

**St. Albert the Great Catholic School**

Family Handbook  
2024-2025 School Year



**ST ALBERT**  
**THE GREAT**

104 West Dorothy Lane  
Kettering, OH 45429  
School Office (937) 293-9452  
[www.stag-school.com](http://www.stag-school.com)

School Hours  
7:50 a.m. – 2:50 p.m.

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# WELCOME

## Principal Letter

Welcome to St. Albert the Great, a community where faith, knowledge, and values come together to nurture the growth of every student. As the principal, I feel blessed to introduce you to our school, a place where we strive to inspire and guide our students to achieve academic excellence, develop strong moral character, and grow in their relationship with God.

At St. Albert the Great, we are dedicated to creating an environment that supports the holistic development of each child. Our curriculum is designed to challenge our students not only intellectually but to also foster their spiritual, emotional, and social growth. Rooted in the teachings of the Catholic Church, our educational approach emphasizes compassion, integrity, and service to others.

This handbook is a vital resource for our school community, providing essential information about our policies, procedures, and expectations. It reflects our commitment to maintaining a safe, respectful, responsible and nurturing environment where every student can thrive. Please take the time to read through this handbook carefully and keep it as a reference throughout the school year.

We are blessed with a dedicated team of educators and staff who work with parents and families collaboratively to support our students' success. I encourage you to actively participate in school activities and events, as your involvement plays a crucial role in the vibrant life of our school community.

Thank you for entrusting us with the education and formation of your child. Together, let us embark on a journey of faith and learning, guiding our students to become compassionate, responsible, and knowledgeable individuals who will make a positive impact on the world.

With gratitude and blessings,

Nancy A. Hankey

## Pastor Letter

In unity with our faith community, I want to express our gratitude and joy to parents for choosing to send your children to our Catholic school. Our church sponsors school because we know children need to be nourished and exercised well in spirit as well as in mind. We strive for and achieve excellence in both. A Catholic education will pay amazing dividends for you and your children throughout this life and into eternity as they grow in appreciation and love of gospel values as the way to a life lived well.

All our staff and faculty, as well as all in our community, see our school ministry as a privileged gift from God and give all they can in helping to form young minds and hearts into the most beautiful, competent and caring people our Lord wills them to be. Our Lord pours out tons of grace on parents and communities through their children and our Catholic schools cooperate with that powerfully.

In all of this, we recognize how important it is to support parents. Know that we are here for you in any way that we can be of service. Likewise, we encourage you to be active members in our community, not just in school, but through your participation at Mass and your involvement in parish ministries. That will be a great source of grace for yourselves and will set a wonderful example for your children.

Prayers and blessings,

Fr. Tom Nevels

## **Mission Statement**

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

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

## **Belief Statements**

We believe in...

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

## **ACCREDITATION**

St. Albert the Great Catholic School is accredited by the Ohio Catholic School Accrediting Association (OCSAA). The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student performance.

## **ADMINISTRATION**

St. Albert the Great Catholic School is a parish school which operates under the authority of the pastor, Fr. Tom Nevels, under the direction of the school principal, Mrs. Nancy Hankey and the assistant principal, Mrs. Janet Muckerheide.

## **RIGHT TO AMEND**

This handbook is not a binding contract on St. Albert the Great Catholic School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## **ADMISSION AND REGISTRATION**

### **Non-Discrimination Statement**

No student may be excluded from St. Albert the Great Catholic School solely because of race, color, national/ethnic origin, or ancestry.

### **Registration Requirements for All Students**

There are separate registration fees for students in K-8th grade and students in Preschool/PreK. Fees are collected by family, not by individual student. Registration fees are non refundable to those who are not moving out of the area but decide to send their student to another school.

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

### **School Age**

In accordance with [Section 3321.01](#) of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before August 1 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

### **Educating Students with Special Needs**

St. Albert the Great Catholic School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

### **Admissions Process**

Acceptance of registration at St. Albert the Great Catholic School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.



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

No refund of registration fees or tuition will be made to those who are not moving, but decide to send their child to another school. A refund of the registration fee will be made for students who will be moving out of the area only if the parish business office is notified before June 20.

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

**The admission process at St. Albert the Great Catholic School is as follows:**

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

**Admission to St. Albert the Great Catholic School is considered according to the following priorities:**

- 1) Students currently enrolled at St. Albert the Great Catholic School, who re enroll by the specified annual enrollment dates.
- 2) Children of parishioners who are registered and supporting members of the parish and with a sibling currently enrolled in the school.
- 3) Parishioners who are registered and supporting members of the parish and with no siblings currently enrolled in the school.
- 4) Catholic families not registered in the parish with a sibling currently enrolled in the school.
- 5) Catholic families not registered in the parish with no sibling currently enrolled in the school.
- 6) Students who are not active parishioners who are applying for enrollment as private students.

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

### **Accuracy of Information Statement**

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### **Voluntary Withdrawal of Students**

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met before records are released to another school or school district.

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

## **FAITH FORMATION**

### **Religious Education**

St. Albert the Great Catholic School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

### **Sacramental Preparation**

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

Reconciliation      Grade 2

First Communion    Grade 2

Confirmation        Grade 8

Catholic education in ongoing parent information programs is offered at the time the child is preparing for their first reception of a sacrament. It is necessary for parents to attend these meetings

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

# ACADEMIC PROGRAM

## Academic Expectations

Students at St. Albert the Great Catholic School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

## Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

## Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

## Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

The grading scale for grades 4-8:

A+ = 99 - 100	A = 95 - 98	A- = 93 - 94	
B+ = 91 - 92	B = 87 - 90	B- = 85 - 86	
C+ = 83 - 84	C = 79 - 82	C- = 77 - 78	
D+ = 75 - 76	D = 72 - 74	D- = 70 - 71	F = Below 70

## **Field Trips**

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

## **Promotion and Retention**

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

## **Records Review**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Withdrawal/Disenrollment for Academic Reasons**

A student may be asked to withdraw for academic reasons from St. Albert the Great Catholic School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Albert the Great Catholic School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

## **Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

St. Albert the Great Catholic School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **Curriculum**

St. Albert the Great Catholic School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

## **Standardized Testing**

St. Albert the Great Catholic School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

## **Reporting Student Progress**

St. Albert the Great Catholic School issues report cards to the families on a quarterly basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via Option C.

## **Student Support Programs**

St. Albert the Great Catholic School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

- Autism Program

- Title 1 Grades 1-5

- Special Education Intervention

- Speech Language Intervention

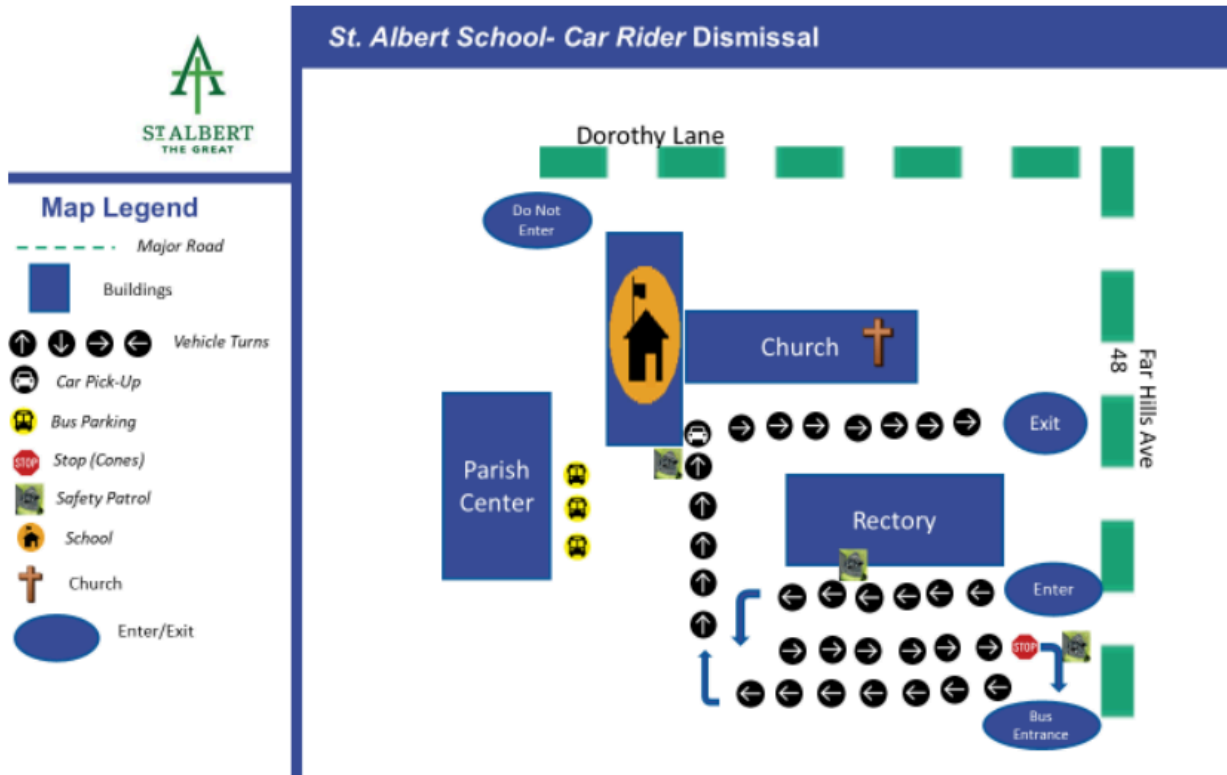
## **Temporary Home Instruction**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

# ATTENDANCE

## The School Day

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



Arrival 7:15-7:50 am

### Drop-Off Option 1

- Southeast side of school, Far Hills parking lot entrance (by rectory)
- Please pull up to orange cone to allow for multiple cars

### Drop-Off Option 2

- West side of school, Dorothy Lane parking lot entrance
- SBC/AT&T parking lot
- Please pull up to allow for multiple cars

Dismissal 2:50-3:05 pm

### Bus Riders

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



### *Car Riders Preschool/PreK/ASP*

- West side of school, Dorothy Lane parking lot entrance
- SBC/AT&T parking lot
- 11:00 am for morning and 2:50 pm for afternoon
- Siblings of students in Preschool, PreK and (optional) ASP will be dismissed from this location

### *Car Riders K-8*

- Southeast side of school, Far Hills parking lot entrance (by rectory)
- Students are dismissed from the car pick up line
- Cars enter from Far Hills and make their way through a path up to the southeast door of the school
- Each car will display a placard with the last names of the students being picked up
- Safety Patrol members will notify the school of the order of vehicles, so students are waiting at the four pick up zones when their vehicle arrives
- Please pull up to the orange cone advised by the staff member on duty

### *Walkers*

- Students are to go immediately home unless supervised by an adult

### *After School Program*

- Students will be dismissed to the After School Program

### Safety Reminders

- The speed limit on all parish and school property is 10 mph.
- For the safety of all pedestrians on parish property, vehicles must remain in the drop-off/pick-up line and may not pass another vehicle.
- When students exit the vehicle, they must cross in front of the vehicle dropping them off and walk immediately to the safety area behind the orange cones.
- If the traffic line has stopped, students may leave the car before reaching the school door area, but should not walk in front of other vehicles.
- If you must enter the school during morning arrival, please park in the church lot south of the Rectory and walk to the school with caution.
- There is no left turn onto Dorothy Lane from the west side of school from 7:30 - 8:30 am and 2:30 - 4:00 pm.
- Do not drive on the other side of the orange cones.
- Students not picked up by 3:05 pm will be placed in the After School Program, where families will be charged a fee.

## Daily Attendance

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

## Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. If a student must depart during the school day:

- The parent/guardian is required to notify the school on the morning of the appointment, indicating the purpose and the expected time the student will return to school.
- All students must sign out at the office.
- Students returning from an appointment must report to the office and sign in before returning to the classroom.

## Make Up Work

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences, according to the teacher's policy. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work should be made at the time of the call reporting the child's absence.

## Excessive Absence and Tardiness

Students who are absent more than 2 days in a row, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school

for any reason during the school day, his or her attendance will be considered “incomplete” for that day and will be designated as a tardy on their attendance record. Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Students are expected to be in their homeroom and ready for class when the bell rings at 7:50 am. Students arriving after 7:50 am are considered tardy and must be signed in at the main office by the person transporting the student to school. Students will be given a tardy slip to give to their teacher. No student will be admitted late to the classroom without a tardy slip from the school office.

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

7:50 am - 8:30 am	Tardy
8:31 am - 10:30 am	¼ day absent
10:31 am - 12:30 pm	½ day absent
12:31 pm or later	Full day absent

Students who are repeatedly tardy within a school quarter are subject to the St. Albert the Great discipline policy as follows:

3 tardies	Tier 1 offense
6 tardies	Tier 2 offense
9 tardies	In School Suspension & Attendance Plan Meeting
12 tardies	Saturday School (\$25 fee)

Tardy minutes will be tracked per student and converted to absences per the above chart. Excessive absences may result in the forfeiture of the EdChoice Scholarship and/or the family being asked to withdraw from the school.

## **Reporting An Absence**

Parents/guardians are required to call the school office before 8:30 A.M. to report their child's absence. A telephone call is necessary. The school will contact parents who do not call in to report an absent child. This is a very serious obligation for both the parents and the school.

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

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St. Albert the Great Catholic School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Albert the Great Catholic School when determining whether to admit or retain a student.

### **Student Pregnancy**

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

### **Gender Identity**

#### GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## HEALTH AND SAFETY

### Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

### Administration of Medication

St. Albert the Great Catholic School follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

#### Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin and end;

- f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
  - 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
  - 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
  - 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;



- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

### **Medication Administered at School**

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

## **DIABETIC CARE POLICY**

St. Albert the Great Catholic School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

St. Albert the Great Catholic School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

### **School Administration of Diabetes Medications**

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:

- a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin;
  - f) The date the administration of the drug is to cease;
  - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
  - 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
  - 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
  - 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### **Student Administration of Diabetes Medications**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with

diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

### **Non-Restriction Disclaimer**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

### **Policy On Student Use of Marijuana**

St. Albert the Great Catholic School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Albert the Great Catholic School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

## **Child Protection**

St. Albert the Great Catholic School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

## **Immunizations**

St. Albert the Great Catholic School complies with the minimum immunization requirements set forth by Sections [3313.67](#) and [3313.671](#) of the Ohio Revised Code. Although St. Albert the Great Catholic School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

## **Health Screenings**

Vision and hearing screenings shall be provided regularly by the school nurse.

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

## **Safety Plan**

St. Albert the Great Catholic School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Albert the Great Catholic School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

## **STUDENT CODE OF CONDUCT**

St. Albert the Great Catholic School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Albert the Great Catholic School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Albert the Great Catholic School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Albert the Great Catholic School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

### **Conduct In or Out of School**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

St. Albert the Great Catholic School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

## **Illegal Substances**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

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

It is the policy of St. Albert the Great Catholic School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and

- o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - o Posting slurs on the Internet, websites, blogs, or social media/networks;
  - o Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - o Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - o Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **Complaints Regarding Harassment**

#### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the



suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

#### Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

#### Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

#### **Criminal Misconduct**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

#### **Conduct Disclaimer**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this

Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **General Behavioral Expectations**

*"The fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control..." – Galatians 5:22-23*

In our faith-filled community, students will grow and live the values of our Catholic faith. These values are taught on a daily basis and reinforced in all aspects of our school community. When student behavior falls short of expectations, offenses are categorized into two levels, Tier 1 and Tier 2, and addressed accordingly.

### Tier 1 Offenses

Include, but are not limited to, the following:

- Inattentive/off-task
- Arriving late to class
- Violating school safety rules
- Violating classroom rules
- Sleeping in school
- Being unprepared for class
- Violating school uniform code
- Chewing Gum/eating food without permission
- Misbehaving in church

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

### Tier 2 Offenses

Include, but are not limited to, the following:

- Electronic violation (no earbuds, cell phones or smart watches)
- Stealing / lying
- Cheating/plagiarism
- Crude and/or profane language or gestures
- Jeopardizing a person's safety, including self
- Behavior contrary to the philosophy of the school
- Disrupting class/school activity
- Damaging school/others' property

### Parent Communication

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

- Three Tier 1 offenses in one week
- Any Tier 2 offense
- Incidents of cyberbullying or bullying
- Incidents of pranking & hazing
- Incidents of sexual harassment
- Personal electronics confiscation

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

### Everywhere

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>● Respect personal space for others and yourself</li><li>● Use facilities, supplies and technology appropriately</li><li>● Use proper language</li></ul>	<ul style="list-style-type: none"><li>● Have all supplies ready</li><li>● Speak only when called on and when appropriate</li><li>● Complete homework</li></ul>	<ul style="list-style-type: none"><li>● Use technology safely</li><li>● Inform adult of any problem/conflicts</li></ul>

### Classroom

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>● Talk with permission</li><li>● Use kind words and actions</li><li>● Be honest</li><li>● Be inclusive</li></ul>	<ul style="list-style-type: none"><li>● Come to class prepared</li><li>● Complete homework</li><li>● Follow directions</li><li>● Accept consequences</li><li>● Be on task</li><li>● Fill out planners</li><li>● Be prepared to learn</li><li>● Take ownership of your education and do your best every day</li><li>● Use technology for academic purposes only</li></ul>	<ul style="list-style-type: none"><li>● Be cooperative</li><li>● Work well within a group</li><li>● Help those around you</li><li>● Be patient</li><li>● Be kind to others</li></ul>

### Hallway

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>• Respect others personal space and property</li><li>• Get to class in a timely manner</li></ul>	<ul style="list-style-type: none"><li>• Get materials and go directly to class</li><li>• Keep hallway and locker clean and organized</li></ul>	<ul style="list-style-type: none"><li>• Think before you act</li><li>• Report any problems to an adult</li><li>• Walk on the right side of the hall and stairs</li></ul>

### Restroom

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>• Use facilities and supplies correctly</li><li>• Respect others personal space</li></ul>	<ul style="list-style-type: none"><li>• Use facilities in a timely manner</li><li>• Clean up after yourself</li><li>• Ask permission to use bathroom from teacher whose class you are attending next</li></ul>	<ul style="list-style-type: none"><li>• Wash your hands</li><li>• Inform an adult of any problems or needs in the restroom</li><li>• Think before you act</li><li>• Walk away from a disagreement</li></ul>

### Cafeteria

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>• Follow directions</li><li>• Say “please” and “thank you”</li><li>• Use appropriate language and volume</li><li>• Respect others’ personal space</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself</li><li>• Remain seated until dismissed by adult</li><li>• Take turns on clean up detail</li><li>• Walk/do not run</li></ul>	<ul style="list-style-type: none"><li>• Raise your hand to report spills or request help</li><li>• Direct all questions to an adult in charge</li><li>• Do not play with your food</li></ul>

### Mass

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>• Sit, stand and kneel quietly</li><li>• Keep your feet in front, sit up straight and tall</li><li>• Stay reverent</li><li>• Kneelers/books returned quietly</li></ul>	<ul style="list-style-type: none"><li>• Participate in mass songs and responses</li><li>• Set a good example for other students</li></ul>	<ul style="list-style-type: none"><li>• No restroom breaks without a doctor’s note</li></ul>

## Recess

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>SAFE</b>
<ul style="list-style-type: none"><li>• Play fair and take turns</li><li>• Speak to and treat others kindly</li><li>• Respect others personal space</li></ul>	<ul style="list-style-type: none"><li>• Think before you act</li><li>• Stay in designated area</li><li>• Store/use equipment correctly</li><li>• When you hear the whistle or bell, gather all belongings and line up.</li></ul>	<ul style="list-style-type: none"><li>• Inform an adult of any problem</li><li>• Solve game conflicts peacefully</li></ul>

## Bus Conduct

St. Albert the Great Catholic School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

## Detentions, Suspensions, Expulsions

Any Tier 2 offense will result in an after school (grades 4-8) or recess lunch (grades K-3) detention. Depending on severity or frequency of the offense, additional discipline could take place, such as Saturday detention (\$25 fee), suspension (in or out of school), or expulsion.

When a student in K-3 is in violation of three Tier 1 behaviors or one Tier 2 behavior in one week, a lunch and recess detention will be served and the parent/guardian will be contacted.

When a student in grades 4-8 is in violation of three Tier 1 behaviors or one Tier 2 behavior in one week, an after-school detention will be served from 3:00pm - 4:00pm and the parent/guardian will be contacted.

If a student receives 3 detentions in one quarter they will serve a Saturday School on the second Saturday of the month from 8:00am - 11:00am, in school uniform, school work, and pay \$25. Failure to attend either an after-school detention or a Saturday school will result in further actions determined by Administration.

A parent meeting and behavior plan will be written for the student after 3 detentions.

A student who receives 5 detentions in a quarter will be suspended.

## **Procedures to be Followed in Cases of Suspension and Expulsion**

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **Search And Seizure**

St. Albert the Great Catholic School reserves the right to search and inspect school property used by students at any time. St. Albert the Great Catholic School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

## **Cheating and Plagiarism**

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to copying and pasting paragraphs from different websites or resources to handing in a paper downloaded from the Internet. All are plagiarism.

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

Plagiarism includes:

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

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

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

## **Finality of Decisions**

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

## SCHOOL UNIFORM

*All clothing needs to be in school appropriate condition. This includes, but is not limited to being clean, free of holes and frays and a school-determined modest fit. The school reserves the right to request a student be picked up or brought school appropriate clothes to change into before returning to class.*

### Shirts

- Shirts are short or long sleeved polo style, with an approved uniform logo.
- Shirts and any undershirts may be hunter green, white or gray.

### Bottoms

- Navy blue uniform pants or shorts are acceptable. No jeans-style, corduroy or legging-style pants.
- Girls may wear navy blue or the school approved plaid uniform skirt or skort. Shorts or leggings must be worn under skirts if shorts are not built into the garment.
- Girls may wear the school approved plaid or navy blue logo jumper or navy blue or hunter green logo polo dress. Shorts or leggings must be worn under jumpers or dresses if shorts are not built into the garment.
- 8th Grade Students may wear khaki uniform bottoms, following the same acceptability guidelines as the navy blue bottoms.
- Ankle-length plain gray, black, navy or white leggings may be worn under shorts, skorts, skirts or jumpers.
- All shorts, skorts, skirts, polo dresses and jumpers must be mid-thigh length or longer.

### Socks/Shoes

- Visible solid gray, white, navy blue or black socks must be worn with shoes.
- Shoes must be an athletic style that tie or have Velcro.
- Shoes must remain on and fastened at all times.

### Sweaters/Sweatshirts

- Plain gray, white, hunter green or navy blue sweaters of any style may be worn over a uniform shirt.
- Uniform sweatshirts with the approved St. Albert the Great logo may be worn over a uniform shirt.
- Hooded sweatshirts must be removed for mass.



### Physical Education Uniform (4th-8th Grade Only)

- Students may wear the official St. Albert the Great Physical Education uniform on days they are scheduled for gym. This includes a gray Dri-fit shirt. Students have a choice between solid black, gray or hunter green gym shorts or warm-up pants.

### Outerwear/Accessories

- Outerwear must be removed once inside the building.
- Hats and hoods may not be worn in the building at any time.
- Hair, including highlights and extensions, must be a natural color.
- Students may wear sensible jewelry. Earrings are limited to post-style.
- Minimal makeup is permitted. This includes natural nails with light nail polish.
- Tattoos, including temporary, are prohibited.
- School administration reserves the right to decide if any hair style, make-up, accessory or other aspect of appearance is proper for the school community atmosphere.

### Spirit Days

- Spirit Days are the 1st Friday of each month.
- Students may wear any St. Albert the Great spirit shirt. Every shirt must have long or short sleeves. Athletic Board provided athletic jerseys and shorts may not be worn.
- Students may wear any bottoms that follow the school's condition, length and modest fit expectations.
- Only primary age students (K-3rd) may wear leggings.
- Students must wear shoes as specified in the regular dress code.

### Out of Uniform Days

- Students may use Out of Uniform Passes on the last Friday of each month.
- Students may wear any shirt or bottoms that follow the school's condition, length and modest fit expectations.
- Only primary age students (K-3rd) may wear leggings.
- Students must wear shoes as specified in the regular dress code.
- Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

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

[Deuce T Shirts](#)

[French Toast](#)

[Land's End](#)

Attire for spirit days may also be purchased from:

[1st Place Spirit Wear](#)

## PARENT/GUARDIAN INFORMATION

### Communication

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

- Phone/Option C Messenger
- Flocknote
- Email
- STAG Scene newsletter (email)
- Classroom communication apps
- Interim Reports/Report Cards
- Parent/Teacher Conferences
- School Web Page located at <https://www.stag-school.com/>

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching Administration.

Parents/guardians are asked to schedule appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable.

As a parent or guardian, if you have concerns, please follow these steps:

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

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

## **Confidentiality Regarding Students**

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

## **Cooperation as Condition of Enrollment**

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Albert the Great Catholic School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

## **Custody Policy**

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St. Albert the Great Catholic School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## **Emergency Closings**

In the event of any emergency evacuation that forces the closing of school, students will follow the fire exit procedures posted in each room of the building. After gathering in the assigned staging area and taking attendance, everyone will proceed to the Trent Arena on the campus of Fairmont High School. Parents/guardians will be contacted through Option C, our phone and email messaging system, with instructions on how their children may be picked up.

St. Albert the Great School follows the directives of the CDC, State of Ohio, Ohio Department of Education, the Archdiocese of Cincinnati, and local Health Department for long term closings.

## **Social Media**

St. Albert the Great Catholic School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

## **Technology**

Use of the internet at St. Albert the Great Catholic School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Albert the Great Catholic School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Albert the Great Catholic School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

## **Theft or Loss of Personal Property**

St. Albert the Great Catholic School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Albert the Great Catholic School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Albert the Great Catholic School will report to authorities and prosecute all thefts or vandalism to property.

## **Tuition**

Tuition for St. Albert the Great Catholic School is set each year by the business manager in conjunction with the Finance Council. Final approval is given by the Pastor of St. Albert the Great Parish. EdChoice Scholarship Information, Procedures to apply for Tuition aid, FACTS tuition management, Preschool Promise Information, Early Childhood Education Grant Information and additional tuition information and deadlines for next school year can be found in the appendix.

## **Visitors**

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

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

Procedures for visiting the school:

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

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

## **Volunteers**

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at St. Albert the Great Catholic School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

## **GENERAL SCHOOL INFORMATION**

### **Extra-Curricular Activities and Sports**

A student who is suspended from school will not be allowed to participate in athletics at St. Albert the Great Catholic School during such suspension. The suspended student will not be allowed to begin participating in St. Albert the Great Catholic School sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Peacemakers, etc., during after school hours, he or she is expected to be respectful and behave appropriately. Students who do not conduct themselves accordingly may be referred by the activity leader to Administration for disciplinary action.

### **Invitations**

Party invitations may only be passed out in school to the entire class or by gender. If the invitations will not be going out to the entire class/gender then families will need to send the invitations outside of school. The school will not provide contact information for party invitations.

### **Library/Media Center**

Books may be checked out for a period of three (3) weeks. A book may be renewed once for a three-week period. Special consideration for renewal will be given if the book is being used for a book report or research project.

Any student with a lost or overdue book will not be permitted to check out another book until the outstanding book is returned, replaced or paid for by the student.

Fines accrue on overdue books at \$.05 per day. Fines are negotiable if the book is returned. If the book is lost, damaged or destroyed, the student is responsible to pay the cost of the book.

Damaged books are to be evaluated for repairs by the librarian. Students and families should not attempt repairs.

## Lunch Program

Balanced nutrition throughout the day contributes to student success in and out of the classroom. St. Albert Nutrition Service offers students with fruits, vegetables, whole grains, lean protein and fat free or low-fat milk with every school lunch.

Student Lunch	\$3.50
Breakfast/Snack	\$2.75
Extra Entree	\$2.00
Milk	\$0.60

### Funding

You will be able to view your student's account balance and purchases at [www.payschoolscentral.com](http://www.payschoolscentral.com). All you need is the child's pin number. There is no charge to view your student's balance; however, there will be a small fee for making a credit card payment on the website. You can add funds through our website, or you can make a payment by sending cash, or check to your school cafeteria. Please put payments in separate envelopes with the child's name and pin number. If there is a NSF check there will be a charge of \$30.00.

### Charging

When students have no money or not enough money for lunch or breakfast, there is a limit (2) on how many "charges" they can have and still receive a complete meal. When students exceed the charge limit, they receive a peanut butter or cheese sandwich and milk at a reduced price of \$1.50. No charging is permitted during the last four weeks of school.

### Free and Reduced Meal Applications

Families that qualify can receive free or reduced-price meals, and ALL families are encouraged to apply. The application and instructions are on our website at [www.sansvs.com](http://www.sansvs.com). For the quickest response, please email applications to [applications@stalbertnutritionservice.com](mailto:applications@stalbertnutritionservice.com). Applications must be completed every school year and must be submitted no later than September 15, 2024 for the 2024/2025 school year. Additionally, transfer students will need to apply, even if they had an approved application at their last school.

New for School Year 2024-2025...

Grab-N-Go Lunches : *Turkey Sandwich, Pizza Go Pack, Hummus Bento Box, Brunch on the Go, Boxed Salad and more!*

All items come with a fruit, vegetable, and milk. Students may choose the vegetable of the day, one cupped fruit and one fresh fruit with all entrees.



**Pick One (1) Entrée each day**

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12-Aug-16-Aug 16-Sep-20-Sep 21-Oct-25-Oct 2-Dec-6-Dec 20-Jan-24-Jan 24-Feb-28-Feb 31-Mar-4-Apr 5-May-9-May	<ul style="list-style-type: none"> <li>• Chicken Nuggets w/Soft Pretzel</li> <li>• Pizza</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• French Toast w/Sausage</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Macaroni and Cheese w/Pretzel</li> <li>• Turkey Sandwich Box</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Taco w/tortilla chips</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Stuffed Crust</li> <li>• Pizza w/Cheez-Its</li> <li>• PB/J Sandwich</li> </ul>
19-Aug-23-Aug 23-Sep-27-Sep 28-Oct-1-Nov 9-Dec-13-Dec 27-Jan-31-Jan 3-Mar-7-Mar 7-Apr-11-Apr 12-May-16-May	<ul style="list-style-type: none"> <li>• Chicken Tenders w/Roll</li> <li>• Pizza</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Cheeseburger</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Hot Dog</li> <li>• Pizza Go Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Mashed Potato</li> <li>• Bowl w/Roll</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Pizza Crunchers</li> <li>• PB/J Sandwich</li> </ul>
26-Aug-30-Aug 30-Sep-4-Oct 4-Nov-8-Nov 16-Dec-20-Dec 3-Feb-7-Feb 10-Mar-14-Mar 14-Apr-18-Apr 19-May-23-May	<ul style="list-style-type: none"> <li>• Chicken Poppers w/Soft Pretzel</li> <li>• Pizza</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Cheese Rippers w/sauce</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Corn Dog</li> <li>• Hummus Bento Box</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Taco w/Pretzel</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Pepperoni Pizza w/fruit snacks</li> <li>• PB/J Sandwich</li> </ul>
2-Sep-6-Sep 7-Oct-11-Oct 11-Nov-15-Nov 6-Jan-10-Jan 10-Feb-14-Feb 17-Mar-21-Mar 21-Apr-25-Apr 26-May-30-May	<ul style="list-style-type: none"> <li>• Chicken Nuggets w/Roll</li> <li>• Pizza</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Bosco Sticks w/sauce</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Chicken Parmesan w/Italian Noodles</li> <li>• Brunch on the Go</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Cinnamon Roll w/Scrambled Egg</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Cheese Pizza</li> <li>• PB/J Sandwich</li> </ul>
9-Sep-13-Sep 14-Oct-18-Oct 18-Nov-22-Nov 13-Jan-17-Jan 17-Feb-21-Feb 24-Mar-28-Mar 28-Apr-2-May 2-Jun-6-Jun	<ul style="list-style-type: none"> <li>• Breaded Chicken Sandwich</li> <li>• Pizza</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Orange Chicken w/Rice</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Toasted Cheese Sandwich</li> <li>• Boxed Salad</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Sausage &amp; Cheese Biscuit</li> <li>• Yogurt Power Pack</li> <li>• PB/J Sandwich</li> </ul>	<ul style="list-style-type: none"> <li>• Pepperoni Stuffed Crust</li> <li>• Pizza w/Elf Grahams</li> <li>• PB/J Sandwich</li> </ul>

**Assorted Fruit Options**

Diced Pineapple, Diced Peaches, Diced Pears, Mixed Fruit, Mandarin Oranges, Applesauce, Orange Slices, Banana, Apple, Pear, Grapes, Strawberries, and a variety of seasonal fresh fruits

**Milk:**

Fat-Free, Flavored & Unflavored, 1% Unflavored Chocolate Milk or Fat-Free Strawberry Milk

**Daily Breakfast Options at Participating Locations**

Choice 1 – Mini Pancake, Super Donut, Waffle, Muffins, Cereal Bar, Granola Bar, Cereal or Pancake on a Stick.

Choice 2 – Cheese Stick, Scooby Snacks, Graham Crackers

Choice 3 – Assorted Fruit

Choice 4 – 1% White Milk, Fat-Free White Milk, Fat-Free

## APPENDICES

Appendix A	<a href="#"><u>Accident Injury Form</u></a>
Appendix B	<a href="#"><u>Archdiocesan Policy for Youth Activities/Permission Form</u></a>
Appendix C	<a href="#"><u>Asthma Inhaler Form for Self-administration</u></a>
Appendix D	<a href="#"><u>Decree on Child Protection</u></a>
Appendix E	<a href="#"><u>Emergency Medical Authorization Form</u></a>
Appendix F	<a href="#"><u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix G	<a href="#"><u>Parent/Guardian Request for Administration of Medication</u></a>
Appendix H	<a href="#"><u>Physician Request for Administration of Medication</u></a>
Appendix I	<a href="#"><u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u></a>
Appendix J	<a href="#"><u>Responsible Use of Technology</u></a>
Appendix K	<a href="#"><u>School Calendar</u></a>
Appendix L	<a href="#"><u>Social Media Policy and Media Release Form</u></a>
Appendix M	<a href="#"><u>Tuition Information and Forms</u></a>
Appendix N	<a href="#"><u>Volunteer Confidentiality Form</u></a>
Appendix O	<a href="#"><u>Safe Parish</u></a>
Appendix P	<a href="#"><u>Staff List</u></a>