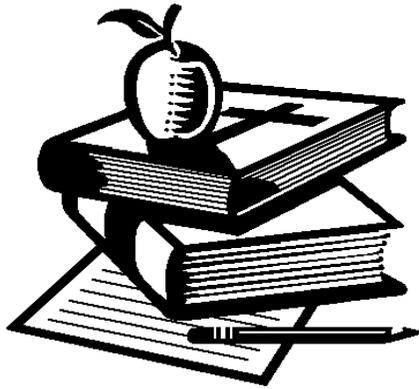


**St. Albert the Great Catholic School**  
“...learning to know, love, and serve God.”

# **St. Albert the Great Catholic School**

**Committed to academic excellence...**



## **Parent Student Handbook 2022-2023**

Revised 08-01-2022

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## **MISSION STATEMENT**

We, the community of St. Albert the Great Catholic School, in keeping with the teachings of Christ, are dedicated to integrating the Gospel values, promoting academic excellence and preparing students to be responsible individuals with a daily commitment to living the Gospel in a diverse society.

## **ST. ALBERT THE GREAT CATHOLIC SCHOOL**

### **PHILOSOPHY**

We, the staff of Saint Albert the Great Catholic School, in active partnership with our parents and parish, are dedicated to challenging every child to grow in spirit, mind and body, within the framework of individual, social, and cultural understanding and respect.

In the pursuit of academic excellence, we at Saint Albert School are committed to providing the environment and motivation for students to develop critical thinking and effective communication skills that will allow them to reach their greatest potential. At Saint Albert School we believe that through our teaching and by our example we bring the students to an understanding of Catholic Identity and of their importance in the community and the fellowship we all share.

We pray that, through God's grace and as servants of Christ the Teacher, we are inspiring the children to ***GO MAKE A DIFFERENCE*** by living the gospel message of Christ, by responding to Jesus' command that we love one another, and by serving others as Jesus did.

### **ACCREDITATION**

St. Albert the Great Catholic School is fully accredited by the Western Catholic Educational Association (WCEA). Our next accreditation will be in 2024.

## **GRADUATES OF ST. ALBERT'S SCHOOL WILL BE:**

**Spirit and service driven community members who:**

- Demonstrate knowledge of Catholic teachings and traditions.
- Participate in Catholic, community, church and school activities that foster spiritual growth (prayer, community service, Sacraments).
- Use their time, talent, and treasure effectively to enhance personal growth and make a positive difference in their surroundings.

**Ethically motivated citizens who:**

- Treat others with kindness, acceptance and fairness.
- Demonstrate self-control, respect and sensitivity to the feelings of individuals.
- Make good judgments; follow laws and rules and act with integrity.

**Responsible individuals who:**

- Are accountable for their actions and inactions and the consequences that come with their choices.
- Are willing to actively pursue their education in an appropriate manner.
- Take responsibility for their conduct in and out of the classroom and for their response to community needs.

**Value directed people who:**

- Respect value of all life.
- Value human needs and environmental concerns.
- Have awareness and appreciation of different cultures and religions.
- Make moral decisions that nourish body, mind, and spirit

**Independent, well-rounded learners who:**

- Possess a solid foundation in basic subjects.
- Cultivate an appreciation of the arts.
- Display knowledge of basic athletic skills and demonstrate good sportsmanship, which reflect Catholic Christian values.
- Are self-directed and resourceful, implementing discovery in learning.
- Use strategies to set and achieve goals.

**Critical thinkers who:**

- Observe surroundings.
- Contemplate findings.
- Predict several outcomes.
- Choose the best solution.
- Are flexible in an ever-changing environment.

**Effective communicators who:**

- Write concisely, speak clearly, and listen actively with open-mindedness.
- Utilize technology as a tool to obtain and convey information.
- Demonstrate verbal and non-verbal cues that convey confidence and respect.

## ADMINISTRATION

St. Albert the Great Parish  
1250 Wyoming Avenue  
Reno, NV 89503  
(775) 747-0722

**Pastor:** Reverend Honesto Agustin

St. Albert the Great Catholic School  
1255 St. Alberts Drive  
Reno, NV 89503  
(775) 747-3392

**Principal:** Mr. Bruce Stewart  
E-Mail: [bstewart@stalbertreno.org](mailto:bstewart@stalbertreno.org)

**School Office Manager and Bookkeeper:** Mrs. Marisa Cardenas  
E-Mail: [mcardenas@stalbertreno.org](mailto:mcardenas@stalbertreno.org)

Office Hours  
Monday - Friday 8:00AM – 5:00PM



## ADMISSIONS POLICY

St. Albert the Great Catholic School does not discriminate on the basis of race, gender, age, or national origin. We will admit individuals with handicapping conditions if we can satisfy and provide the necessary services and if such admission to our school appears, in the sole discretion of the school, to be in the best interests of the child.

Students enrolling in the school for the first time must:

1. Provide the school with the most recent report card;
2. Take an assessment test; and
3. Meet with the principal or the classroom teacher for an interview.

After the test results and the grades are reviewed, the classroom teacher and principal will make a decision regarding the enrollment of the potential student. All admissions are subject to the approval of the pastor and principal before acceptance into the school. Incoming students must provide the required health and immunization card before they can be admitted. **Children must be 5 years old as of August 15 to enroll in Kindergarten and 6 years old by August 15 to enroll in the first grade. Parents must provide a birth certificate to verify the child's age.**

Since we are a Catholic school, we reserve the right to give preference for admission to Catholic families. The school will give consideration to families seeking to enroll their children at St. Albert's in this order:

1. Siblings of students currently enrolled in St. Albert school.
2. Catholic families with children attending St. Albert's Child Development Center who are active members of St. Albert the Great parish.
3. Catholic families who are active members of St. Albert the Great parish.
4. Catholic families with children attending St. Albert's Child Development Center.
5. Catholic families who are active members of other parishes or who are St. Albert's Alumni.
6. Non-Catholic families that attend St. Albert's Child Development Center.
7. Non-Catholic families.

Note: the word "parent" in this handbook refers to the adult(s) legally responsible for the child(ren) enrolled in the school.



## **STUDENT & FAMILY INFORMATION**

St. Albert the Great utilizes the FACTS Management Student Information and Financial Systems. It is the responsibility of each family to ensure that the information in the FACTS system is updated and correct.

The school primarily utilizes electronic forms of communication including, but not limited to, email, text messages, and telephone messages. Please ensure that you have set up your contact information in the FACTS Management Student Information System and are receiving notifications from the school. If you are not, please contact the office.

## **COMMUNICATION POLICY**

St. Albert the Great strives to maintain an active partnership with our parents. Direct personal communication is an essential and initial step in maintaining united respect and authority between parents and school. It is important that when there are any questions, criticisms, or suggestions relative to a child's development, a school incident, or other matter, parents make an appointment to discuss them with the appropriate teacher. An appointment can be made by emailing the teachers or calling the school office. If, after discussion and appropriate time to review the situation and to implement a plan, the concern still remains, the concerned person should make an appointment with the principal. If the concern continues, the pastor or pastoral associate may be consulted. Please be sure to contact the teacher first, as most situations are resolved after discussion and clarification of the point by the teacher concerned. Classes are not to be disturbed for any reason. Teachers' days are scheduled to provide quality education for our students and responsibilities to students cannot be put aside during school hours. The principal encourages parents and teachers to use email or written notes to facilitate regular communication. **WE DO NOT ALLOW "DROP INS"** during instruction time. If you bring anything to school for your child after the school day begins, you must bring it to the office, and in most cases, office staff will deliver the item(s) for you.

Concerns outside the classroom (playground, CYO, etc.) must be brought to the principal's attention. The principal encourages parents to come forth with their concerns. In order to ensure that the principal can give parents the time and attention they deserve, it is important to schedule a meeting with the principal in advance. When you call or email to make such an appointment, **you should furnish your name, the nature of your concern, and a number where you can be reached.**

To facilitate the communication between the school and the home, the school sends out a weekly newsletter and other communication via email every week. Each week your child's teacher will also send home a newsletter either via email or hardcopy. **If your teacher utilizes the Monday folder for communication, please acknowledge receipt by signing and returning the folder the next day.**

## **CHAIN OF COMMAND**

### **The Pastor**

The parish school is a ministry of the parish community. As the parish administrator, the pastor delegates the responsibility of the school's administration to the principal. The principal is responsible to the pastor (Dioc. Policy #1210) and, in all educational matters, to the Superintendent of Schools. (Dioc. Policy #1220.2)

### **The Principal**

The principal is the school administrator, responsible for the entire school program. Parents are encouraged to bring their concerns and ideas to the principal. Dropping by the principal's office is discouraged, as the principal cannot guarantee availability to meet with parents on an impromptu basis. Parents interested in meeting with the principal should call or email to arrange an appointment in advance. If, for any reason, the discussion between parent and principal does not resolve the concern, then the pastor or pastoral associate may then be consulted.

### **Teachers**

Any concern parents have regarding the classroom (academic progress, behavior, classroom procedures or teacher-pupil relationships) must first be discussed with the classroom teacher. The principal is the next recourse should the meeting with the teacher fail to resolve the issue. If parents are not satisfied with the principal's response, their final recourse is with the pastor or pastoral associate.

Per the Diocesan administrative handbook section 6350:

In elementary schools, if a resolution cannot be reached between the parties concerned, a written complaint should be submitted in the following order and every effort to resolve the issue(s) should be made at each level:

1. To the Principal
2. To the Pastor
3. And, finally, to the Superintendent of Catholic Schools (only after all other avenues have been pursued).



## STAFF LIST

Principal	Bruce Stewart
Assistant Principal and Resource Teacher	Susan Kehoe
Office Manager and School Bookkeeper	Marisa Cardenas
Kindergarten Teacher	Angela Machado
Kindergarten-aide	Cecelia McCulloch
1 <sup>st</sup> Grade Teacher	Jodi Potter
1 <sup>st</sup> Grade-aide / Living Our Faith	Kelsy McQuide
2 <sup>nd</sup> Grade Teacher	Kelly Busboom
2 <sup>nd</sup> Grade-aide	Beth Lujan
3 <sup>rd</sup> Grade Teacher	Katie Daane
4 <sup>th</sup> Grade Teacher	Carlye Pagni
5 <sup>th</sup> Grade Teacher	Michon McElroy
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Grade-aide	Kris Christensen
6 <sup>th</sup> Grade Homeroom / Jr. High Science	Sally Johnson
7 <sup>th</sup> Grade Homeroom / Jr. High Social Studies / Jr. High Literature	Christine Noonan
8 <sup>th</sup> Grade Homeroom / Jr. High Religion / Christian Leadership	David Kearney
Jr. High Math / Core Support	Wanda Marcille
Jr. High Math	Ronald Malcolm
Jr. High ELA	Suzy Sheldon
Spanish Teacher	Katya Navejar
P.E. and Extended Day Director	Thomas Leeming
Computer Teacher / IT Support	Rochelle Perez
Counselor	Michelle McGovern
Librarian	Lori Vasquez
Music	Steven Alberti
Liturgy	Nina Weaver
Office Assistant	Marianne Anthony
Manager of Building and Grounds	Jimmy Johnson
Maintenance Support	Melanie Vallet
Maintenance Support	Victoria Luck

## PARENT INVOLVEMENT



Parents participate in the school community in three fundamental ways:

1. the prayer life of the school;
2. the Parent-Teacher Organization (PTO); and
3. the St. Albert the Great Catholic School Board

### **The Prayer Life of the School: Liturgies and Prayer Services**

The school's goals in conducting liturgies and prayer services are to:

1. Promote and increase the prayer life of the students;
2. Give students enjoyable prayer experiences which will help them to appreciate and participate more fully in community worship; and
3. Give parents a real and practical way to demonstrate their primary role as educators of their children.

**Please keep in mind, we are not a private school, we are a Catholic School. Non-Catholic students as well as Catholic students will have Religion daily, attend Mass weekly, respect and participate in the various Catholic special events and celebrations that come every year. (i.e., Advent, Lent, Holy Days of Obligation, etc.) We hope all students succeed in their spiritual education as well as their academic education. We strive to develop the “whole” student, not just a part of them.**

### **Parent-Teacher Organization (PTO)**

The Parent-Teacher Organization has 3 goals:

1. To build community: Parents are our most valuable resource. The PTO is an essential part of the school, and involves parents serving as role models for the children.
2. To plan fundraising events: The parent community will raise funds to enable special projects for the school.
3. To support classroom instruction: The PTO helps teachers by providing room parents to help coordinate activities, providing materials and serving as aides.

The Parent-Teacher Organization meets the 3<sup>rd</sup> Tuesday of each month from 6:30-8:00PM in the gym. Parents are required to attend a minimum of five PTO meetings during the school year as are the teachers. The officers of the PTO are elected by the school community in the spring. The PTO is conducted under the direction of the principal. A list of current officers may be obtained from the school office.

## **SCHOOL BOARD**

In accordance with the wishes of our Bishop, and under the guidance of the pastoral associate and the Superintendent of Catholic Schools, a school board was formed in the spring of 1993. St. Albert the Great Catholic School Board is a consultative body which works to assist the pastor and guide the administrator in governing St. Albert the Great Catholic School. The Board includes the pastor, the pastoral associate, the principal, the president of the Parent-Teacher Organization, and other members. School Board members are selected through an application and interview process and serve a three-year term. The Board reaches its decisions by consensus.

### **Philosophy and Mission of the Board**

St. Albert the Great Catholic School Board has as its fundamental goal the improvement of St. Albert the Great Catholic School. The Board recognizes the value of Catholic education and upholds the goals of St. Albert the Great Catholic School: providing students with an excellent academic preparation and a strong religious education. The Board accepts the school's philosophy and mission statement as its guiding principle and commits itself to transforming this vision into a living reality. The Board's mission is to serve the school community by assisting the Pastor and the Principal in accomplishing these goals.

- \*\* Neither the Board nor the PTO has any authority in the day-to-day operation of the school and will not involve themselves in administrative matters.
- \*\* A list of current Board members can be obtained from the school office.

## **SACRAMENTAL PREPARATION**

St. Albert the Great Catholic School welcomes Non-Catholics and Christians of other denominations. As parents you are the authorities regarding your child's faith formation. However, should you wish your child to partake in the sacramental life of the Catholic Church; it will require special preparation above and beyond the formation process presented in the classroom.

### **Families Wishing the Sacrament of Baptism for their Children:**

#### **Students 6 years old and younger:**

As determined by Church Law (canon #852, 97), if your child is under the age of 7, the preparation for Baptism focuses on the parents and godparents. The only requirement for Baptism at Saint Albert the Great Church for children under the age of 7 is that the parents and godparents attend a Baptism Preparation Class. Please contact the parish office for more information on these classes.

#### **Students 7 years old and older:**

If your child is age 7 or older ("Age of Reason") preparation for the Sacraments of Initiation (Baptism, Confirmation, Eucharist) now focuses on the child, who must choose for themselves to receive these sacraments with the parents' permission. This directive comes from the The Most Reverend Randolph R. Calvo, Bishop of Reno.

In order to help that child, make such a decision, Bishop Calvo has directed that such children receive at least 2 years of instruction. Because these children are still under the care and responsibility of their parents, the parents are also required to participate in these Rites and faith formation opportunities with their child. The Right of Christian Initiation for Children is not offered within the school; rather the parish will assist you in this endeavor. If you desire Baptism for your child aged 7 or older, please contact Beth in the Religious Education office at 775-747-0722 x 5609.

#### **Baptized students of a different Christian faith:**

Those children who have been baptized in a different Christian faith and who now wish to receive Catholic sacraments should express the family's intention as soon as possible. This needs to be explored prayerfully and requires Pastoral direction. Please contact Beth Lujan in the Religious Education office at 775-747-0722 x5609.

## FINANCIAL RESPONSIBILITIES

Each family's financial responsibilities are as follows:

- **TUITION** – Tuition is charged on an annual basis and can be paid in one, two or ten payments.
- **EDUCATION DOLLARS** – Education dollars are separate from the annual tuition amount and are paid off through fundraising or purchasing SCRIP.
- **SERVICE** – Each family is required to donate a minimum of 30 volunteer hours for a two-parent family (or 15 hours for a one-parent family) per school year.

### TUITION POLICY

In order to ensure the financial stability of St. Albert the Great Catholic School, tuition and other necessary fees are charged to help defray the cost of education.

Tuition is to be paid in advance. All families **must** pay tuition through the FACTS Tuition Management program. Payments are due beginning July 1<sup>st</sup> for ten months and are considered late after the 10<sup>th</sup> of the month. Financial arrangements between the school and individual families are privileged information.

If a family does not complete the school year, tuition fees will be prorated at the daily tuition rate times the number of days school has been in session.

No records, transcripts, diplomas, or report cards will be released until monies owed to the school for tuition, education dollars or extended services are paid. If an account is two weeks in arrears, the school **will not** allow the student to attend class until the account is brought current.

Parents experiencing difficulty with tuition payments should speak to the principal or office manager immediately.

## **REGISTRATION FEES**

There is an annual **non-refundable** registration fee of \$450.00 for the first child per family, and \$200.00 for each additional sibling. No space will be held without payment of this fee. All new families are required to pay a one-time processing fee of \$300.00 at the time of registration of the first student.

If a family leaves during the school year, a two-week notice must be given before official withdrawal. If a two-week notice is not given, 10 days tuition will be added to the last day of attendance for your final balance. The outstanding Education Dollar balance will be prorated for the number of days school has been in session.

### **Tuition Plans are as follows:**

#### **PLAN A - ACTIVE PARISHIONER FAMILY**

To be an “Active Parishioner Family” at St. Albert’s, families are required to use their Time, Talent, and Treasure to support their Parish. To qualify as an “Active” family you must:

- be registered in the parish for one year prior to the current school year;
- regularly attend Sunday liturgy;
- have an identifiable record of contributions of a minimum of \$200 from previous year (Identifiable is defined as using envelopes or checks – the parish keeps records);
- make a minimum pledge of \$50 to the Annual Diocesan CSA campaign; and

Each family who selects plan A – Active Parishioner Family will be required to complete the Parishioner Discount Application at the time of enrollment. The account will be reviewed prior to the first tuition payment of the school year to review their participation in the life of their Parish and School. Failure to continue to actively participate in the life of the Parish and School will cause Plan B- Non-Active Parishioner or Non-Parishioner Family to be immediately put into place and tuition modified to reflect this change.

**TUITION RATES 2022-2023**

**PLAN A – ACTIVE ST. ALBERT’S PARISHIONER**

<b><u># of Children Enrolled</u></b>	<b>Yearly Tuition</b>
1 Child	\$4,200.00
2 Children	\$8,900.00
3 Children	\$13,600.00
4 Children	\$18,300.00

**Tuition Payment Schedule per Month  
10 Month Plan  
July 1<sup>st</sup> through April 1<sup>st</sup>**

1 Child	\$420.00
2 Children	\$890.00
3 Children	\$1,360.00
4 Children	\$1,830.00

**PLAN B – NON-ACTIVE PARISHIONER FAMILY OR NON PARISHIONER FAMILY**

A “non-active” parishioner family or “non-parishioner” family selects not to be an “active” parishioner at St. Albert’s because they are non-Catholic, Catholic out of the Parish, or a registered Catholic of St. Albert’s parish not actively involved.

<b><u># of Children Enrolled</u></b>	<b>Yearly Tuition</b>
1 Child	\$4,700.00
2 Children	\$9,400.00
3 Children	\$14,100.00
4 Children	\$18,800.00

**Tuition Payment Schedule per Month  
10 Month Plan  
July 1<sup>st</sup> through April 1<sup>st</sup>**

1 Child	\$470.00
2 Children	\$940.00
3 Children	\$1,410.00
4 Children	\$1,880.00

## **TUITION ASSISTANCE**

The school has limited resources and can afford little in the way of reduced tuition for families in need. There is a formal application process. Applications will be reviewed through the FACTS Tuition Management Program. The information will be treated confidentially, and the financial aid will be distributed according to available resources and need. Consideration to families seeking assistance will be given in this order:

1. Catholic families who are active members of the parish
2. Catholic families who are active members of neighboring parishes
3. Non-Catholic families

In each case, the school reserves the right to grant assistance first to families who already have children in the school.

All families seeking Tuition Assistance are encouraged to review the Nevada Educational Choice Scholarship Program webpage.

[http://www.doe.nv.gov/Private\\_Schools/Nevada\\_Choice\\_Scholarship\\_Program/](http://www.doe.nv.gov/Private_Schools/Nevada_Choice_Scholarship_Program/).

## **DIOCESAN FINANCIAL POLICIES**

**Please read the following Diocesan Policies that apply to all Catholic schools:**

1. Diocesan high school students will not be permitted to take semester examinations or register for the following semester until all financial obligations have been met. (See section 4420)
2. Diocesan schools may withhold credits, transcripts, and diplomas or take other action if these measures are expressed in regulations that have been communicated to students and their parents, preferably in the Parent/Student handbook, until financial obligations to the school have been met. (See section 4420)
3. Diocesan students will not be permitted to register at another Catholic school within the Diocese of Reno, until all financial obligations at their current or previous Catholic school within the Diocese have been met. (See section 4100)

Any questions regarding these policies should be directed to the Private School Consultant at the State Department of Education. 687-9238.

## **EDUCATION DOLLARS SCRIP PROGRAM AND FUNDRAISING**

SCRIP is a program whereby St. Alberts purchases *gift cards* at a discount and sells them at face value. SCRIP is purchased by school families, parishioners and friends and used “just like cash” in participating stores. A few of these stores will also accept SCRIP as payment on charge accounts. The profit made by the SCRIP program goes directly into the school general fund and technology budgets.

### **Required SCRIP and Fundraising Education Dollars:**

Education Dollars are required of each family and are separate from tuition. Education Dollars are calculated from June 1 through May 31 and the balance must be at a zero balance by May 31 each year. Each family is required to raise \$600 in Education Dollars and have a variety of ways they can generate the required Education Dollar amount. Below are the options each family may choose:

1. Use only SCRIP to raise the total \$600 amount.
2. Use only fundraising activities to raise the total \$600 amount. (Jog-A-Thon & Jump-A-Thon 100%, Cookie Dough/Giftwrap 40%)
3. Combine SCRIP and fundraising to total \$600 amount.
4. Use either SCRIP and/or fundraising toward \$600 amount and buy-out the balance.
5. Buy out the entire \$600 amount with no SCRIP or fundraising.

Education Dollar balances are available in the FACTS Family Portal Financial area. The balances will be updated regularly so that each family is apprised of their progress toward the required yearly Education Dollar total. If by the end of the third quarter any family is not making progress toward their annual goal, a written plan must be submitted to the finance committee explaining how that family will meet its goal.

SCRIP order forms are sent weekly with the email newsletter and are available on the school website or in the school office. Parents may send orders to school with their student or send them directly to the front office. Families are required to raise Education Dollars for the school. SCRIP is an easy way to meet this goal at no additional expense to the families. If you have questions, please feel free to call Marisa Cardenas at the school.

## **REQUIRED SERVICE**

In the Roman Catholic tradition, service is one of our most important products. St. Albert's School upholds this tradition. Therefore, as an expression of the school's philosophy which places parents as the primary educators of their children, each parent is required to perform Service Hours. Please keep in mind, when volunteering in the classrooms, that confidentiality is always kept in the highest regard to ensure that there is complete privacy of our parents, students, and staff. Each single parent family agrees to donate 15 hours of volunteer service to the school. Each two-parent family agrees to donate 30 hours of volunteer service to the school.

When parents perform volunteer work for the school, they must document the hours volunteered in the FACTS Family Portal under Service Hours. Parents are responsible for documenting the hours of service they provide to the school, indicating the nature of the work performed, date, and time spent performing the work. Hours can also be entered for items purchased for the school or classroom at the rate of 1 hour for every \$10 spent. Any volunteer hours not completed by May 31 are billed to each family at the rate of \$10.00 per hour. Any amount of money families pay for unserved service hours is not tax deductible, as it is part of their tuition contract. Parents can perform service hours in a number of ways, including, but not limited to:

1. Providing teachers and the school with needed materials
2. Assisting with Parish and School events
3. Attend a minimum of 5 PTO meetings
4. Serving on a subcommittee of the School Board or PTO Board
5. Assisting with the hot lunch program
6. Assisting on field trips
7. Working in the school library
8. Performing various types of maintenance or cleaning at the school
9. Participate in fundraising events

### **Required 6th, 7th & 8th Grade Service**

To help our students focus on their role of being a responsible Christian in society, students in grades 6, 7, and 8 will be required to fulfill service hours. These hours are to be without payment for their services. Service work can be chosen by the student with the teacher's approval. The hours must be documented indicating the number of hours given and the signature of the individual or organization served. This work is to be given outside the immediate family. Altar servers automatically fulfill the required service hours.

- |            |                              |
|------------|------------------------------|
| 6th Grade: | 10 hours of service required |
| 7th Grade: | 15 hours of service required |
| 8th Grade: | 20 hours of service required |

### **Important information for all School Volunteers**

**It is a Diocesan mandate that all volunteers must complete a Fingerprint and Background check. You may pick up this form from the school office. No exceptions will be allowed.**

The Protecting God's Children Program™ for Adults trains adults on how to protect all children. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can take to prevent child sexual abuse. Two videos are the centerpiece of the training: *A Time to Protect God's Children* and *A Plan to Protect God's children*. Training includes onsite instruction from a certified trainer, or online training, 24 online training bulletins over two years, and an annual re-certification training course via the *VIRTUS Online*™ system. If internet access is not available, bulletins will be provided through the mail. Classes are offered in both English and Spanish. Current classes are on the Diocesan website at [www.dioceseofreno.org](http://www.dioceseofreno.org) under SAFE ENVIRONMENT. Please call Elda Juarez at (775) 326-9445 at the Pastoral Center to sign up and schedule a class, or if you need any assistance.

## SCHOOL HOURS

### Regular School Day Schedule

<b>8:15 am</b>	<b>School Begins, 6<sup>th</sup> – 8<sup>th</sup> Grades</b>
<b>8:30 am</b>	<b>School Begins, Kindergarten – 5<sup>th</sup> Grades</b>
9:45-10:00 am	Recess, K
10:15-10:30 am	Recess, 1-5
10:30 am	Mass (Wednesday, K-4; Thursday, 5-8)
10:15-10:25 am	6-8 Snack Break
11:40-12:20 pm	Lunch/Recess, K-5
12:10-12:45 pm	Lunch/Recess, 6-8
<b>2:50 pm</b>	<b>Dismissal, Kindergarten</b>
<b>3:00 pm</b>	<b>Dismissal, 1<sup>st</sup> – 5<sup>th</sup> grades</b>
<b>3:15 pm</b>	<b>Dismissal, 6<sup>th</sup> – 8<sup>th</sup> grades</b>
<b>3:30-6:00 pm</b>	<b>All students still on campus must report to Extended Day</b>

### Early Release Schedule

<b>8:15 am</b>	<b>School Begins, 6<sup>th</sup> – 8<sup>th</sup> Grades</b>
<b>8:30 am</b>	<b>School Begins, Kindergarten – 5<sup>th</sup> Grades</b>
9:45-10:00 am	Recess, K
10:15-10:30 am	Recess, 1-5
10:15-10:25 am	6-8 Snack Break
<b>12:30 pm</b>	<b>Dismissal for all students</b>

**On most early release days the Extended Day program will be offered for an additional charge.**

**NOTE: Students who arrive BEFORE 8:00AM must go to the Extended Day Program. There is no adult supervision on the playground prior to that time. All students should be picked up immediately after school. Any student not picked up by 3:30 pm will be checked into the Extended Day program and the parent will be billed.**

**Snow Days:** St. Albert School will be following the same delayed start guidelines as the Washoe County School District MOST OF THE TIME. If Washoe County Schools are experiencing a delayed start of two (2) hours, then St. Albert's will follow the same two (2) hour delayed start. However, as far as school cancellation for bad weather, St. Albert's reserves the right to have the option of making our own decision. More often than not, if it is unsafe for County schools, it is probably unsafe for St. Alberts too. There may, however, be a time when we will use a delayed start rather than an all-day cancellation. Parents will be notified via text message, email message and voice message by 5:30 am if a delayed start or school cancellation will take place. It is also strongly suggested that parents utilize the local media and listen carefully to the schools affected by bad weather delays or cancellations. This information is announced over KOLO, KRNV, and KTVN during the early morning broadcasts, as well as on the St. Albert's School Facebook page. Dismissal time will remain not change. If daily Mass is scheduled for one of these days, Mass will be cancelled. Extended Day is legally tied to the school day; therefore, Extended Day cannot operate unless it is a school day. If St. Albert's School is delayed two hours due to weather and safety on the roads, Extended Day will be cancelled for the morning, but operate normally after school.

If St. Alberts has a previously scheduled Early Release Day, and it is determined that St. Alberts will have a delayed start due to weather, we will cancel the Early Release Day and have a full day of school beginning at 10:15/10:30. Please send a lunch with your child that day because they will be at school until 3:00/3:15.

### **Drop Off and Pick Up**

Parents must drop-off their child(ren) at the back of the school. NO parking, drop-off, or pickup may occur in front of the school at start and/or release times. However, students who are arriving late (arriving after the beginning bell has rung) must be signed in at the front office. **IF THE BELL HAS NOT RUNG YET, STUDENTS MAY NOT ENTER THROUGH THE FRONT DOORS. THEY MUST BE DROPPED OFF IN THE BACK OF THE SCHOOL. STUDENTS WHO ARE DROPPED OFF BEFORE THE BELL RINGS WILL BE DIRECTED TO WALK AROUND TO THE BACK OF THE SCHOOL.**

The school will only release a student to the parent of the child, or any adult designated by the parent after showing proper identification in the school office. If you are picking up your child for an appointment during the school day you may temporarily park in front of the school. Do not park in the wrong direction or in the RED or HANDICAP zones. The family is responsible for supplying the school with any current court orders affecting child custody or supervision.

#### ***When picking up your child after school:***

- **Park in the upper school parking lot or the church parking lot (please DO NOT park in the lower staff parking lot).**
- **For grades K-2, parents will pick up students the exterior door of their classroom.**
- **Grades 3-8 will be dismissed onto the playground. The gym door will remain closed and students can be picked up from the playground.**

The speed limit in all school zones is 15 miles per hour. The speed limit in the parking lot is 5 miles per hour. Please do not exceed these speed limits.

Please do not park in the pickup circle. If your student is not ready to exit the car in the morning or is not walking towards the car ready to get in to leave at the end of the day please either park in a designated parking spot or keep circling in the pickup line. We must keep traffic moving. **REMEMBER, WE ARE ALL WORKING TOGETHER TO KEEP YOUR CHILDREN SAFE.**

## ATTENDANCE AND HEALTH CONCERNS

If a student is absent from school, the parents or legal guardians are expected to notify the school before 9:00 am to report the student's absence. Please either call the attendance line at (775) 747-3392 or email [attendance@stalbertreno.org](mailto:attendance@stalbertreno.org) with the students name, grade and reason for the absence. The school reserves the right to request a note from a physician for cases involving extended absence, serious or contagious illnesses, or requests for being excused from school activities. (In this last instance, a note from a parent may suffice.)

Parents are asked not to send their children to school when they are ill. Any child with a temperature over 100.4 degrees Fahrenheit, or with symptoms of vomiting, diarrhea or an infectious disease of any kind, will be sent home. **Students with a fever of 100.4 degrees or higher must stay home for 24 hours after the fever has subsided without medication of any kind. Students who are experiencing vomiting or diarrhea must also stay home until 24-hours have passed after the last bout of vomiting or diarrhea. Generally, if students are not well enough to play outside at recess, they should be kept home.** Notify the school immediately if the child has a communicable disease, including but not limited to COVID-19, Influenza, strep throat and head lice.

All medication must be given to the school office personnel and must be accompanied by a note from a physician or a parent with instructions for administering the medication. Any prescription medication must be accompanied by the prescription on the bottle or box.

Should emergency medical aid become necessary for any reason, the parent will be notified. Parents must make sure that school records for each family regarding work and home phone numbers are current. If the school is unable to reach the parent of the child, the school may seek medical attention that is appropriate or necessary to ensure the health and well-being of the student. (Parents must fill out the medical release form at registration.) Any costs resulting from medical services provided to a student are the responsibility of the parent.

Students are responsible for making up all missed work during their absence. **Upon returning to school, a student will have one day for each day missed to turn in all make-up work.** Makeup work will not be given until the student returns to school.

In cases of extended absence, special arrangements can be made with the classroom teacher. We always encourage students to assume the responsibility of finding out what assignments have been missed during their absence.

For 7<sup>th</sup> and 8<sup>th</sup> graders, absences during Finals Week are strongly discouraged. NO Final will be given prior to the scheduled test date. However, in case of emergency, test schedules may be modified on a case-by-case basis.

Vacations during the school year are also strongly discouraged. They interfere with the normal sequence of instruction and may make progress difficult for the student. Students who leave on extended vacations may not complete all required grade level work necessary for promotion. Teachers will make every attempt to assign missed work upon the students return, however some work may be missed through classroom instruction. **Teachers are not required to give advance**

## **work for students.**

Student absences can be viewed on the FACTS Family Portal. Please make the effort to keep track of the number of days your child is absent from school. Any child who misses 10% of the school year (18 days) will be contacted by the administration to address the issue. If this should happen, and the student is not working at grade level, retention in that grade is certainly a possibility. We always strive to avoid these situations.

## **Tardiness**

Students arriving after 8:15 am (6<sup>th</sup> – 8<sup>th</sup>) and 8:30 am (Kindergarten – 5<sup>th</sup>) will be considered tardy. Excused tardies may include family emergencies (not including getting up late), doctor and dentist appointments (with note from provider's office) and some traffic incidents. If a student is tardy, they must first report to the school office before going to class to sign in. If a student arrives one hour or more late for school, after 9:15 am for 6<sup>th</sup> – 8<sup>th</sup> grade or 9:30 am for Kindergarten – 5<sup>th</sup> grades, they will be considered absent for a half day whether excused or unexcused. Any student departing more than 1 hour before the school day ends will be treated as a half-day absence as well.

**Students with excessive tardies will meet with the principal or assistant principal and their parents to discuss a plan of action.**

## **Counseling Services**

We have a part time School Counselor on staff. The counselor's role is as follows:

1. When academic concerns arise, the counselor will work collaboratively with the teacher(s) and parents to develop an educational plan for the student. Outside resources, such as tutoring or academic testing may be recommended.
2. With parent permission, the counselor will run small groups throughout the school year to address various issues that students may have in common, ex: divorce support group, friendship groups, etc.
3. The counselor will be available for all students on an individual basis as needed. If the problem persists, a referral for outside counseling services may be recommended.
4. The counselor is available as a resource to all parents and students. Please contact the front office for further information.

## **Crisis Plan**

Our school Crisis Response Plan is available to all parents for their viewing. See the front office for details.

## **Living Our Faith**

The Living Our Faith program will be taught at all grade levels. In Junior High, this is incorporated in with the Religion class curriculum. The lessons will be taught in each classroom once a week which support a social emotional curriculum for all students.

## UNIFORMS/DRESS CODE

Students are expected to be in school uniform, at all times. If a student comes to school in violation of the uniform code they will be asked to correct the violation and the teacher will notify the parent and a disciplinary record of the violation will be kept. **Uniform violations will result in the student's conduct grade being lowered and/or a possibility of after school detention.**

### **GIRLS' UNIFORM REQUIREMENTS:**

#### NON-DRESS UNIFORM (May be worn on non-mass and non-PE days)

- \* Grey St. Albert polo shirt
- \* Navy blue Dennis shorts
- \* Navy blue Dennis dress pants
- \* Solid white, navy blue, black or grey socks (socks must be worn every day)
- \* Brown, black or navy-blue belt must be worn with pants or shorts that have belt loops (*optional for grades K-4*)

#### DRESS UNIFORM (MUST BE WORN ON MASS DAYS, may be worn on other non-PE days)

- \* All grades – Dennis skirt or skort with grey St. Albert polo shirt
- \* Grades K-3 ONLY – Dennis Bib Front Jumper with white Peter Pan collar blouse – Polo shirts may not be worn with the jumper
- \* Solid white, navy blue, black or grey socks, tights or leggings (socks or tights must be worn every day)
- \* Shorts, tights, or leggings must be worn underneath the jumper or skirt

#### PE UNIFORM – to be worn on scheduled PE days only

- \* Navy blue St. Albert gym shorts or sweatpants
- \* Grey St. Albert PE t-shirt or other school issued sports t-shirts
- \* Navy blue 1/4 zip pullover sweatshirt embroidered with school logo or crewneck PE sweatshirt
- \* Solid white, navy blue, black or grey socks (socks must be worn every day)
- \* Athletic shoes

## **BOYS' UNIFORM REQUIREMENTS:**

### NON-DRESS UNIFORM (May be worn on non-mass and non-PE days)

- \* Grey St. Albert polo shirt
- \* Navy blue Dennis shorts
- \* Navy blue Dennis dress pants
- \* Solid white, navy blue, black or grey socks (socks must be worn every day)
- \* All pants and shorts must be worn at waist level
- \* Brown, black or navy-blue belt must be worn with pants or shorts that have belt loops  
(*optional for grades K-4*)

### DRESS UNIFORM

- \* Grey St. Albert polo shirt
- \* Navy blue Dennis dress pants
- \* Solid white, navy blue, black or grey socks (socks must be worn every day)
- \* All pants and shorts must be worn at waist level
- \* Brown, black or navy-blue belt must be worn with pants or shorts that have belt loops  
(*optional for grades K-4*)

### PE UNIFORM – to be worn on scheduled PE days only

- \* Navy blue St. Albert gym shorts or sweatpants
- \* Grey St. Albert PE t-shirt or other school issued sports t-shirts
- \* Navy blue 1/4 zip pullover sweatshirt embroidered with school logo or crewneck PE sweatshirt
- \* Solid white, navy blue, black or grey socks (socks must be worn every day)
- \* Athletic shoes

### **OUTERWEAR – Any outerwear worn in the classroom must be uniform pieces:**

- \* Navy blue Dennis cardigan sweater, pullover sweater or sweater vest
- \* Navy blue Dennis fleece embroidered with school logo
- \* Navy blue Dennis wind jacket embroidered with school logo
- \* Navy blue 1/4 zip pullover sweatshirt embroidered with school logo
- \* 8<sup>th</sup> Grade students are allowed to wear their class sweatshirts in buildings and to mass.  
(They may not be worn as gift bearers, as readers, as altar servers or when in the choir.)
- \* **Outerwear worn outside the building does not have to be Dennis uniform pieces**

### **FOOTWEAR**

- \* Shoes must be mostly black, white, brown, grey or navy blue
- \* Socks must be mainly white, black, navy blue or grey and must not have embellishments
- \* Athletic shoes must be worn for PE, even on free dress days
- \* Shoelaces must be white, black, brown or blue
- \* Shoes may not have open toes, open heels or high heels.
- \* Slippers may not be worn to school
- \* Boots of any kind may only be worn in inclement weather. If worn on a schedule PE day, please bring a change of shoes to participate in PE
- \* No wheels, lights or embellishments on shoes

All students in the classroom must be in proper uniform.

- \* Uniform pieces must be clean with no rips or tears
- \* Shirts must be tucked in at all times
- \* Skirt, skort and dress lengths may not be higher than 2 inches above the kneecap.
- \* Hats are not allowed to be worn inside the building.
- \* In cold weather, any long-sleeved shirt worn under a uniform shirt must be solid white, grey, black or blue.
- \* No makeup or colored nail polish is allowed
- \* Jewelry is limited to post earrings, analog watches and items with religious meaning
- \* No earrings in the upper ear. One earring per ear. No earrings for boys.
- \* No piercings other than the earlobes are allowed
- \* Smart watches are not allowed at any time
- \* Hairstyles must be neat, clean, not bleached or dyed.
- \* No extreme or fad hairstyles
- \* Hair decorations such as bandanas and elaborate scarves are not allowed
- \* Hair accessories shall not be over 1-inch wide and must be white, navy blue, black or grey (or the plaid pattern of the school uniforms)
- \* Headbands should not have any embellishments on them such as flowers
- \* Girls' vision must not be impeded by the hairstyle (i.e. no bangs in eyes)
- \* Boys' hair may not exceed collar length in the back, no longer than the top of the ear at the side and no longer than the eyebrows in front.
- \* Boys must be clean-shaven daily.
- \* The principal reserves the right to be the final determination on whether or not a student's appearance is appropriate for the Catholic school environment.

### **Free Dress Days**

This is a privilege earned by students and will be announced by the administration. Free dress must be modest and conform to uniform standards.

- \* Tops: no tank tops or bare shoulders. No T-shirts with offensive slogans or logos.
- \* Skirts or dresses must be uniform length.
- \* Pants or shorts must not be sagging.
- \* No leggings or spandex pants or shorts are to be worn without something over them, such as shorts or skirts.
- \* Free Dress Passes may not be used on Mass days.
- \* All school rules are still enforced regarding make-up, jewelry, and shoes.
- \* If you have any doubt on the appropriateness of dress, please call to get approval first.

### **Brownie and Scout Uniforms**

Brownie and Scout uniforms may be worn to school instead of school uniforms on the day when brownie and scout troops meet.

## **STUDENT RECOGNITION PROGRAMS**

It is the firm belief of St. Albert the Great Catholic School that every child has gifts that deserve recognition. There will be several opportunities to honor students throughout the school year for a variety of activities covering all academic, social, and moral developmental areas. Recognition will be given at school-wide assemblies, in homeroom or during morning announcements.

### **Citizens of the Month**

Once a month, students from grades all will be selected as Citizens of the Month. These students will have receive a doughnut, a certificate and a special award. This will usually be on the last Thursday of the month. Classroom teachers will select students based on behavior in the classroom, lunchroom, and playground as well as their work habits.

### **Academic Honor Roll**

Students in grades 3-8 can earn academic honor roll each quarter. To make the **Principal's List**, students must have A's or A-'s in all academic areas including conduct areas. To make the **A/B Honor Roll**, students must have A's or B's in all academic areas including conduct areas.

### **Citizenship Honor Roll**

Citizenship Honor Roll will be awarded to all students in grades 1-8 who have earned an A or A- in all conduct areas.

## **BEHAVIOR AND DISCIPLINE CODE**

### **Philosophy**

The task of Catholic education is the development of the whole child through active partnership with the family. Part of this development lies in the growth of good judgment and a desirable value system. This development should produce self-discipline, self-direction, and responsible behavior as manifested by kindness, respect, thoughtfulness and proper language. The purpose of discipline at St. Albert the Great Catholic School is:

1. To provide a classroom and school environment conducive to learning;
2. To promote character development and cultivate the virtues that ensure Christian living; and
3. To redirect inappropriate behavior.

Each teacher has specific classroom rules with rewards and consequences clearly posted in the classroom. These rules are consistent with the general school rules and school philosophy. An after-school detention program will be in effect Monday – Thursday in grades K-8 for students choosing not to follow school policies.

### **Moral Standards and General Behavior Responsibilities**

1. Students are expected to treat others with respect and appreciation.
2. Students will respect the classroom teachers, staff, principal, any volunteers, their fellow students, themselves and all school property.
3. Students are not to be in any part of the school building, or on the school grounds at any time without adult supervision.
4. Students will come to school in proper uniform and prepared, arriving on time, with all materials and assignments due.
5. Students are expected to follow specific classroom guidelines as noted by the classroom teacher.
6. Any means of giving and/or receiving information when independent academic material is being evaluated is a serious offense. Copying homework or class work is also considered academically dishonest.
7. Students are responsible for the proper care of schoolbooks and materials.
8. Students are required to resolve their conflicts peacefully. Physical or verbal aggression will not be tolerated.
9. Hands Off Policy: Students may not touch another student other than a high five or handshake. This includes, pushing, tripping, kicking, shoving, play fighting, wrestling, or throwing objects.
10. For safety reasons, skateboards and roller skates are not allowed on school grounds.
11. Students are required to walk slowly and speak quietly indoors.
12. Students are expected to abide by all school regulations and exhibit proper behavior while on field trips or attending assemblies.
13. Bicycles are brought to school at your own risk; the school is not responsible for bicycles brought to school. Students are expected to lock their bicycles securely and register them with the local police department.

14. Students are not allowed to bring gum, toys, games, radios, or any other electronic devices to school.
15. Students must not leave the school grounds during school hours without parent permission submitted in writing to the principal and being signed out at the school office.
16. Students may not use the school phone except in emergency situations. Office telephones are not available for student use. The school telephone is a business phone and cannot be used as a message center. Only messages of sufficient emergency or necessity will be delivered to the students.
17. Cell phones must be completely turned off and kept in the student's locker or backpack during school.
18. Students are expected to contribute to the cleanliness of the school.
19. Students may not eat or drink in the hallways or on the playground (except for teacher organized activities or lunch).
20. Birthday party or event invitations may not be distributed during school, after care or on campus at all unless all boys, all girls or the whole class are receiving invitations. Otherwise, you must mail any party invitations.

### **Weapons**

Any student who, at any time possesses a dangerous weapon or instrument considered to be a dangerous weapon on school grounds, at any school activity, function, or event; or enroute between school and home, will be removed from the school and subject to dismissal. Lawful authorities will be notified, and arrest may be possible.

### **Harassment/Bullying**

Catholic schools are committed and dedicated to providing an atmosphere conducive to learning, with a focus on the personal worth and dignity of all persons. All efforts are made to educate children in a Christian setting. A learning environment that is safe and respectful is essential for the pupils enrolled in school and is necessary for those pupils to achieve academic success and meet high academic standards. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of the school must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn.

Students have the right to expect that they will be free from verbal and physical harassment. Bullying and harassment occur most frequently at times when supervision is absent and in places such as halls, stairwells, playgrounds, lavatories, and the lunch area.

Bullying refers to written or verbal expressions, physical acts or gestures that harm a person or the person's property or create intimidation or fear of harm; it typically involves repeated pervasive threats, taunts, name calling and the like. Bullying includes cyber-bullying, which means bullying through the use of electronic communication. Electronic communication means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

The Diocese of Reno policy on bullying, cyber-bullying and harassment aligns with Chapter 388 of the Nevada Revised Statutes.

School codes of conduct should include a specific prohibition against taunting, bullying, cyber-bullying, and harassment. The disciplinary code should encourage victims and witnesses to the aggressive behaviors to come forward to the designated school personnel who will act upon the information. It is important that all staff be vigilant to taunting, bullying, cyber-bullying, and harassment and take prompt action.

The following bullying activities are prohibited, and administration is directed as follows:

All administrators, principals, teachers and other personnel of the school shall demonstrate appropriate and professional behavior on the premises of school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has happened.

Bullying is the repeated act of verbal, physical or emotional aggression towards another person where there is a real or perceived imbalance of power.

Bullying includes:

- Verbal or written taunting
- Offensive, intimidating, aggressive or hostile conduct
- Jokes, stories, pictures, cartoons, drawings or objects that are offensive, tend to alarm, annoy, abuse or demean an individual or group
- Non-aggressive bullying, such as intentional exclusion
- Indirect bullying which involves an imbalance of power
- Isolating the victim by making them feel rejected by his/her community
- Indirect aggression such as malicious gossip and rumor spreading

Often bullying behavior occurs outside of the physical school grounds yet these actions still impact the safety of our students. The school will address bullying behavior demonstrated outside of school that impacts our school community. Examples of bullying outside the school can be (but are not limited to) the following:

- Emails, blog or bulletin board posts, or instant messages that include hate speech, physical threats and/or malicious gossip and slander or profanity.
- Naming specific students and/or teachers via email, Facebook or other methods of communication.

All members of the St. Albert's School Community, including students, teachers, parents, staff members and administrators are responsible for reporting any instance of harassment/bullying, whether directed toward oneself or another. Students who feel that they are being unfairly harassed or bullied by a classmate or have witnessed harassment or bullying directed toward another, should

immediately inform the nearest teacher, principal or guidance counselor. **This type of behavior has severe consequences that could possibly lead to expulsion.**

### **Behavior Notice Information**

In the event that a student exhibits behavior that is detrimental to the overall learning environment of the school, a discipline report will be issued. Teachers, teacher assistants and administrators may issue discipline reports. Discipline reports are intended as an official documentation of a student's behavior at school. A description of the behavior in question will be included, as well as any consequence assigned by the teacher or administrator.

Discipline reports will be returned, signed by a parent, *the following school day*. All discipline reports will be returned to the homeroom teacher. Repeated failure to return discipline reports or other communications will result in issuance of a detention.

### **Detentions**

Infractions that may result in the issuance of a detention include, but are not limited to:

- Repeated Uniform infractions
- Improper language
- Disrespect
- Forgery
- Mistreatment or defacing school property
- Inappropriate behavior
- Violation of the Hands-Off Policy
- Inappropriate physical contact with another student
- Classroom disruption
- Leaving classroom or assigned area without permission
- Completing assignments at inappropriate times
- Unsigned parent communications
- Other conduct detrimental to the maintenance of a positive learning environment for all, at the discretion of the teacher or administration.

Detention will be served in a designated classroom with a supervising teacher. Students assigned a detention will be expected to serve it within the next two school days that detention is offered. *Detentions may be postponed in the case of a long-standing medical or dental appointment, with written request to the principal.*

Students serving detention will sit quietly and complete a reflective writing assignment. Occasionally, students may assist in work around the school, as deemed appropriate by the principal or supervising teacher. Any student, who fails to fulfill the requirements of detention, including proper behavior, prompt attendance and completion of the writing assignment, will be assigned an additional detention or may be subject to other consequences.

## Consequences for Receiving Discipline Reports

Citizenship grades will be lowered for all discipline reports issued for that month.

- 1st citation – grade lowered to a B for the quarter.
- 2nd citation – grade lowered to a C for the quarter; depending on severity of behavior, student may be sent to principal’s office, parent may be called.
- 3rd citation – grade lowered to a D for the quarter; student will be sent to principal’s office, parent will be called, additional consequences may be given at principal’s discretion.
- 4th citation – grade lowered to an F for the quarter; student will be sent to principal’s office, parent will be called, additional consequences given at principal’s discretion.

*All students start out fresh each quarter with a clean slate.*

## Disciplinary Probation Contracts

During the school year, the principal will review student discipline records. At the discretion of the administration, students who consistently exhibit behavior that is detrimental to the overall learning environment of the school will be placed on a disciplinary probation contract. Students on discipline contract are expected to adhere to the limits and standards of behavior that have been specified in their contract and will be supervised by the counselor or administration. Students will meet periodically with the guidance counselor or administration to review the stipulations of the contract and discuss progress. Continued behavior that deviates from stipulations in the contract will be considered a violation of the contract and could result in further disciplinary action at the discretion of the principal.

**Suspension** is a serious disciplinary measure. The principal reserves the right to suspend a student immediately and then confer with parents at a time convenient to both parties. The principal or his/her designee will telephone the parents as soon as possible upon a student’s suspension. The school will not suspend a student for more than 5 school days at a time. When suspended, students must be picked up in a timely manner and all work must be made up upon their return to school. Any student suspended from school (either in school or out of school), will not be allowed to attend any school or diocesan functions during those days. This also applies to after school functions as well (i.e., dances, field trips, etc.) Any suspension will **automatically** lower the conduct grade two full grades for that grading period.

**Expulsion** is generally a last resort in dealing with a disciplinary problem and usually is considered only when all other attempts to remedy the situation have failed. The principal may expel a student from the school for any action that is, in the opinion of the principal, considered to be harmful to the classroom or school environment, or is in serious violation of the philosophy of this school.

**Parent Behavior** – any parent involved in behavior that results in a disruption to the school day or any programs sponsored by St. Alberts can result in student expulsion from the school.

Some examples of actions leading to suspension or expulsion are (this list is not all inclusive):

- ✓ Verbal abuse
- ✓ Profane/vulgar language or behavior
- ✓ Cheating
- ✓ Lying
- ✓ Insubordination (disrespect)
- ✓ Cutting class
- ✓ Excessive unexcused tardiness
- ✓ Sexual harassment
- ✓ Plagiarism
- ✓ Bullying
- ✓ Leaving campus without permission
- ✓ Threatening another with serious harm
- ✓ Physical violence of any kind
- ✓ Willfully damaging property
- ✓ Possession, distribution, or use of illegal substances
- ✓ Possession or assault with dangerous objects or materials

Students are expected to behave, both in and out of school, in a manner becoming a Catholic School student. *At the Principal's discretion, any violation may begin with a verbal warning, up to and including expulsion.*

### **Examples of Minimum Standard Disciplinary Measures**

<b><u>Offense</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
Possession or use of illegal substances or weapons	expulsion		
Physical Violence Vandalism, Serious Harassment (Sexual or Otherwise), Bullying, Cyber Bullying	1 – 3-day suspension	double 1 <sup>st</sup> offense suspension	expulsion
Lying, Cheating, Stealing Serious Disrespect, Plagiarism, Forgery	1 day suspension	2-day suspension	4-day suspension possible expulsion
Vulgar Language or Behavior, Verbal Abuse, Teasing, Swearing, Consistent Violation of School Rules, Passing Notes, Chewing Gum	meet with parents or detention/or citation	2-day suspension	4-day suspension possible expulsion

\*\* The Discipline policy will be in effect for any school sponsored event, including CYO, school dances, as well as the after-school program.

## SOCIAL MEDIA POLICY

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at St. Albert the Great School are necessarily high. While we respect the right of students, employees, alumni, parents, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students, parents, and faculty at all times, as well as by alumni and all other users who participate in social media and networking sites.

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the St. Albert's community and beyond. Students, parents, and faculty who participate in online interactions must remember that their posts reflect on the entire St. Albert's School community.

Students, parents, and faculty agree to the policies set forth below.

- To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable.
- Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.
- You agree not to post editorial content to websites or other forms of online media that reflect poorly upon the school.
- You agree not to post material that St. Alberts determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity involved with St. Alberts.
- You agree not to post phone numbers, email addresses or other confidential information of students, parents, faculty, or any other person other than yourself.
- You agree not to post material that infringes on the rights of St. Alberts or any individual or entity tied to St. Alberts, including privacy, intellectual property or publication rights.
- You may not create a blog, website, Facebook page, Twitter account, etc. that might lead others to believe you represent St. Albert the Great Catholic School.

## **ACADEMIC POLICIES**

Grades are the measuring tool to report to parents the progress their child is making on given concepts in all subject areas. Report cards shall provide parents with tangible evidence of aspects of student growth and development. Academic grades are based on scholastic achievement. Each teacher will provide clear explanations of grading criteria to parents and students.

The school uses the grading scale established by the Diocese of Reno:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

All students in grades 1-8 receive four report cards per year. These are given out one week after the quarter ends and on the last day of school. Kindergarten students will receive report cards twice per year (after the 2<sup>nd</sup> quarter and at the end of the year). Halfway through each quarter, progress reports will be sent home for students in grades 3-8.

Parent-teacher conferences will be held for all students at the end of the first report card period.

### **Homework**

The purpose of homework is to review and reinforce concepts and skills covered in the classroom. Students will have homework every night. Weekend homework may be given for enrichment purposes and for the purpose of making up work from absence or poor effort. Parents should take an active interest in the child's work and ensure that the work is completed at home. This will help parents to understand the progress the student is making.

### **Promotion and Retention**

Students who satisfactorily complete grade level work will be promoted to the next grade.

Retention of a student is a joint decision made by the parents, teacher, and principal. The teacher must be able to demonstrate that repetition of a grade will be beneficial to the student due to particular circumstances. If, in the judgment of the classroom teacher, retention is likely, the principal must be notified immediately, and arrangements must be made for a parent conference no later than the beginning of the second semester.

The teacher or principal may require retention if a student is absent more than 18 days in the school year (or more than 9 days in a semester).

If the official recommendation of the teacher and the principal is to retain the student, then that student will not be enrolled in the subsequent grade in the following year.

## **Records**

Parents and students have the right to inspect student records. If a family wishes to have access to a student's records, a written request must be made to the principal. The school requires 24 hours' notice before making the records available for inspection.

Families also have the right to request changes or deletions in the record. If the school denies the request, families have the right to have a written statement by the family included in the school record.

Regarding non-custodial parents, the courts recognize that parents do not cease to be parents when they do not have custody of their children. Therefore, in the absence of a court order to the contrary, the school will provide access to school records to the non-custodial parent. 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.

## **Academic Probation**

Any student at St. Albert the Great School whose overall grade average falls below a C for a quarter grading period will be placed on academic probation. Academic probation is a warning to the student that his/her academic performance is unacceptable, and improvement is expected. The classroom teacher(s), principal, parents, and student will develop a specific plan to assist the student and monitor his/her progress. The teacher(s), parents and student will sign this plan.

A student who has been on academic probation and has not responded may be dismissed from St. Albert the Great School for poor academic performance.

If special placement is deemed in the interest of the child, all efforts will be made by the principal and teachers to make that transition to the appropriate school system.

## **HOT LUNCH**

Any hot lunch service is under the direction of the school. Lunches will be ordered and paid for through the FACTS Family Portal.

## **EXTRA CURRICULAR ACTIVITIES**

### **Christian Leadership**

The purpose of the Christian Leadership is to:

1. Give all students practice in democracy in action.
2. Provide student leadership within the school to plan and promote activities and events that:
  - a. enhance school spirit; and
  - b. provide a service to the school and community
3. Involve students in sharing ideas to help make our school the best it can be.

Grades 3-8 elect two class representatives. Officers are elected each fall. Candidates for the chair positions are members of the 7<sup>th</sup> and 8<sup>th</sup> grade classes.

### **Sports**

Under the direction of the Athletic Director, the school offers volleyball each fall and basketball each winter to students in grades 5-8. Track and field events are offered each spring to students in grades K-8. Students are encouraged to participate in these activities. Students should understand that while participating in school-sponsored activities, they are bound by the rules and philosophy of the school and are required to conduct themselves in an appropriate manner. Students must be in school the day of an activity in order to be eligible to participate. All basketball players will play at least 6 minutes (1 quarter) every game and all volleyball players will play at least 2 rotations every match.

### **Sports Eligibility**

All students in grades 5-8 are welcome to participate in the after-school sports program. In order to do so, students must meet the following eligibility requirements:

1. Have a grade of C or better in each subject;
2. Have a B or better in conduct; and
3. Pay the fee per sport and submit the signed release form.

Grades will be assessed weekly during the season. If a student is deemed ineligible at that time, from the Monday they go out, he/she has a 10-day suspension from the sport. During these 10 days, the student must continue to suit up and practice with the team but may not play in games or participate in civic activities. After one week, the classroom teacher will determine if the student has made sufficient improvement in the necessary areas. If the student has made sufficient progress

in the area for which they were deemed ineligible, the student will be allowed to participate as long as the student maintains the improvement. If a student has not made sufficient improvement, or fails to maintain the improvement, it will be the teacher's discretion if they can be eligible. Student effort, worked turned in, class participation, and behavior/attitude will decide their eligibility. Our goal is to keep students motivated and to work hard to receive the benefits of their efforts.

### **Field Trips**

Field trips are a privilege, not a guaranteed right of students. Students may be denied participation in field trips if they fail to meet academic or behavioral requirements. If the field trip is academic in nature no student may be denied. Students may be denied participation if the field trip is "fun" in nature. Parents will be notified in advance.

Parents must complete the Diocese of Reno Field Trip Permission Form for each field trip activity. This form allows the child to go on educational excursions and releases the school from liability. Handwritten notes or phone calls will not satisfy this requirement. Parents will be notified of these trips as they are scheduled, and the permission form will be sent home with information about the field trip. The notification will advise the parents of the nominal cost (if any) for each student as well as the place, date and time of the field trip. Siblings, not officially included in the event, are not allowed to participate in the field trip. All drivers involved in the event must have completed *Protecting God's Children*, must have fingerprints and a background check on file with the school, and must provide the office with a current copy of their auto insurance that shows coverage limits of \$100,000/\$300,000 in liability coverage. There is no cell phone usage for chaperones during field trips, except for picture taking.

### **Classroom Volunteers**

All class events are for classroom students only, unless otherwise noted by teacher. We ask that siblings are not brought to class when volunteering for classroom functions, field trips, or class parties.

### **Library Policy**

The library has a policy for lost or damaged books. All lost or damaged books will be charged at full replacement value. Minimum charge will be \$5.00. Please remind your children about their responsibility when checking out library books.

**EXTENDED DAY PROGRAM  
(BEFORE AND AFTER CARE)**

**General Information**

The Extended Day program is not a continuation of regular school activities. However, the discipline policy of the school will be followed for any infraction made on campus during the before and after school program.

The components of this program include:

- A snack period (not provided by the program)
- Homework period
- Recreation and Rest

**Who may participate?**

Any student of St. Albert the Great School may be enrolled in Extended Day. Diocesan and county regulations require school enrollment as a condition for participation. Our Extended Day program functions as an extension of the school day. Students not picked up by 6:00 pm will incur a late pick up fee.

**Program Hours**

Before School	7:00 am – 8:00 am
After School	3:30 pm – 6:00 pm

A reminder to all teachers, students and parents:

Since the school is used by persons other than just your student, personal property, valuables, and money **MUST NOT BE LEFT** in the desks or lockers.

The Parish and School accept NO responsibility for the loss of or damage to personal items.

## **NOTICE OF NON-DISCRIMINATION POLICY AS TO STUDENTS**

**The schools of the Diocese of Reno operate in compliance with Title VI of the Civil Rights Act of 1964 and the non-discriminatory requirement of Title IX of the Education Amendments of 1972 (P.L.92-318).**

**The Diocese of Reno does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs and athletic and other school-administered programs.**

**Co-educational schools of the Diocese do not discriminate against any applicant or student because of sex in educational policies, admissions, educational program or activities of the school.**

St. Albert the Great Catholic School is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

In effect, this means that the schools are recognized by the State of Nevada as Alternatives to public schools and must follow the state curriculum standards. Instruction time, length of day and school year must meet state requirements. The schools are required to comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations including those relating to fire emergency drills, vehicles and immunization of pupils.

The standard curriculum in use in the elementary schools in the Diocese of Reno is the Common Core Standards, imbedded with Catholic Identity and Values. Changes in the curriculum are made as deemed appropriate to the needs of students and for alignment with the Nevada Academic Content Standards (NVACS). Our curriculum, exclusive of religious instruction, provides equivalent instruction of the kind and amount approved by the State Board of Education (NRS 392.070, 394.125, 394.130, NAC 389 Standards). All elementary schools are evaluated every six years by the Western Catholic Educational Association using an instrument developed to meet the accreditation standards of the Western Association of Schools and Colleges. Schools then receive certification through the WCEA.

Internet Policy: Pursuant to the Children's Internet Protection Act (CIPA), schools and libraries are required to certify that they have an internet safety policy that includes technology protection measures in order to receive e-Rate discounts for Internet access and Internet connection services. The policy must include measures to block and filter Internet access to pictures that are obscene or that constitute child pornography; and pictures that are otherwise harmful to minors for computers accessed by minors. Any visual depiction that is harmful to minors must be excluded from access by minors. School and library authorities shall also certify that the adopted and implemented Internet Safety Policy addresses:

1. Access by minors to inappropriate Internet and World Wide Web sites.
2. The safety and security of minors using electronic mail, chat rooms, and other direct electronic communication.
3. Unauthorized access, including hacking and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information relating to minors.
5. Procedures created to restrict minors' access to any harmful material.
6. Blocking/filtering measures.
7. Unauthorized use of another's likeness on a student's personal website.

## HANDBOOK CONTRACT AND ACCEPTANCE OF POLICY

### Mission Statement

We, the community of St. Albert the Great Catholic School, in keeping with the teachings of Christ, are dedicated to integrating the Gospel values, promoting academic excellence and preparing students to be responsible individuals with a daily commitment to living the Gospel in a diverse society.

As students and parents of St. Albert the Great Catholic School we have read (or re-read) and discussed together the policies put forth in this handbook. By our signatures we acknowledge our understanding and acceptance of these conditions and policies.

\_\_\_\_\_  
1st Student Signature                      grade

\_\_\_\_\_  
Please Print Family Last Name

\_\_\_\_\_  
2nd Student Signature                      grade

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

\_\_\_\_\_  
3rd Student Signature                      grade

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

\_\_\_\_\_  
4th Student Signature                      grade

\_\_\_\_\_  
Date

Please sign and return COPPA Consent Form, Handbook Contract and Acceptance of Policy, the Electronic Communications Policy, the Authorization for Publication, and the Student Information – Confidential pages to your youngest child’s classroom.

**St. Albert the Great Catholic Elementary School**  
**Electronic Communications Device Policy**

While the dangers of permitting electronic communications devices on school grounds should be obvious, any parent who has questions about the need for this policy is encouraged to attend the class on Protecting Your Children from Electronic Predators. In an emergency, a parent can contact their student child by calling the St. Albert the Great Catholic Elementary School office, 775-747-3392.

**No “Smart Watches”** may be worn or brought to school. All electronic devices, games, cell phones, iPods, tablets, or any other device that can connect to the internet, can send text messages, that is infrared or Bluetooth capable, or can be used to communicate any information or image to another person may only be brought to school under the following guidelines:

1. All cell phones must be completely turned off from 8:15 am to 3:15 pm.
2. We will be implementing a “no see”, “no hear” policy. This means that **ANY** of the above devices must not be seen or heard once you arrive at school. Refer to consequences below.
3. No student may ever take any of the above devices in any restroom on St. Albert’s Campus. Refer to the consequences below.
4. Any camera or image-capturing device may be used at school only under the DIRECT supervision of staff or parent.
5. Student use of electronic devices is only allowed with teacher direction during the school day.

The principal may suspend the rights to bring electronic equipment to school at any time it is deemed necessary.

The Consequences for breaking these rules are as follows:

1. **1<sup>st</sup> Offense:** Device will be confiscated immediately, and parent must come to Principal’s office to retrieve it. Discipline report will be issued.
2. **2<sup>nd</sup> Offense:** One day suspension from school – device will be kept in Principal’s office for 1 month.
3. **3<sup>rd</sup> Offense:** One week suspension from school – device **will not** be returned until the end of the school year, and/or the possibility of being expelled from St. Albert’s School (principal’s discretion)

The St. Albert’s School Board is in full agreement on the implementation of this policy.

Please sign below that you have read and understand the policy regarding suspension and expulsion from the school for violation of this policy and return it to the school office.

I have explained this policy to my child/ren.

\_\_\_\_\_

Child’s Signature

\_\_\_\_\_

Grade

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date

**PLEASE SIGN BOTH SIDES OF THIS FORM AND RETURN TO SCHOOL**

DIOCESE OF RENO  
Department of Catholic Schools  
Authorization for Publication

The many accomplishments of Catholic school students, staff, and parents may draw the attention of newspapers, television stations, or other media who visit the school to photograph, film, or interview members of a Catholic school in the Diocese of Reno. In addition, schools in the Diocese of Reno may use pictures of students in school-related activities (such as drama, sports, and choir) for publication in media including, but not limited to newspapers, school/parish bulletins, informational brochures and presentations, and the school’s website.

In recognition of parental concerns over the identification of their child(ren), St. Albert the Great School has adopted the following publication guidelines:

1. Any photos taken at school activities and events may be used in school publications, individuals will not be identified by name without prior notification.
2. **Exceptions to this policy:**
  - a. School portraits for the use in the annual yearbook (unless the parents/guardian does not authorize any publicity by designating this preference below).
  - b. Students who participate in activities as a representative of the Diocese of Reno or a Catholic school in the Diocese of Reno (including, but not limited to, drama, sports, choir, and academic competitions), may be photographed and identified in photos for publication.

**PLEASE DESIGNATE YOUR CHOICE BY INITIALING *one option only*:**

\_\_\_\_\_ Yes, I hereby give permission to the Diocese of Reno and to St. Albert the Great School to use pictures and/or name(s) of myself/ourselves and our child(ren) in any publication featuring this school.

I understand and consent to the school’s guidelines for the Publication of Pictures and information as outlined above. I hereby relieve the Diocese of Reno and St. Albert the Great School, their officers, agents, employees, and volunteers of any and all liability in connection with the above referenced media activities.

**OR**

\_\_\_\_\_ No, I do not give permission to The Diocese of Reno to use pictures and/or name(s) of myself/ourselves and our children in any publication featuring St. Albert the Great School. **(NOTE: Selecting this choice means that your child(ren) will be excluded from all publications, including the school yearbook.)**

_____	_____	_____
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
STUDENT’S LEGAL NAME _____	DOB _____	Grade _____
(Last, First, Middle)		
STUDENT’S LEGAL NAME _____	DOB _____	Grade _____
(Last, First, Middle)		
STUDENT’S LEGAL NAME _____	DOB _____	Grade _____
(Last, First, Middle)		

**DIOCESE OF RENO**  
Department of Catholic Schools

Children's Online Privacy Protection Act (COPPA) Parental Consent Form

Dear parents of school-aged children under the age of 13,

In order for schools within the Diocese of Reno to continue to be able to provide students with the most effective web-based tools and applications for learning, the schools need to abide by federal regulations that require parental consent as outlined below.

Our parochial schools utilize several computer software applications and web-based services, operated by third parties. These include but are not limited to educational programs such as BrainPOP, Raz-kids, IXL, Reading Counts, Google Suite of products, Gmail, Readworks, Typing.com, and the FACTS Student Information System. Information about each program can be found on the individual application's website.

In order for our students to use these programs and services, the website operators may require certain personal identifying information to be provided, such as the student's name, e-mail address or online contact information. Pursuant to the Children's Online Privacy Protection Act (COPPA), a federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

Although the Diocese is not itself subject to COPPA, the law permits schools to consent to the collection of personal information on behalf of their students, thereby eliminating the need for individual parental consent given directly to the website operator. Some providers obtain parental consent directly; others rely on the schools to obtain such consent.

This form when completed below and on file with the Department of Catholic Schools will constitute your consent for our schools to provide consent on your behalf to the collection of such personal information by online educational program providers from your children who are under age 13. This personal information would typically include first name, last name, an e-mail address and username.

Student Name(s): \_\_\_\_\_

School: \_\_\_\_\_

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

Parent/Guardian Name (PLEASE PRINT): \_\_\_\_\_

Date: \_\_\_\_\_



## St. Albert the Great Catholic School

1255 St. Albert Drive Reno, NV 89503 (775) 747-3392 Fax 747-6296

### CONFIDENTIALITY AGREEMENT

I understand and agree that while a visitor on St. Albert the Great Catholic School (“St. Albert’s”) property, I may have access to confidential student information.

I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity.

I understand and agree that I will not divulge to anyone any matters discussed, including discussions by St. Albert’s employees or any student behaviors/interactions, written materials or computerized records which I view.

I understand and agree that if I receive calls or contracts from anyone requesting information from me regarding any St. Albert’s information, that I will follow established procedures of St. Albert’s regarding disclosure of information.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

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Name (Please Print)

---

Signature

---

Date