secretary. She or the principal will take the article or message to your child. We appreciate your support in attempting to alleviate distractions to the learning environment.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the main office through the front doors. All visitors are required to sign in and receive a special pass.

#### *FIELD TRIP PERMISSION FORMS*

Each time your child leaves the building for a field trip, a written permission slip, signed by the parent must be on file in the office. No child will be allowed to attend any field trip unless a signed permission slip is on file before the class leaves for the trip. Field trips are arranged by teachers with the approval of the principal. Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A fee may be requested from each student to cover transportation or facility use costs. Parents are encouraged to attend field trips with their children, as space permits.

#### **HIGH SCHOOL SHADOWING**

Students in Junior High are permitted to shadow at area high schools for a period of one day in 7<sup>th</sup> grade and one day during the first semester of 8<sup>th</sup> grade without being marked absent. Written notice must be given to the office at least three days prior to the date requested for the shadowing experience. Students also should check with the junior high teachers concerning the feasibility of shadowing dates. The office will provide the student with a written permission slip that may be requested by the high school. Any student that shadows at a high school without prior permission from the office will receive an Unexcused Absence for the day and a zero for all assignments. Students may be requested to provide proof of the shadowing experience upon their return to school. Students in grades other than Junior High are NOT permitted to participate in any experiences offered by the area high schools without the approval of the principal. No individual visits to the high school are permitted for pupils in these grades.

#### *TRANSFERRING TO ANOTHER SCHOOL*

If you are transferring your child to another school, you must sign a release of information form so that your child's records can be sent to his/her new school. No academic records will be forwarded to the new school until all financial obligations have been settled.

#### *TUITION AND INSTRUCTIONAL FEES*

Tuition for the 2018-2019 academic year is as follows at the Parishioner Rate:

<u>One Child</u>	<u>\$2,350.00</u>
<u>Two Children</u>	<u>\$4,100.00</u>

<u>Three Children</u>	<u>\$5,550.00</u>
<u>Four Children</u>	<u>\$6,000.00</u>

Families with children in the full-time kindergarten program will pay an additional \$300.00 to the above rates.

If a family is experiencing financial difficulties, the pastor and/or the principal should be notified. The matter will be considered in strict confidence.

The registration fee is **\$160.00** non-refundable fee per student. This fee aids in the payment of the Diocesan Student Assessment for the operation of the Diocesan Education Office, art supplies, consumable student workbooks and the ordinary operating expenses for the school.

\*\* No report cards or transcripts will be issued to students whose fees or tuition have not been paid. Access to ProgressBook will also be denied for unpaid tuition and fees. The pastor must approve these denials.

### *HOT LUNCH PROGRAM*

A hot lunch is available to purchase on a daily basis that meets all health standards. The price for lunch is \$3.25. A main entrée is \$1.50, milk is .40, vegetables are .75 and fruit is .60, and snacks are .50. Salads are available at all lunches for \$1.25 with chicken \$1.75.

### *LOST AND FOUND*

All clothing found in school, regardless of value, is placed in the lost and found, located outside the school office in the hallway. Any usable articles of clothing not claimed at the end of each quarter will be donated to the poor. Money, jewelry, and other articles of value are turned into the office. Students or parents may claim them after proper identification.

### ***BIRTHDAY CELEBRATIONS***

St. Albert the Great School believes in promoting wellness practices that support a healthy lifestyle. We follow the Diocesan Wellness Policy. To this end proper nutritional choices are promoted. In consideration of all students (allergies, diabetes, etc.), as well as endorsing a healthy lifestyle of food choices, students are asked to refrain from bringing in food for classmates on their birthday or any other celebration. Instead, students will be able to dress out of uniform (following the acceptable out of uniform guidelines pg. 39) on their birthday or half birthday. Teachers will address specifics with their students.

### ***SCHOOL SNACKS***

In efforts to promote a healthy lifestyle, students in grades K-6 who partake in a daily snack break are advised to bring in either fruits or vegetables in lieu of candy, potato chips, or other empty calorie foods. (Examples include: raw fruits and vegetables, applesauce pouches.)

### *STUDENTS USING SCHOOL TELEPHONES*

The office telephones are business phones and are not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as: requesting permission to go to another child's home after school).

## **HEALTH AND SAFETY ISSUES**

### *ILLNESS*

Children who are ill should remain home. If a child becomes ill at school, he/she may not leave without the parents or those designated on the emergency form being notified and arrangements made for getting the child home. Those picking the child up must sign the child out in the office. Children will be monitored in the clinic by the nurse, health aide or school secretary until parent or parent's representative as stated on the health form on file in the school's clinic can pick up the ill child.

After being ill, students may return to school if they are fever-free without any fever reducing medication for 24 hours. They also should not have any vomiting or diarrhea within the last 24 hours before returning to school. In fairness to ALL children and staff members, do not send your child to school if they are still sick.

### *EMERGENCY PROCEDURES*

In case of winter storms, please listen to the radio or T.V. news stations for school closings. Closings will also be announced via an electronic calling system and posted on the main page in ProgressBook. Our school will follow the decisions made by the North Royalton Public Schools. Please do not call the school, rectory or public school offices.

### *SAFETY DRILLS*

The safety of your child is our top priority. The school holds regular fire drills. Each class has an escape plan to an outside area that is a safe distance from the school building. Tornado drills are held March through June. During tornado drills, each classroom goes to a safe, designated area within the building. Rapid dismissal drills occur throughout the school year. Lock down procedures are also implemented at various times during the school year. Lock down drills will not be announced prior to the drill.

### *FIRST AID*

If an accident occurs, first aid will be administered (a registered nurse is on staff from 9:00 - 3:30PM each school day) and parents will be notified. Notification by phone or in writing will be made if the head area is involved in any injury, however minor.

If a parent cannot be reached, the emergency party will be contacted. This person's name should be designated on the emergency form signed during the first week of school. Please instruct this person what to do in your absence, especially if both parents work. Please inform the office if any change occurs in regard to emergency information.

### **CHILD ABUSE PROTOCOL**

All school employees are mandated reporters under Ohio Law (OR 2151.421) and shall report all known or suspected child abuse or neglect by contacting the County Department of Children and Family Services or a municipal officer. All St. Albert the Great School staff members receive in-service training on the subject of recognizing and preventing child abuse and are prepared to implement the policy.

There are five categories of child abuse:

1. Physical
2. Sexual
3. Neglect
4. Failure to Thrive
5. Emotional

In the event that a staff member suspects child abuse, the following procedure is pursued:

1. Consult with the Principal and/or School Administrators, Psychologist, Counselor to determine whether suspicions are valid
2. Document injuries and incidents
3. Notify County Children's Services



The report will include the name and address of the child, age of the child, name and address of the parent or caretaker, name of the suspected abuser, why abuse is suspected, and any other helpful information.

### *MEDICATION AT SCHOOL*

When it becomes necessary for school personnel to administer prescribed or over-the-counter medication, the following guidelines are to be in force:

1. All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. A locked cabinet is provided in the clinic for storage of all medication sent to school.
3. Written request must be obtained from the physician the parent/legal guardian before any medication may be administered by school personnel. The request must include instructions as the name of the medication, dosage, time and duration of the medication and the possible side effects. Required forms are available in the school office. No medication will be administered without written permission from both the physician and the parent. This includes all over-the-counter products such as Tylenol, Advil, Dimetapp, etc.
4. Medication must be in the original container and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
5. The medication and signed permission forms must be brought to the school by the parent/guardian.
6. New request forms must be submitted each school year and as needed for changes in medication ordered. (These forms can also be found on our website.)
7. The school nurse is responsible for the monitoring and documentation of medication by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
8. Accurate records of the medication given are kept in the student's health record.
9. Students are permitted to self-administer inhalers in school and have them in their possession at all times. Written instructions regarding the use of the inhaler must be given to the teacher, administration, and school nurse. Permission must also be given to school nurse.

### ***ALLERGY POLICY***

During the annual registration process, parents are asked to complete an Allergy Action Plan regarding the appropriate course of action for any exposure to allergens specific to their child. Students who experience a severe allergic reaction for an undiagnosed allergy can be administered stock Epinephrine during school hours.

Students with a documented allergy requiring Epinephrine, must provide Epinephrine and an Antihistamine as determined by the Allergy Action Plan that is signed by the medical practitioner. This will be locked in the clinic and monitored yearly for expiration dates. Parents will be notified by the clinic to replace any that are soon to expire.

In the event an Epinephrine injection is administered, 9-1-1 will be called, followed by the parents. Students with severe allergic tendencies may carry an Epinephrine auto-injector, provided physician's orders for a self-carry form are completed.

Saint Albert the Great has designated some classrooms as Peanut Free environments and has established a Peanut Free table in the cafeteria to provide for continued safety for those with severe allergies.

#### *PARKING FOR FIELD TRIPS*

Parents are asked to park in the north side of Parking Lot B in front of the entrance of the rectory when acting as a chaperone on a field trip.

#### *ARTICLES NOT PERMITTED IN SCHOOL:*

1. No gum should be brought to school
2. No glass containers
3. No skateboards or rollerblades
4. No portable electronic devices (IPads, iWatches, Gameboys, Fit Bits, etc.)
5. No deliveries of flowers or balloons to students
6. No cell phones

**\*\*\*\*The Principal has discretion to add any additional articles**

### **Parent Organizations**

#### *PARENT TEACHER ORGANIZATION (PTO)*

Parents are encouraged to become active participants in the Parent Teacher Organization. The PTO sponsors fundraising activities and parent meetings. The proceeds from their fundraising endeavors help to support the instructional program within our school. Membership in the PTO provides the opportunity to get to know your fellow parishioners and to become involved in your child's education.

Please become a part of the most active, supportive PTO organization in the Diocese!

#### *ATHLETIC BOOSTERS*

The Athletic Boosters Organization provides support and direction to the excellent sports program offered to students in the day school and the PSR program. The athletic program for our parish is one of the finest in our area. Children have the opportunity to participate in a variety of sports throughout the school year.

### *MUSIC BOOSTERS*

The Music Boosters Organization provides support for the school's Music classes, Band, Orchestra and Choir. Through fund raising activities, the Music Boosters are able to purchase needed instruments, new sheet music, and supplies for general music classes. Their support and cooperation has helped to develop a fine music program for our students.

### *VOLUNTEERS*

The Volunteer Program provides opportunities for parents and adult members of the parish community to serve the students in our school. Volunteers are needed in the school's library, as copy room aides, and clerical aides to assist in non-professional tasks. The program is designed to build a stronger link between the home, school, and parish community.

Volunteers can help by:

1. Working as assistants in the library, thus promoting a love for reading and better use of the fine library collection that is available
2. Assisting an individual teacher with routine tasks
3. Providing clerical assistance (typing, duplicating, record-keeping, etc..)
4. Aiding teachers in routine monitorial tasks such as playground, cafeteria, and art lessons
4. Aiding in tutoring specific children individually or in small groups
5. Acting as room parents to help in supervising field trips and class parties
6. Helping out as computer aides in the computer lab
7. Art Volunteers - Help teach art lessons
8. Making copies for teachers in the Copy Room

St. Albert the Great School requires all volunteers to complete a two-hour VIRTUS class and complete 24 online instructional readings and assignments. Volunteers are also required to have their fingerprints submitted to a background check by the State Bureau of Criminal Investigations (BCI) and the Federal Bureau of Investigations (FBI). This is required of all volunteers who work in the school more than four hours each month.

## **Code of Conduct**

### *PHILOSOPHY OF CHRISTIAN CONDUCT*

St. Albert the Great School is dedicated to providing learning opportunities which enable each child to develop his/her potentialities to their fullest. The school's philosophy is rooted in Christian values, the inherent dignity and worth of each person and the importance of freedom with responsibility.

Viewed in the context of these values, school rules are meant to safeguard the safety and rights of all students. They are meant to foster a positive reinforcement of appropriate behavior, at the same time, they outline the consequences of negative behavior. Ultimately, the enforcement of this Code of Code resides in the duties of the administrators (i.e., principal and assistant principal) as the recognized leaders of the school; however, these duties are also shared with other school staff (i.e., teachers, teacher aides, lunchroom personnel, and bus drivers) so that an atmosphere of Christian love and Gospel value permeates our school as a Catholic education institution.

One of the primary objectives of our school is to help students achieve self-respect and self-discipline. This objective will be reached by providing learning experiences that enable students to:

1. Develop Christian attitudes of respect toward themselves and others and their property
2. Accept responsibility for their actions
3. Develop a cooperative attitude in working with others
4. Understand the need for personal safety and the safety of others
5. Understand and apply school rules

Helping students achieve self-respect and self-discipline is more than a set of rules. It depends on a cooperative interaction among students, parents, and school personnel.

We, therefore, declare the following ST. ALBERT THE GREAT MUSTANG CODE. We believe that every person has the right to learn and work in a comfortable environment. At St. Albert the Great, we expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating teachers, parents, students and staff as we want to be treated.
2. Accepting others' responses and ideas with an open mind and polite attention.
3. Practicing common courtesy and friendliness at all times.
4. Being cooperative, attentive, and supportive in class, lunch, in the halls, on the playground, in church and at school functions, so as not to disturb others
5. Being supportive of one another in our efforts to be the best in academics, activities, and personal goals.
6. Following school wide and classroom rules and regulations.

St. Albert the Great is a community of caring people. Our behavior demonstrates our belief in each person's worth as a human being. Abuse to others, in language (both written and oral), in pictures, or in physical actions, is not permitted. Behaviors that will not be tolerated in classrooms or in the halls include:

1. Abusive language, put-downs, and ridicule that negatively affect a person's self-esteem, including teasing, bullying and threats
2. Obscene language, gestures or pictures
3. Talking back
4. Name calling
5. Negative comments and actions that affect the climate of the classroom
6. Vandalism, destruction or defacing school building, school materials or personal property. Violations are subject to consequences of School Discipline Code.
7. Stealing
8. Cheating on schoolwork and tests as determined by the teacher

The "Code of Conduct" is designed to foster self-respect and self-discipline, to promote learning, to maintain order and to ensure the equitable handling of disciplinary situations. The Code applies to all students. It identifies acceptable behavior, unacceptable behavior, and the consequences of unacceptable behavior, during the school day, at school activities and during travel to and from school.

Since proper discipline plays an important role in creating and maintaining a positive learning climate, the "Code" is flexible based on the age of the student. Each teacher maintains a discipline plan and log that outlines proper Christian conduct that is reviewed by school administration.

Violation of any one or more of the rules of conduct will result in discipline, including, but not limited to, such actions as: assignment of detentions, parental contacts, conferences, removal from class, suspension and expulsion.

### *GENERAL DISCIPLINE PLAN*

St. Albert the Great School Discipline Plan is established to assist students to be the best they can be academically and to help each student grow in faith and in the knowledge of God. These educational purposes are accomplished best in a climate of student behavior which is acceptable and conducive to the teaching/learning process, student behavior which stops the teacher from teaching, prevents other students from learning and violates the best interest of any individual in the school will not be tolerated.

Disciplinary Action for violating school-wide or classroom rules may include but are not limited to the following:

1. Teacher - student conference
2. Time -Out in the classroom or office
3. Individual classroom consequences
4. Lunchtime detention

5. Communication with parent via email, telephone, or conference
6. After school detention
7. Referral to Principal or Assistant Principal
8. Referral to Teacher Assistance Team
9. Loss of a classroom privilege such as a field trip
10. Individual Behavior Plan
11. Saturday Detention (Alternative to Suspension)
12. In-school suspension
13. Out of school suspension
14. Expulsion

#### *CLASSROOM DISCIPLINE*

Each teacher develops a classroom discipline plan that communicates to students and parents the behavior expected in the class. This plan will be made available to students and parents at the start of each school year.

#### *SCHOOLWIDE POLICIES*

##### Truancy

Truancy includes the following:

1. Leaving school without permission
2. Being absent from school without a parent's knowledge
3. Being absent from class without permission
4. Obtaining a pass to go to a designated area and failing to go directly there or to report there at all
5. Excessive unexcused tardies to homeroom or to classes. Morning tardiness is defined as a child not being in their homeroom upon the first morning bell.

Truancies may result in but are not limited to the following consequences:

1. Teacher Student Conference
2. Notification to Parent/Guardian
3. Student - Principal and/or Assistant Principal Conference
4. Student - Parent - Principal and/or Assistant Principal Conference
5. After-school detention
6. Suspension
7. Referral to proper court authorities and/or Department of Child and Family Services

## Disciplinary Procedures

### **Definitions:**

1. **Lunchtime detention** - Lunchtime detention is defined as eating lunch out of the cafeteria, under supervision. Student will complete work analyzing the reason for receiving a detention and setting down strategies for improvement. Student may miss the lunch recess.
  
2. **After School Detention** - Defined as being retained for disciplinary reasons from 3:45 to 4:30 p.m. Detentions will be issued on the day of the offense. Detention forms are signed by the parent and returned to the teacher the following day. With few exceptions, detentions are held on Thursday afternoons. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation home. Detentions may be issued for the following offenses outside the normal classroom discipline plans:
  - a) Gum chewing
  - b) Improper conduct in Church
  - c) Disruptive hallway behavior
  - d) Unacceptable field trip behavior
  - e) Inappropriate recess behavior
  - f) Disregard for classroom or school rules and procedures
  - g) Eating outside the lunchroom without permission
  - h) Being tardy (by junior high students) for individual classes
  - i) Having an I-POD, I-PAD, Hand-held gaming system, I-Watch, Fit Bit, Cell Phone, or other electronic devices unless authorized by school personnel. If a student is found using a cell phone (or if the cell phone rings during the school day), a detention will be issued and the cell phone will be confiscated until a parent comes to school to retrieve. Once a cell phone is in the possession of a school authority (principal, assistant principal, teacher, teacher aide, secretary), the student may receive a discipline consequence for all information contained on the cell phone even if the cell phone was used off school grounds and outside school hours. Should a student use an authorized iPod or iPad improperly during the school day, school staff will also issue a detention.

Should a child receive three after school detentions, a conference may be held with the teacher, principal/assistant principal, student and parent and a Behavioral Contract may be initiated. Reception of a fourth detention may warrant an in-school suspension depending on the severity of the offense, the number of times the offense has been committed, the factors precipitating the behavior and the age of the child.

Anyone who is given a School Initiated Behavioral Contract will be evaluated by the principal and/or pastor at the end of each quarter to determine the student's future placement at our school.

**3. Saturday Detention (Alternative to Suspension)** – Requires a student’s presence on a Saturday morning from 9am-Noon. Students will reflect on the behavior and complete a response packet to create positive alternatives to the behavior. Detention forms are signed by the parent and returned to the teacher the following day. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation home. Saturday detentions are an alternative to an in-school suspension, but may be issued depending on the severity of the offense, the number of times the offense has been committed, the factors precipitating the behavior and the age of the child.

**4. In-School Suspension**-Removal of a student from classes or activities. During the in-school suspension, the student will remain in an appropriate independent learning environment. No school activity, including sports, music, club or others will be allowed on the day of in-school suspension.

During in-school suspension, students will be isolated from their class for a minimum of one day, but will complete assigned lessons and homework for that day. Students will also complete a behavioral contract which documents needed improvement and expectations for behavior change. Parents must agree to follow behavioral contract.

**5.Suspension Out of School** - Denying a student permission to attend school and participate in school activities. Make up work will be given and graded at the discretion of the teacher(s). Grounds for suspension (In-school or out of school) may include, but not limited to:

- a) Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities or on public school buses. Please see Appendix for the full policy.
- b) Profanity or obscene language, written, oral or pictorial directed to school personnel/students. This includes obscene gestures or signs.
- c) Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- d) Theft of school property, personal property of another student or school personnel.
- e) Falsifying by using, in writing, the name of another, or changing records of school data, including report cards.
- f) False alarm < fire or false 911 call
- g) Bringing any weapons, fireworks, smoke bombs, stink bombs, lighters or matches to school
- h) Fighting
- i) Misconduct after an in-school suspension
- j) Bullying of another student or adult

**6. Emergency Removal** - If a student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process, the student will be denied permission to attend school and participate in any school activity.



**7. Expulsion** - Expulsion of a student from school is a serious matter. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. If expulsion is contemplated, notification will be provided to parent(s). A conference may be held with the student, parent, pastor and principal and/or Assistant Principal.

Expulsions include but are not limited to the following cases:

1. Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
2. Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia. See Appendix for the full policy.
3. Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school sponsored activity.
4. Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total retribution is required for any repairs or replacement costs.
5. Failure to comply with behavioral contract.
6. Repeated violation of school or classroom rules after disciplinary actions have been attempted.

Please see the Appendix for school policy regarding

- |                    |                  |
|--------------------|------------------|
| -youth gangs       | -sexual violence |
| -weapons           | -harassment      |
| -sexual harassment | -student threat  |

### Specific Procedures

#### **Suspension** (In-school and out of school)

1. Parents or guardian will be notified of the suspension and the reasons. The student will remain at school until the close of regular classes that day.
2. All work done by the student during an in-school suspension will be graded and averaged.
3. Make up work after an out of school suspension will be graded at the teacher's discretion.

#### **Removal** - Principal and Assistant Principal

1. The student is removed from the classroom or activity and placed in the principal or assistant principal's office.
2. Parent or guardian will be notified of the action and reason(s).
3. The student can explain his/her actions in regard to the disciplinary removal.
4. Disciplinary action will be made based on the facts of each individual case.

### Other Disciplinary Actions

No corporal punishment will ever be administered as a disciplinary action.

## Lunch Time Behavior

1. Talk in a low tone or voice.
2. Remain seated at your table until dismissed
3. Clean up table and dispose of trash.
4. Follow the directions of the lunchtime monitors.
5. A flash of the light signal means silence for all:
  - First Flash: Finish eating and clean up your table and the area around your chair.
  - Second Flash: Be QUIETLY seated in your chair and ready to be dismissed.

Consequences for breaking above rules include but are not limited to:

1. Clean tables and sweep the floors in the cafeteria
2. Loss of recess
3. After school detention
4. Removal from lunchroom
5. Parent Conference

## Playground/Lunchroom Policy

### **Lunchroom Rules:**

1. Grades K, 1-2, 3-4 will have assigned tables
2. Grades 5-8 must sit on their respective sides of the cafeteria.
3. Students that need to use the bathroom will need to get a pass and use the bathrooms by the 6th gr. classes.
4. No students may leave the cafeteria to return to the classroom without a note from his or her teacher or a lunchroom pass.
5. At the end of each lunch, a signal will be given to quiet the children. Anyone still in a line (food or bathroom, except for emergency) will be seated
6. Once the room is quiet, the students will be directed to clean off tables and put their lunch box in the crates. After completing these tasks, the students will be dismissed for recess.
7. Once the signal is given, all food must be packed away or thrown away as food cannot be taken outside.

### **Playground Rules:**

1. Play in designated areas only
2. Follow the directions of playground supervisors
3. Use only authorized playground materials in a safe manner
4. Allow others to play without disruption

5. No contact sports
6. No hanging on any of the basketball rims and/or hanging from the walkway railings
7. Use the playground equipment in an appropriate manner.
8. Maintaining the acceptable distance from swings while in motion.
9. Refraining from playing tag on the playground itself – these games must be played only on the field and/or black-top area.
10. Not picking up the woodchips on the playground.

**Consequences for Violating Playground Rules include but are not limited to:**

1. Recess detention-loss of playground privileges for one day
2. After school detention determined by administrators
3. Loss of playground privileges for one week plus parent conference
4. In-school suspension
5. Out-of-school suspension

*DAMAGE TO TEXTBOOKS*

Students are responsible for all textbooks loaned to them. Writing in, mishandling, or destruction of textbooks is not permitted. Students are obligated to pay a fine for lost, damaged, or defaced books. Failure to meet this financial obligation will result in withholding of report cards, transcripts, and diplomas. Amount of the fine will depend upon the book and the amount of damage. Which maybe the following: broken spine, ripped pages, and writing in the book.

*STUDENT LOCKERS*

All lockers and desks are the property of St. Albert the Great School and may be searched by the school administration.

Each student in grades 6-8 shall be issued a combination lock for their individual locker. These locks are the property of the school and shall be returned when the child graduates. All individual lockers should be locked at all times. Any student who loses his/her lock will be required to purchase a replacement from the school.

*CHEATING/PLAGIARISM POLICY*

Cheating is defined as talking during a test or quiz, looking at others work, copying from another student, using cheat sheets, giving another student answers during a test, quiz or assignment.

**Plagiarism is defined as:**

- 1. taking someone's words or ideas as if they were your own**
- 2. a piece of writing that has been copied from someone else and is presented as being your own work**

If cheating/plagiarism occurs the following actions may take place in K - 8:

1. No credit will be given to the student for the assignment.
2. A detention may be issued. (Although in some circumstances, more serious disciplinary action will be taken.)

## **2018- 2019 DRESS CODE - Grades K – 8\***

*(Kindergarten – Please see specific modifications via your child's teacher)*

### **Boys' Pants**

Grades K-5:

- Navy blue or black

**Grades 6-8:**

- Navy blue, black or khaki

All Boys Grades K-8:

- Properly fitting, traditional dress or *Docker*-style pants
- Must be worn at the waist
- Corduroys are permitted
- **Belt must be worn if pants have belt loops – SUSPENDERS are not permitted (Kindergarten students may wear a magnetic belt)**
- Belts must be brown or black with a standard belt buckle (no studs on belts are permitted)

NOT PERMITTED -

- Denim slacks
- Pants **with rivets** or jean style seams or stitching
- Pockets sewn on the outside of the pant leg (cargo pants)
- Form fitting, tight, straight legged or skinny-legged pants
- **Shorts or Capris**

### **Boys' Shirts**

Grades K-5:

- **White, light blue or gray polo shirt or ribbed/banded polo shirt with monogram (see Schoolbelles)**

Grades 6-8:

- **White, light blue, navy blue, or gray polo shirt or ribbed/banded polo shirt with monogram (see Schoolbelles)**

OPTIONAL:

**For Boys in the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade ONLY**

- **Solid Color Dress Shirt and Tie (bow tie or neck tie)**
- **Shirt must be tucked in and buttoned to the neck at all times**
- **Tie must be school appropriate and tied at the neck at all times**

All Boys Grades K-8:

- All polo shirts must have all buttons buttoned except for the top one
- Undershirts must be all white (gym shirts may be worn on gym days)
- *Under Armor* type shirts are **not permitted** as the uniform shirt or as an undershirt
- Shirts must be tucked in, except for the ribbed, banded polo shirt

### **Boys' Shoes**

- Brown/beige, navy blue, gray, or black dress shoes on all parts of the shoe
- **SOLID black athletic shoes are permitted – NO COLORED LOGOS, STITCHING, LABELS OR SHOELACES (Please do not black in logos already on shoes.)**
- Shoelaces should match shoe color - no mismatched colors

NOT PERMITTED -

- Work boots or similar type footwear
- Boots are encouraged during the winter months to be worn to and from school, but not during the school day.

-

### Boys' Socks

- **NAVY BLUE, BEIGE, BLACK, WHITE, OR GRAY – MUST BE ONE SOLID COLOR**
- Socks may have one small corporate logo (i.e. Nike swoosh or Under Armor UA)
- Socks **MUST** cover the ankle (crew socks)

### Boys' and Girls' Sweaters

- Navy blue, white, cream, gray or black
- Must be one solid color (May have a small corporate logo – i.e. polo jockey)
- Length of the sweater must not exceed 5 inches below the belt line
- **Sweaters are not to have belts or hoods**

### Boys' and Girls' Sweatshirts - (To be worn over the uniform shirt)

- Navy blue, white, royal blue, or gray (ash) with embroidered St. Albert the Great monogram with or without mustang (Available for purchase at the Mustang Stable)
- No hoods, zippers, or lacing

### Girls' Plaid Jumper or Skirt

- Grades K-4 – plaid jumper (see Schoolbelles)
- **Grade 5 – plaid jumper or skirt** (see Schoolbelles)
- Grades 6-8 – plaid skirt (see Schoolbelles)

THE JUMPER OR SKIRT CANNOT BE ANY SHORTER THAN 2 INCHES ABOVE THE KNEE

### Girls' Pants/Slacks - (November 15th - April 15th)

- Navy blue or black
- Properly fitting, straight-legged, traditional dress or *Docker*-style pants in corduroy, cotton, or wool
- Belts must be worn if belt loops are on the pants

### **OPTIONAL:**

**For Girls in the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade ONLY**

- **Khaki colored pants may be worn year round**

### NOT PERMITTED -

- Denim, stirrup, velvet, stretch pants or any pants with stretchy material (spandex/stretch knits / lycra)
- Pockets sewed on the outside of the pant leg (cargo pants)
- Slacks with rivets or jean style seams or stitching
- Form fitting, tight, or skinny-legged slacks

### Girls' Shirts

#### **Grades K-4:**

- **White, light blue or gray polo shirt or ribbed/banded polo shirt with monogram (see Schoolbelles)**

#### **Grades 5-8:**

- **White, light blue, navy blue, or gray polo shirt or ribbed/banded polo shirt with monogram (see Schoolbelles)**

All Girls Grades K-8:

- White blouses and turtlenecks
- All shirts and blouses must have all buttons buttoned except for the top one
- **Undershirts and undergarments** must be all white (**gym shirts can be worn on gym days**)
- *Under Armor* type shirts are not permitted as the uniform shirt or as an undershirt
- All shirts, blouses and turtlenecks must be tucked in

**The ribbed/banded polo shirt will not be required to be tucked into the skirt or slacks.**

### **Girls' Shoes**

- School dress shoes – **heel must not exceed one inch**
- Saddle shoes are permitted
- **BROWN/BEIGE, NAVY BLUE, GRAY, OR BLACK** dress shoes
- **\*Sperry Shoes must be one of the above listed colors on ALL parts of the shoe – including the sole of the shoe - no animal prints, plaids, glitter, metallic, or sequins**
- Shoelaces must match shoe color– no mismatched colors
- **SOLID black athletic shoes are permitted – NO COLORED LOGOS, STITCHING, LABELS OR SHOELACES (Please do not black in logos already on shoes.)**

NOT PERMITTED -

- Sandals, jellies, boots, Crocs, moccasins, ballet slippers, or canvas shoes (i.e. Vans or Toms)
- Boots are encouraged during winter months to be worn to and from school only. Regular school shoes should be worn during the day.

### **Girls' Socks**

**- NAVY BLUE, BEIGE, BLACK, WHITE, OR GRAY – MUST BE ONE SOLID COLOR**

- Socks may have one small corporate logo (i.e. Nike swoosh or Under Armor UA)
- Socks **MUST** cover the ankle (crew socks)

### **Girl's Tights - (under the school uniform)**

- Navy blue, white, black, gray tights are permitted under the school uniform

**To clarify what are considered APPROPRIATE TIGHTS:**

- Tights are to be a type of **HOSIERY WITH FEET**
- These are **NOT** to be leggings pants, yoga pants, or skinny legged pants

Girls are permitted to wear any type of pants with/under the uniform, (legging pants, sweat pants, straight-legged pants, skinny pants), **to and from school and or for recess ONLY**. These types of pants are not permitted at any other time throughout the school day.

### **Accessories**

- One watch(No I-watches or Fit Bits permitted)
- One necklace - Must be tucked into the shirt or blouse
- **Girls may wear only one pair of small post or small hoop earrings that do not exceed 1” in length.**
- One bracelet (this includes handmade loom or woven bracelets)
- Hair accessories should not be excessively large or disruptive to the learning atmosphere

**GIRLS ARE NOT PERMITTED TO WEAR MAKE-UP OF ANY KIND.  
NO NAIL POLISH OF ANY KIND/COLOR OR ARTIFICIAL NAILS ARE PERMITTED.**

**Hair**

Boys - No unusual, non-traditional, contemporary hairstyles are permitted (e.g., unusual lines, "tails", steps, shavings, hanging bangs, page boys or flips). Hair may not be pinned up or curled under in the back. Hair may not be cut short underneath and long on the top or parted in the middle and dangling. Hair may not be dyed any unnatural, odd or bright color and should be uniform color throughout.

**To clarify the phrase, "MUST BE CUT AND NEATLY KEPT":**

- The hair must not touch the collar, must be above the eyebrows, and not cover more than 1/2 of the ear
- This also means that it is brushed or combed before coming to school

Girls - No highly unusual contemporary hairstyles are permitted. Unusual lines, shavings, "tail", steps, beads attached to hair, hair wraps, or hanging bangs are not permitted. Hair may not be cut short underneath and long on top. Hair may not be dyed any unnatural, odd or bright color.

**Out of Uniform Days**

Occasionally there will be days where students are permitted to be out of uniform. On these days certain rules must be followed:

- Backless, halter, or spaghetti strap tops may not be worn
- If wearing a sleeveless top, straps must be at least three fingers in width
- Tops that are low cut at the neck or expose bare midriffs when sitting, stretching, bending, stooping, etc. may not be worn
- Modesty is emphasized –skin tight material, dresses, and skirts are not permitted
- Skirts or dresses cannot be any shorter than 2 inches above the knee
- Skinny jeans, leggings, or tights should be worn with a long (tunic) sweater, shirt, or skirt to provide adequate coverage
- No yoga pants are to be worn
- No shorts are to be worn
- Athletic Slides, Flip Flops, Crocs, clogs or backless shoes are NOT PERMITTED at any time
- The language/decoration on the shirts should be appropriate for St. Albert the Great School
- Hats may not be worn in the building

\*Students who are not dressed appropriately will call home to ask for a change of clothes or will be provided a spare uniform to wear for the day.

**Dress Up Day (Picture Day, etc.)**

When a dress up day (BUSINESS FORMAL ATTIRE) occurs at school for pictures, dances, May Crowning, or the like, the above Out of Uniform restrictions apply, along with the following:

- No Jeans or Shorts of any kind are to be worn
- Open-toed dress shoes may be worn, but it is highly advised a second pair of comfortable shoes be brought for recess.
- Girls typically wear skirts, dresses, blouses, dress pants, etc. of appropriate and modest length
- Boys typically wear dress shirts, ties, vests, and dress slacks of appropriate nature.

### **Accessory Day**

Sometimes in the celebration of a holiday, sporting event, or other special occasion, students are invited to wear accessories of a certain color or team with their uniform.

This may include:

- socks, sweaters (solid colored), hair accessories, neck ties
- Shirts worn over the uniform polo (preferably solid colored unless a team is featured)
- Hats may not be worn in the building

### **5<sup>th</sup> & 6<sup>th</sup> Grade Socials**

Twice a year the 5<sup>th</sup> & 6<sup>th</sup> grade will have an evening social. On these days, the above out of uniform rules apply. Shorts are permitted given that girls' and boys' shorts must be appropriate length, no shorter than the fingertips (when shoulders are back and hands are at their sides), and boys' shorts must be no longer than the knees. (Bermuda Shorts, Cargo Shorts, and/or Capris are appropriate.)

### **Field Days**

At the end of the school year students participate in grade level field days. Students may wear their gym uniform (shirts and shorts) to participate in these events.

### **Field Trips**

It is expected that students wear their uniforms when on Field Trips, unless otherwise approved by the administration. Washington D.C., Cedar Point, and Memorial Park trips for 8<sup>th</sup> graders will receive a letter detailing acceptable attire from the 8<sup>th</sup> grade teachers.

***IF A STUDENT DOES NOT FOLLOW THE DRESS CODE, A DRESS CODE VIOLATION WILL BE ISSUED TO THE STUDENT.***

**Dress Code Violations will accumulate throughout the school year.  
3 DRESS CODE VIOLATIONS = AN AFTER-SCHOOL DETENTION**



## **Special Programs / Extra-Curricular Activities**

### **Extra-curricular Activities:**

Sports: CYO sports program for boys and girls grades 3-8. Intramural programs are available in basketball and volleyball in grades 1-3.

Servers: Grades 5-8

Cheerleaders: Grades 3-8

Student Council Executive Officers: Grades 6-8, Classroom Representatives 4-8

Instrumental Lessons Band & Orchestra: Grades 4-8

Ski Club: Grades 5-8

Drama Club: Grades 6-8

Geography Bee: Grades 4-8

Rachel's Challenge: Grades 7-8

Choir/Song Leaders: Grades 4-8

Power of the Pen: Grades 7-8

Spirit Club: Grades 6-8

Classroom of Champions: Grades 7-8

Math Club: Grades 6-8

Lectors: Grade 8

Crazy 8 Math Club: Grades K-3

### **Liturgical Program:**

1. Grades 1-8 attend the Eucharistic celebration once a week, on Fridays, holy days and other special feasts. (Kindergarten will attend liturgies once a month.) Students will attend Stations of the Cross once a week during the Lenten season.
2. Individual and communal opportunities for confession are provided throughout the year.
3. Other liturgical celebrations, including prayer services, are correlated with religion classes.
4. Sacramental preparation programs and reception of sacraments occur in:  
Grade 2 - Reconciliation and Holy Eucharist  
Grade 8 - Confirmation

### **Special Mission Appeals and Collections:**

Offertory: Students are to use their envelopes every Sunday; small contributions are valuable because they represent a willingness to share and provide for the parish community

Special: Mission projects are held throughout the year including: Canned food drives, clothing drives, Jump Rope for Heart, and Lenten Mission Collection Drive. The list of charitable collections and donations will be posted each year in the "In-Box."

## AMENDMENTS TO PARENT/STUDENT HANDBOOK

The principal has the right to amend or add to this handbook as situations warrant it. Any changes will be published in the school or parish newsletter or on Progress Book.

### **APPENDIX**

#### AIDS POLICY

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome; ARC (AIDS related complex) or other illness caused by HIV (human immune deficiency virus, the virus that causes AIDS, also known as HTLV III or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities may limit the child's participation in school activities.

## Family/Custodial Matters

St. Albert the Great (SAG) School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason it is necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. (SAG) School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Our school personnel cannot proceed on hearsay, rumors or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. We will, unless instructed by a Court Order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and

to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

### **Tobacco, Alcohol and Drugs Policy**

ST. ALBERT THE GREAT recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, social, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well being of all.

ST. ALBERT THE GREAT recognizes that the problem of drug and alcohol abuse does not respect any group or age and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the prime responsibility for assisting their children with such problems.

As educators in the Church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the community as well as the individual welfare of student and educator, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach, disrupts classrooms, threatens safety, contributes to a climate of fear and disregard for authority and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, disperse, possess, use, transmit or be under the influence of in the school setting, any alcoholic substance, any intoxicating or auditory, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by Federal or Ohio law or rule, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises, school related or school sponsored activities, any vehicle used to transport students to and from school

and school activities off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance, and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

ST. ALBERT THE GREAT will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative (enforcement) procedures, and recovery support.

## POLICY ON YOUTH GANGS

### **Youth Gangs**

**YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED.** A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assaulting, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.

6. Police, Juvenile Court and/or other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

### Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effort of the incident on other students, and the good order and functioning of the school.

### Related Policies

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the School Handbook.
2. Discipline policies and consequences as defined in the School Handbook.
3. The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to QUEST, C.A.R.E, guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish based youth ministry activities, etc.

### ST. ALBERT THE GREAT (SAG) WEAPONS POLICY

In furtherance of the over-all philosophy, goals and objectives of the Catholic educational experience, SAG school policy that expressly prohibits the use, transmission,

possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in the school or parish.

This policy includes, but is not limited to, any weapon, object used as a weapon, dangerous or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C.

A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities and any other conditions deemed appropriate by the administration of the school or parish program.

## ST. ALBERT THE GREAT SCHOOL Sexual Harassment and Sexual Violence Policy

### **Purpose**

St. Albert the Great School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Albert the Great School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment**

For the purposes of this policy, sexual harassment includes but not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing an unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirt, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or



obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. Those will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include the following:

- verbal warning/reprimand and apology to the victim
- a parent/student/principal conference
- written warning/reprimand & parent notification, entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention
- suspension
- expulsion

### **Sexual Violence**

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, pastor or any other school authority is required under state law to report the incident. The Department of Children Services and the police will be contacted immediately if there is any "knowledge or suspicion" that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C.2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O. R. C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, The Department of Human Services and the police will be contacted immediately.

### **SEXUAL HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All

complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witness or other evidence during the investigation. Information regarding an investigation of sexual harassment shall be confidential to the extent possible and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the local police department shall immediately be notified by the designated administrator. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s).

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

### **PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT**

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment.
4. The need for confidentiality shall be stressed.
5. No reprisals will be tolerated against complainant(s), witness (es), or individual(s) involved in the investigation.

6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

**STUDENT THREATS**  
**POLICIES AND PROCEDURES \***

A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

B. Whoever hears the threat should report it immediately to the principal.

C. Police should be notified immediately.

D. The student should be kept in the principal's office under supervision until the police arrive.

E. The parent/guardian of the student who has made the threat shall be notified immediately.

F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the

concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

I. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/ disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

\* Threat policy will be handled differently in the primary grades

\* The pastor reserves the right to amend this policy as he deems necessary.

### **Acceptable Use Policy**

Each year, students are given a copy of the St. Albert the Great School Acceptable Use Policy. Students and parents are required to review the policy and sign an agreement stating that they will comply with the rules concerning use of technology use.

### **Anti-Harassment, Intimidation, and Bullying Policy**

St. Albert the Great School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Albert the Great School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school- provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
  2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- St. Albert the Great School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

**Definition**

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:

Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);  
Sending abusive or threatening instant messages;  
Using camera phones to take embarrassing photographs of students and posting them online; and,  
Using Web sites to circulate gossip and rumors to other students;  
Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### ***Procedure for the Alleged Victim***

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

Tell a teacher, counselor or principal; and

Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

### ***Complaint Procedure***

St. Albert the Great School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance

with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal/assistant principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

St. Albert the Great School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

### ***Investigation Procedure***

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### ***Resolution of the Complaint***

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### ***Points to Remember in the Investigation***

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### ***Conflicts***

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

## ***SAFETY AND VIOLENCE***

Saint Albert the Great School makes every effort to maintain a safe and secure environment for our students and staff members. Arrival and departure of students is carefully monitored by the administration and other staff members. If a child is to be dropped off or picked up during the school day, parents/guardians must sign him/her out in the main office where they will wait until the child comes down. A child is never released to an unauthorized person. Names of individuals to call in an emergency are recorded in each child's registration and are available to staff members. All visitors to Saint Albert the Great must enter and exit through the main office.

When an accident or injury occurs, a staff member trained in first aid procedures will administer first aid and determine what additional action needs to be taken. All staff members are trained bi-annually in CPR and Heimlich Maneuvers. In the event that a child needs emergency transportation, North Royalton Fire Department is prepared to provide emergency transportation. Our nursing staff will complete an incident report when an injury, accident, or other incident occurs. A copy is given to the parent to sign and another is kept on file with the Diocese.

A plan is posted in each classroom explaining action and evacuation routes to be taken in a fire emergency or weather alert. Practice evacuations are conducted at regular intervals as required by the Ohio Department of Education.

Each classroom has an alert button that rings to the main office and every teacher wears a panic button that provides immediate contact with the North Royalton Police Department. They have a comprehensive emergency plan in an electronic binder at their fingertips through their cellular devices. Instructions for the staff are included for serious incidents, injuries, safety, and weather-related events. Two evacuation routes have been designated for each teacher. If necessary, the students will be transported to North Royalton High School as an additional evacuation site.