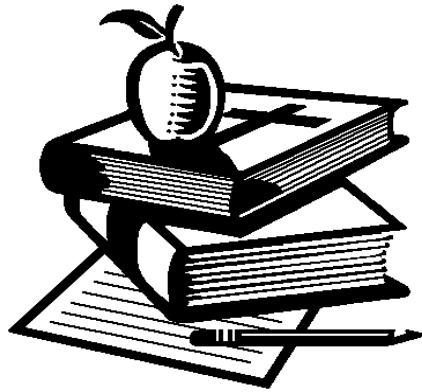


St. Albert the Great Catholic School
“...learning to know, love, and serve God.”

St. Albert the Great Catholic School

Committed to academic excellence...



Parent/Student Handbook 2024-2025

Revised 7.2.2024

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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 the Great Catholic 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 the Great Catholic 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 on-site accreditation will be in 2030 with a virtual accreditation visit in 2027.

SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)

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

Priest Administrator: Father David Micheal

Parochial Vicar: Reverend Felix Kiko

Parish Business Administrator: Connor Keegan, ckeegan@stalbertreno.org

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

Principal: Dr. Susan Kehoe, skehoe@stalbertreno.org

School Office Manager: Leilani Garcia, lgarcia@stalbertreno.org

School Finance Manager: Soko Enkhjargal, senkhjargal@stalbertreno.org

Office Hours

Monday - Friday 8:00AM – 4:00PM



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 applying to the school will be required to take and pass an assessment and placement test. Families may also be asked to meet with the school administration. After the test results and records are reviewed, the classroom teacher and school administration will decide regarding the enrollment of the applicant. 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 will be admitted. **Children must be 5 years old as of August 1 to enroll in Kindergarten and 6 years old by August 1 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 consider families seeking to enroll their children at St. Albert's in this order:

1. Siblings of students currently enrolled in St. Albert the Great Catholic School
2. Catholic families with children attending St. Albert's Child Development Center who are active members of their Catholic parish
3. Catholic families who are active members of St. Albert the Great parish
4. Catholic families who are active members of other parishes
5. St. Albert the Great Catholic School 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 Catholic School 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 voicemail 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 Catholic School 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. If, after discussion and appropriate time to review the situation and to implement a plan the concern 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 or their teacher after the school day begins, please bring it to the office, and office staff will deliver the item(s) for you. There will be no adults allowed in the school during school hours unless it is an approved volunteer activity or a prearranged meeting. Please...no deliveries of flowers or balloons for special occasions.

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 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

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 step should the meeting with the teacher fail to resolve the issue. If parents are not satisfied with the principal's response, their final step is with the pastor.

The Principal

The principal, as the school administrator, is responsible for the entire school program. If after meeting with the teacher the parents' concerns are not resolved, they are encouraged to schedule a meeting with the principal. Parents are also encouraged to bring any concerns and ideas, not related to the classroom directly, to the principal. Dropping by the principal's office is discouraged, as the availability to meet with parents on an impromptu basis cannot be guaranteed. 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.

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 and, in all educational matters, to the Bishop's representative to the Catholic Schools.



STAFF LIST

Principal	Dr. Susan Kehoe
Guidance Counselor	Mrs. Ginny Gonzalez
Office Manager	Mrs. Leilani Garcia
School Bookkeeper	Mrs. Soko Enkhjargal
Office Assistant	Mrs. Marianne Anthony
Kindergarten Teacher	Ms. Cecelia McCulloch
Kindergarten Aide	Mrs. Emilee Mason
1 st Grade Teacher	Mrs. Jodi Potter
1 st Grade Aide / Living Our Faith	Mrs. Kelsy Leeming
2 nd Grade Teacher	Mrs. Kelly Busboom
2 nd Grade Aide	Mrs. Beth Lujan
3 rd Grade Teacher	Mrs. Katie Daane
4 th Grade Teacher	Mrs. Carlye Pagni
5 th Grade Teacher	Mrs. Michon McElroy
3 rd , 4 th , 5 th Grade Aide	Mrs. Kris Christensen
3 rd , 4 th , 5 th Grade Aide	Miss Gracie DeMars
7 th Grade Math /Jr. High Religion / Christian Leadership	Mr. David Kearney
6 th Grade Homeroom / Jr. High Science	Ms. Sally Johnson
7 th Grade Homeroom / Jr. High Social Studies / Jr. High Literature	Ms. Christine Noonan
8 th Grade Homeroom / Jr. High ELA	Ms. Suzy Sheldon
Jr. High Math / Core Support	Mrs. Wanda Marcille
Jr. High Math	Mr. Ronald Malcolm
Spanish Teacher	Ms. Aracely Aguirre
P.E. and Extended Day Director	Mr. Greg Luippold
Computer Teacher / IT Support	Ms. Rochelle Perez
Art Teacher	Mrs. Elizabeth Ellis
Librarian	Mrs. Lori Vasquez
Music	Mr. Steven Alberti
Liturgy	Mrs. Nina Weaver
Maintenance Support	Melanie Vallet
Maintenance Support	Les Rasmussen

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. It is our goal to develop the whole child.

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 funds and resources that will enhance instruction.

The Parent-Teacher Organization meets the 3rd Tuesday of each month. The Board meeting begins at 5:30 pm and is open to all parents. The General meeting will begin at 6:30 pm. Parents are required to attend a minimum of five PTO meetings during the school year. 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 guidelines of the Diocese of Reno, 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 priest administrator, 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 PTO Officers and School 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. 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. Please visit the school website under Parents → Sacraments for information on the process.

<http://www.stalbertscatholicsschool.org/sacraments.html>

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 1st for ten months and are considered late after the 10th 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 for each child in the family due when reenrollment is submitted in the spring. Siblings are charged a discounted registration fee. No space will be held without payment of this fee. All new families are required to pay an additional one-time processing fee 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.

The available tuition plans are:

ACTIVE PARISHIONER FAMILY

To be an Active Parishioner Family at St. Albert the Great Catholic Church, families are required to use their time, talent, and treasure to support their Parish. To qualify as an Active family, you must:

- be a verified member of St. Albert the Great Catholic Church for twelve months prior to the current school year;
- regularly attend weekly mass;
- consistent mass contributions totaling \$500 or more annually; and
- make a minimum pledge of \$100 to the Annual Diocesan CSA campaign.

Each family who selects the Active Parishioner Family plan 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 2024-2025

ACTIVE ST. ALBERT THE GREAT CATHOLIC CHURCH'S PARISHIONER

	<u>Yearly Tuition</u>
First Student	\$5,600 less \$600 active parishioner discount = \$5,000
Each additional student	\$5,600

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 the Great Catholic Church because they are non-Catholic, Catholic outside of St. Albert the Great Catholic Church's Parish, or a registered Catholic of St. Albert the Great Catholic Church's parish not actively involved.

Each Student	<u>Yearly Tuition</u> \$5,600
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TUITION ASSISTANCE

There is a tuition assistance program at St. Alberts that includes 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 have students currently enrolled in the school. All families seeking Tuition Assistance are encouraged to review the Nevada Educational Choice Scholarship Program (Opportunity Scholarship) webpage at: https://doe.nv.gov/Private_Schools/Nevada_Choice_Scholarship_Program/

DIOCESAN FINANCIAL POLICIES

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.
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.
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.

Any questions regarding these policies should be directed to the Private School Consultant at the State Department of Education. 702-486-6434.

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. 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. Each family is required to raise \$600 in Education Dollars and have a variety of ways they can generate the required Education Dollar amount. Families may use a combination of fundraising and scrip to fulfill their obligation.

- Use only fundraising activities to raise the total \$600 amount.
- Use only SCRIP to raise the total \$600 amount.
- Combine SCRIP and fundraising to total \$600 amount.
- Use either SCRIP and/or fundraising toward \$600 amount and buy-out the balance.
- Buy out the entire \$600 amount with no SCRIP or fundraising.

Education Dollars earned over \$600 may not be used toward future tuition or incidentals.

SCRIP PROGRAM AND FUNDRAISING

SCRIP is a program whereby St. Albert the Great Catholic School purchases gift cards at a discount and sells them at face value. The gift cards are purchased by school families, parishioners and friends and used just like cash in participating stores. 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. SCRIP is an easy way to meet this goal at no additional expense to the families.

The individual fundraising that is done for Charleston Wrap, Otis Spunkmeyer, World's Finest Chocolate, and Jogathon, in addition to the Scrip rebates families may earn, are all credited towards Education Dollars. For Charleston Wrap, Otis Spunkmeyer, and World's Finest Chocolate, the credits are not dollar for dollar but earned on a percentage based on overall purchases; this amount is determined by the companies themselves. Jogathon is the only fundraiser that is dollar for dollar. Education Dollar credits are not given for other fundraising events, such as the school's annual Wine Auction/Gala or the Viking Fun Run. If you have questions about Education Dollars, Scrip, or fundraising, please feel free to call the school.

We want to thank everyone for their fundraising efforts throughout the school year. For those who surpass their family fundraising goal, we greatly appreciate your commitment to St. Albert the Great Catholic School's instructional and co-curricular programs that benefit from all of these fundraising efforts.

COMMUNITY SERVICE

FAMILY SERVICE

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. Each two-parent family will donate 30 hours of volunteer service to the school and each single parent family will donate 15 hours.

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 several ways, including, but not limited to:

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

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.

Volunteers are required to complete the Protecting God's Children training program and submit fingerprints and a background check (both will be updated every 5 years). Please see page 32 for details on how to complete these items.

JUNIOR HIGH (6th, 7th, and 8th GRADE) SERVICE

Junior High students 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. Service hours are monitored by the Junior High Religion teacher throughout the school year. Any hours not fulfilled by the end of the school year will impact the student's final Religion grade.

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

SCHOOL HOURS

Regular School Day Schedule

7:00-8:00 am	Morning Care available for an additional charge
8:15 am	School Begins, 6th – 8th Grades
8:30 am	School Begins, Kindergarten – 5th Grades
9:00 am	Wednesday – Mass
9:45-10:00 am	Recess, K
10:15-10:30 am	Recess, 1-5
10:18-10:28 am	6-8 Snack Break
11:40-12:20 pm	Lunch/Recess, K-5
12:15-12:50 pm	Lunch/Recess, 6-8
2:50 pm	Dismissal, Kindergarten
3:00 pm	Dismissal, 1st – 5th grades
3:15 pm	Dismissal, 6th – 8th grades
3:30-6:00 pm	All students still on campus will be checked into Extended Day

On Early Release days, all students will be released at 12:30 pm and the Extended Day program will be offered for an additional charge.

SAFETY

St. Albert the Great Catholic School is committed to ensuring the safety of our students, families, and staff.

- Any students arriving on campus between 7:00 and 8:00 am will be checked into the Morning Care program for fee-based, supervised care.
- Beginning at 8:00 am, the gate to the playground will be opened and students can be dropped off. Staff members will be present on the playground to supervise students until school begins.
- At 8:30 am the playground gate will be closed and locked. All access to the school will then be through the front of the school.
- Between 8:00 and 8:30 am and again from 2:50 to 3:30 pm all pickup and drop off is to occur at the back of the school.
- Arrival time for Junior High students is 8:15 am. Any Junior High students arriving after the 8:15 bell rings must enter through the front of the school and check in at the SchoolSafe kiosks in the front office.
- Arrival time for Kindergarten through 5th grade students is 8:30 am. Any K-5 students arriving after the 8:30 bell rings must enter through the front of the school and check in at the SchoolSafe kiosks in the front office.
- Any arrival or departure of students during the school day (Junior High – 8:15 am/3:15 pm and K-5 – 8:30 am/3:00 pm) happens at the front office. Any adult picking up a student will be required to present identification and check the student out using the SchoolSafe kiosk.
- At 3:30 pm the playground gate will be closed and locked. Students will be checked into the aftercare program for fee-based supervised care. Students can be picked up by following the Extended Day program procedures.

Inclement Weather: We will consult with Bishop Manogue Catholic High School, the other Diocesan schools and the Washoe County School District when making decisions regarding schedule changes due to inclement weather. Schedule changes could include a 2-hour delayed start or cancellation. Parents will be notified via text message, email message and voice message as soon as the decision is made. This information is also announced over local news stations as well as on the St. Albert the Great Catholic School Facebook and Instagram pages. Dismissal time will not change. In the case of a delayed start, Extended Day will be cancelled for the morning, but will operate normally after school. If school is cancelled, Extended Day will be cancelled as well.

Drop Off and Pick Up: 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 dropping off or picking up your child please park in the church parking lot (please DO NOT park in the lower staff parking lot). The parking lot adjacent to the field is reserved for school and CDC staff. Parents of students in Kindergarten, 1st and 2nd grades will pick up students at the exterior door of their classroom. Students in grades 3-8 will be dismissed onto the playground. The gym door will remain closed, and students can be picked up from the playground or in the pickup circle.

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.

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.

ATTENDANCE AND HEALTH CONCERNS

St. Albert the Great Catholic School places a high priority on student attendance. The school believes that consistent school attendance is one of the greatest contributing factors for student success. Being present and engaged in daily classroom learning is how our students grow their minds and hearts and encourages their sense of belonging in our school community.

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 email attendance@stalbertreno.org or call the school attendance line at (775) 747-3392 with the student's name, grade, and reason for the absence. The school may request a note from a physician for cases involving extended absences, 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. In the case of fever over 100.4°F, vomiting, or diarrhea, a student will be sent home immediately. The student must remain home for the entire school day following a vomiting/diarrhea incident to reduce the risk of contagious exposure to the school community. 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. Parents are asked to notify the school immediately if the child has a communicable disease, including but not limited to COVID-19, Influenza, strep throat, and head lice.

If medication is to be administered during the school day, it 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. The school maintains a minimal supply of over-the-counter medication to dispense to students for short-term symptom relief. These medications include acetaminophen, ibuprofen, Tums, and cough/throat drops.

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. 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. This applies to all absences including pre-planned absences.

The school does not concede to parents or guardians the right to alter the school calendar for their own convenience, however we acknowledge that some circumstances may create a situation with an unavoidable absence (i.e., religious holidays, scheduled family events, or medical necessity).

For 7th and 8th 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.

Student absences can be viewed on the FACTS Family Portal. Attendance is monitored by the school administration and parents will be contacted if there is excessive tardy or absence behavior. The school may require retention if a student is absent more than 10% of the school year.

Tardiness

Students arriving after 8:15 am (6th – 8th) and 8:30 am (Kindergarten – 5th) 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 or departs more than 1 hour before the school day ends, they will be treated as a half-day absence.

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

Counseling Services

St. Albert the Great Catholic School has a school guidance counselor on staff. The counselor's role is as follows:

- 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.
- 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.
- 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.
- 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 for viewing in the front office.

ST. ALBERT THE GREAT CATHOLIC SCHOOL APPEARANCE CODE

Since the attire of the students and the pride they show in their appearance contributes greatly to their attitude in school and the respect they earn in public, all decisions regarding the Appearance Code are made at the discretion of the school administration. Parents and guardians who choose to send their child to St. Albert the Great Catholic School accept the judgment of the school administration as final in matters of appearance at school. The school has established a uniform policy to develop school pride and a sense of community. Uniforms represent that we are focused on our inward individuality, not our outward appearance. Students must be in uniform-only items every day, for the entire school day, unless an exception has been made by the school.

All new uniform items must be Lands' End pieces. Our school code is 900202219. Items can be ordered at https://www.landsend.com/customerservice/services/signup_email/. Students are still able to wear Dennis brand uniform pieces as long as they are in good shape and fit appropriately.

DRESS UNIFORM – must be worn on Mass days and may be worn on other non-PE days

- * Girls in all grades – Navy blue uniform polo dress or gray St. Alberts polo shirt with uniform skirt, skort, or pants
- * Girls in grades K-3 ONLY – Uniform bib front jumper with white Peter Pan collar blouse uniform skirt, skort, or pants with gray St. Alberts polo shirt. Polo shirts may not be worn with the jumper; Peter Pan collar blouse may not be worn with skirt, skort, or pants).
- * Boys in all grades – Gray St. Alberts polo shirt with navy blue uniform pants
- * Belts must be worn with pants that have belt loops (*optional for grades K-4*)
- * Shorts, tights, or leggings must be worn underneath any dress or skirt and must be solid white, black, navy, or gray in color.

NON-DRESS UNIFORM – may be worn on non-Mass and non-PE days

- * Gray St. Alberts polo shirt with navy blue uniform shorts. Belts must be worn with shorts that have belt loops (*optional for grades K-4*).
- * Any uniform listed in the Dress Uniform section above

PE UNIFORM – to be worn on scheduled PE days only

- * Navy blue St. Alberts gym shorts or sweatpants (to keep legs warm) with gray St. Alberts PE t-shirt or other school issued sports t-shirts. No leggings, tights, or spandex pants under shorts please.
- * Navy blue crewneck PE sweatshirt or other school issued sweatshirts (optional)

OUTERWEAR – Any outwear worn in the classroom must be uniform pieces:

- * Navy blue uniform cardigan sweater, pullover sweater or sweater vest
- * Navy blue uniform fleece embroidered with school logo
- * Navy blue uniform wind jacket embroidered with school logo
- * Navy blue 1/4 zip pullover sweatshirt embroidered with school logo
- * 8th 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 uniform pieces.**

FOOTWEAR

- * All shoes and shoelaces must be black, white, brown, gray, or **navy** blue with one brand logo. Shoes should not have wheels, lights, or embellishments other than brand logo
- * Plain white, black, **navy** blue or gray socks, with one manufacturer logo are permitted. The socks must be visible above the shoe. Plain knee socks, tights and/or leggings in white, **navy** blue, gray or black may be worn. Knee socks stop below the knee; no socks that come up over the knee and reach mid-thigh may be worn.
- * Athletic shoes must be worn for PE.
- * The following types of shoes are not permitted: open-toed, open-heeled shoes, or high heeled, wedge, platform, spike, slippers, sandals, crocs, roller skating shoes, or boots of any kind. On inclement weather days, students may wear rubber soled rain boots/snow boots. If worn on a scheduled PE day, please bring a change of shoes to participate in PE.

GENERAL GUIDELINES

- * All students in the classroom must be in proper uniform.
- * Uniform pieces must be neat and clean with no rips or tears and appropriate sizing for your student.
- * Uniform shirts must be tucked in at all times.
- * Skirt, skort, shorts, and dress lengths may not be higher than 2 inches above the kneecap.
- * In cold weather, any long-sleeved shirt worn under a uniform shirt must be solid white, gray, black, or blue.
- * Underwear may not hang or be visible below shorts.
- * Hats are not allowed to be worn inside the building. This includes head coverings such as bandanas and elaborate scarves.
- * Hairstyles must be neat and clean and of a natural hair color. Student's hair shall not impede their vision. Boy's hair should be trimmed above the collar, around the ears, and above the eyebrows. Girl's bangs must be trimmed above the eyebrows or pulled back in clips or a headband. Dyed, painted, spiked and fad hairstyles including shavings or tails are not permitted. No highlighted or two-color hair is permitted.
- * Headbands and hair accessories should not be distracting in size or decoration.
- * Makeup is not allowed.
- * Jewelry is limited to post earrings, analog watches, and items with religious meaning. Smart watches are not allowed at any time.
- * No piercings other than ears are allowed. Boys are not allowed earrings of any kind. Girls can only have one post earring per ear.
- * Facial hair is not permitted.
- * No artificial nails or colored nail polish (white is a color; glitter-type polish is a color and is not allowed); only clear polish (without a tint) is allowed.
- * The principal reserves the right to be the final determination on whether a student's appearance is appropriate for the Catholic school environment.
- * St. Albert the Great Catholic School's Dress Code Policy will be effect on field trips unless otherwise specified by the teacher or special circumstances.

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 the appearance code.

- * Tops: no tank tops, crop tops, or bare shoulders. No T-shirts with offensive slogans or logos.
- * Skirts, shorts, and dresses must be uniform length, not more than two inches above the knee.
- * Pants or shorts must not be sagging.
- * For grades 5-8, leggings, spandex pants, and spandex shorts cannot be worn without something over them, such as shorts, skirts, or a long shirt or sweatshirt.
- * Jeans and pants must be free of rips and tears.
- * Free Dress Passes may not be used on Mass days.
- * All school rules are still enforced regarding make-up and jewelry.
- * If you have any doubt on the appropriateness of dress, please call to get approval first.
- * Different styles and colors of shoes may be worn as long as they have no open toes, open heels, and are not high heels, slippers, or crocs.

Ongoing uniform violations will result in conduct grades being lowered.

Scout Uniforms

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

STUDENT RECOGNITION PROGRAMS

It is the belief of St. Albert the Great Catholic School that every child has gifts that deserve recognition. Students are recognized throughout the school year for Academic Honor Roll, Citizenship Honor Roll and Citizen of the Month.

Citizens of the Month

Once a month, students from grades all will be selected as Citizens of the Month. These students will 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 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 in all conduct areas.

BEHAVIOR AND DISCIPLINE

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. These behavioral expectations concerning a student's conduct at any time, at all school sponsored events and activities, on or off campus. This includes any items posted on any social networking sites, other internet websites, or any published material which in any way discredits or is threatening to the school, staff, or its students. The school's policies are designed to ensure a healthy community and to promote the rights and responsibilities of all members of the St. Albert the Great Catholic School Community. 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
3. To redirect inappropriate behavior

Each teacher has specific classroom rules/procedures with rewards and consequences. These rules are consistent with the general school rules and school philosophy.

Moral Standards and General Behavior Expectations

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 may not interfere with the learning opportunities of their peers
4. Students are not to be in any part of the school building, or on the school grounds at any time without adult supervision.
5. Students will come to school in proper uniform and prepared, arriving on time, with all materials and assignments due.
6. Students are expected to follow specific classroom guidelines as noted by the classroom teacher.
7. 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. This includes AI generated content.
8. Students are responsible for the proper care of schoolbooks and materials.
9. Students are required to resolve their conflicts peacefully. Physical or verbal aggression will not be tolerated.
10. 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.
11. Scooters, skateboards and roller skates are not allowed on school grounds.
 12. Students are required to walk slowly and speak quietly indoors.
 13. Students are expected to abide by all school regulations and exhibit proper behavior while on field trips or attending assemblies.
 14. 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.
 15. Students are not allowed to bring gum, toys, games or any electronic devices other than school approved. Chewing gum at school is not permitted.
 16. Students must not leave the school grounds during school hours without being signed out by parent, guardian, or authorized adult and must be signed out from the office.
 17. 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.
 18. Cell phones must be completely turned off and kept in the student's locker or backpack during school.
 19. Students are expected to contribute to the cleanliness of the school.
 20. Students may not eat or drink in the hallways or on the playground (except for teacher organized activities or lunch).
 21. 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 receive invitations. Otherwise, you must mail any party invitations.

Behavior Reports

In the event that a student exhibits behavior that is detrimental to the overall learning environment of the school, a behavior report will be issued. All school staff members are authorized to issue a behavior report. Behavior 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. All behavior reports will be generated and tracked in the FACTS SIS and parents will be notified electronically. Grades may be affected by the issuance of behavior reports. Citizenship grades will be lowered for all behavior reports issued for that month.

Behavior Contracts

Students who consistently exhibit behavior that is detrimental to the overall learning environment of the school may be placed on a behavior contract. Students on behavior contract will meet periodically with the school administration to discuss progress.

Suspension (in-house or at-home)

The principal reserves the right to suspend a student if the behavior warrants. When suspended, all work must be made up upon the student's return to school. Any student suspended from 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 may impact the student’s citizenship grade.

Expulsion

The principal has the authority to expel a student for any action that is considered to be harmful to the classroom or school environment or is in serious violation of the school’s behavioral expectations and philosophy.

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

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
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 st offense suspension	expulsion
Lying, Cheating, Stealing Serious Disrespect, Plagiarism, AI generated content, Forgery, Consistent Violation of School Rules	1 day suspension	2-day suspension	4-day suspension possible expulsion
Vulgar Language or Behavior, Verbal Abuse	Meet with Principal Parents Notified Behavior Report Admin. Detention	Meet with Principal and Parent Behavior Report Admin. Detention	1-3day suspension

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

** The Behavior policy is in effect for any school sponsored event, on- or off-campus, including but not limited to CYO, school dances, as well as the after-school program.

Parent Behavior: Any behavior by a parent or family member that is in violation of the Code of Christian Conduct (see page 35) may result in the student's expulsion from the school.

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. At St. Albert the Great Catholic School, we are committed to providing a learning environment that is safe and respectful for all students to achieve academic success and meet high academic standards. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment means a willful act that is highly offensive to a reasonable person and poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person. The Diocese of Reno policy on bullying, cyber-bullying and harassment aligns with Chapter 388 of the Nevada Revised Statutes, chapters 388.135 – 388.137.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Children who are bullied and who bully others may have serious, lasting problems. For further information on bullying please visit: <https://www.stopbullying.gov/bullying/what-is-bullying>.

Students and staff have the right to expect that they will be free from verbal, social, and physical harassment and bullying. Bullying includes cyber-bullying which means bullying using digital devices such as a cell phone, a computer or tablet. No form of harassment, bullying or cyber-bullying will be tolerated.

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 the Great Catholic School Community are responsible for reporting any instance of harassment and/or 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 staff member. **This type of behavior has severe consequences.**

To ensure a safe learning environment for all at St. Albert the Great Catholic School, the following policies are enforced.

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-sponsored activity, function, or event; or enroute between school and home, will be subject to disciplinary action which may include expulsion and possible involvement of law enforcement.

Privacy and Searches

In the interest of school safety, students' backpacks, lockers, computers, and desks may be searched at any time.

Drug, Tobacco, and Alcohol Policy

Consequences for drug, tobacco, and alcohol use will follow disciplinary guidelines that are stipulated under the St. Albert the Great Catholic School Discipline Policy and could lead to suspension or expulsion.

Digital Citizenship

The use of social media by students, faculty, staff, and parents is expected to meet the standards of the school's behavioral expectations. Members of the St. Albert the Great Catholic School community are encouraged to use good judgement when participating in any form of social media or online communications. Community members who participate in online interactions must remember that their posts reflect on the entire St. Albert the Great Catholic School community.

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:

<u>3rd—8th grades:</u>	<u>1st and 2nd grades:</u>	<u>All Other Areas</u>
A 90-100	4 Mastery	E 86-100
B 80-89	3 Proficient	S 70-85
C 70-79	2 Approaching Proficiency	I 69 and below
D 60-69	1 Improvement Needed	
F 59 and below		

All students in grades 1-8 receive four report cards per year. These are distributed electronically one week after the quarter ends and on the last day of school. Kindergarten students will receive report cards twice per year (after the 2nd 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 after 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 may 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.

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.

HOT LUNCH

Any hot lunch service is under the direction of the school. Parents will order and pay for lunches through Poi Boy Catering at www.poiboycatering.com. A la carte items are available to be purchased with cash at the school during the lunch service. Lunches from Poi Boy will not be delivered to school on early release days.

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 7th and 8th grade classes.

Sports

Under the direction of the athletic director, the school offers volleyball and basketball to students in grades 5-8. Track and field events may be 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.

Sports Eligibility

All students in grades 5-8 are welcome to participate in the CYO 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 (Grade 5)
3. Have less than 3 notations during the week (Grades 6-8)
4. Pay the fee per sport and submit the signed release form

Grades will be checked every Thursday during the CYO season. If a student is determined to be ineligible on Thursday, they will not play on Sunday. Players are expected to attend scheduled practices for that week and are encouraged to support their team from the bench in uniform.

REQUIREMENTS FOR VOLUNTEERS

Classroom Volunteers

All volunteers at St. Albert the Great Catholic School need to complete our four-step process.

1. Protecting God's Children/Virtus—Complete the Protecting God's Children program (also referred to as Virtus). The information on how to register can be found at <https://highdesertcatholic.org/safeenvironment/>. Click on "Training Requirements" and then click on the Register Online button. Register for an account in Virtus and follow the directions to sign up for a training class. Classes are currently being offered in person or online.
2. Background Check—Upon completion of the initial Protecting God's Children training, you will be prompted to authorize a background check. The background check is required, do not skip this step.
3. Fingerprints—Fingerprint forms must be picked up in the office. There is a waiver that must be signed before going to get the fingerprints taken. After the fingerprints have been taken, the form must be returned to the office. The fingerprint fee can be used toward Service Hours.
4. Monthly Virtus Bulletins—After completing the initial Protecting God's Children training, everyone must complete 24 monthly bulletins. You will receive reminders for the bulletins via email. Once 24 months of bulletins have been completed, you will be recertified and will be done with the bulletins.

All classroom activities and events are for classroom students only. Siblings are not allowed when volunteering for classroom functions, field trips, or class parties.

Field Trips

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.

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 behavior policy of the school will be followed for any infraction made on campus during the before and after school program. Any enrolled student of St. Albert the Great School may participate in the Extended Day Program. As a reminder, parents are responsible for the supervision of their students once they (students) have been released to them (parents). As a safety precaution, the gate to the playground will be locked at 3:30.

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.

St. Albert the Great Catholic School
Code of Christian Conduct Covering Students and Parents/Guardians*

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles are in addition to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be during his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher or staff member in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sanctioned programs and events (e.g., extended care, athletics, and field trips).

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

*Adapted from the Archdiocese of Los Angeles Department of Catholic Schools

St. Albert the Great Catholic 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. **1st Offense:** Device will be confiscated immediately, and parent must come to Principal’s office to retrieve it. Discipline report will be issued.
2. **2nd Offense:** One day suspension from school – device will be kept in Principal’s office for 1 month.
3. **3rd 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)

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.

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 itself is not 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 school 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.

CONFIDENTIALITY AGREEMENT

I understand and agree that while on St. Albert the Great Catholic School (“St. Albert’s”) property, either as a visitor, volunteer, or staff member, I may have access to confidential student and school 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 the Great Catholic School’s employees, any student behaviors/interactions, written materials, verbal information, or computerized records which I view.

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

I acknowledge that I understand, agree with, and will comply with the above statements.

PLEASE SIGN AND RETURN THIS PAGE ONLY

This serves as an official record that you have received a Parent/Student Handbook for the 2023-2024 school year. Moreover, by signing this document all students, along with their Parent(s) or Guardian(s), explicitly accept the provisions set forth in the current Parent/Student Handbook as a condition of enrollment at St. Albert the Great Catholic School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. St. Albert the Great School reserves the right to amend the Parent/Student Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Parent/Student Handbook. The policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with published policies in other Bishop Manogue Catholic High School publications. Please see the St. Albert the Great Website for updated policies and procedures. This contract is a condition of enrollment at St. Albert the Great Catholic School. Both the parent/guardian and the student must sign this form.

By signing below, we are acknowledging receipt and acceptance of the handbook policies as well as the following pages in the St. Albert the Great Catholic School Parent/Student Handbook:

- St. Albert the Great School Code of Christian Conduct Covering Students and Parents/Guardians
- St. Albert the Great Catholic School Electronic Communications Device Policy
- Children’s Online Privacy Protection Act (COPPA) Parental Consent Form
- Confidentiality Agreement
- Diocese of Reno Authorization for Publication

_____ Please initial here if you DO NOT give permission to the Diocese of Reno and St. Albert the Great School to use pictures and/or names of you and your children in any publication featuring the school – **Note: selecting this choice means that your children will be excluded from all publications including the school yearbook.**

Parent Signature (only one parent required)

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date