



Elementary Student/Parent Handbook

2017-2018

Mission Statement

Saint Albert Catholic School, in partnership with our local parishes, will inspire our students to fulfill their spiritual, academic, moral, and physical potential by following the teachings of the Catholic Church.

Our Mission and Belief Statements

We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools and parishes are partners with parents in the education of the children
- Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students

Administrative Team

Bishop

Richard Pates

Director of Catholic School Administration

Tracy Bonday

President

Mr. David Schweiter

Principals

Mrs. Anne Jensen
St. Albert Elementary

Mr. Paul Hans
Middle/Sr. High School

Assistant Principal

Mr. Ken Schrieber

Assistant Administrator

Mrs. Diane Shanno

Controller

Mrs. Cathy Faurot

Director of Enrollment and
School Relations

Mrs. JoAnn Jensen

Elementary Staff Directory

Principal	Mrs. Anne Jensen
Assistant Administrator	Mrs. Diane Shanno
Pre-Kindergarten (3 yr old)	Mrs. Beth O'Neil
Pre-Kindergarten (4 yr old)	Ms. Ashley Hutcheson Mrs. Lynne Johnson
Kindergarten	Mrs. Shawn Behne Ms. Holly DeRocher Mrs. Vicki Overstreet
First Grade	Ms. Lisa Ball Mrs. Lucy Burgan Mrs. Ellen Rallis
Second Grade	Mrs. Felisa Avalos Mrs. Lori Epperson
Third Grade	Ms. Rebecca Assmann Mrs. Noelle Stevens
Fourth Grade	Mrs. Kim Gorman Mrs. Sara McColloch
Fifth Grade	Mrs. Kathy Marshall Mr. Pat Ryan
Resource	Mrs. Debra Farris
Art	Mrs. Beth O'Neil
Music: Vocal Instrumental	Ms. Rachel Elder Mrs. Laura Nelson
Physical Education	Mr. Brent Schaeffer

Counselor

Miss Allison Baldwin

Speech Pathologist

Jordan Gearheart

Title I

Mrs. Diana Nohr

School Psychologist

Denise Volker

Support Staff

Pre-Kindergarten (3 yr old)

Mrs. Alicia Jones
Mrs. Guadalupe Vargas

Pre-Kindergarten (4 yr old)

Mrs. Cathy Gorman
Mrs. Teresa Rannells

Kindergarten

Mr. Jeremy Clouse

First Grade

Mrs. Dawn Tarbox

Second Grade

Mrs. Denise Olson

Third Grade

Mrs. Jill Wesack

Fourth Grade

Mrs. Bonnie Wredt

Fifth Grade

Mrs. Lorry Ficek

Associate

Mrs. Stephanie Tallman

Media Clerk

Miss Mackenzie Schnitker

School Secretary

Ms. Melinda Straka

School Nurse

Mrs. Dana Lynch

Technology Coordinator

Mr. Tyler Olderog

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Philosophy of Catholic Education

Catholic education is an expression of the mission entrusted by Jesus to His Church when He said: “Go therefore, and teach all nations...” We believe this is the mission entrusted to the St. Albert Catholic schools – a mission shared with parents and the total Catholic community.

In seeking to develop the whole person, opportunities are provided for all students to develop the spiritual, academic and social skills required for leading a productive Christian life. Inherent in Catholic education is not only the provision of a sound academic curriculum, but teaching the Gospel message, building and maintaining a Christian community and encouraging service toward our fellow man.

The Gospel message gives us a perspective about our relationship to God, to others and to the world around us. We are called to search for a more mature understanding and growth in these relationships. We possess the gift of Faith. This gift of Faith makes hope possible...hope in ourselves, hope in each other and hope in the future.

The Christian community calls us to respect the dignity of each person and to respect our world. It calls us to work with each other and to recognize and use our gifts as well as to discover and call forth the gifts and talents of each other. The Christian community calls us to worship our God together.

A life of service to our fellow man calls us to explore ways of peacemaking and of achieving justice in our world.

Goals

1. Creating and maintaining an atmosphere of love, respect and closeness to God with classes and school.
2. Recognizing and appreciating each faculty member, parent and student as an individual with unique talents to contribute and specific needs to be met.
3. Fostering community harmony by maintaining a positive open attitude and accepting appropriate responsibility for work to be accomplished.
4. Displaying conduct and dress that affirms a commitment to professionalism, accountability and Christian ethics.
5. Developing a program within each grade that will meet the spiritual, academic, social and personal needs of each student.
6. Providing an environment that reflects an understanding of discipline as a positive developmental process of achieving self-control, and respecting the rights of others.

***From the Diocesan 504 Assistance Guide**

The Law

Section 504 of the 1973 Rehabilitation Act requires the Diocesan Schools through the regulations of the Department of Education to provide educational services to 'qualified handicapped persons, if these persons can, with minor adjustments, be provided with an appropriate education...within...the program'.

Notice of Non-Discrimination

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Albert School, is hereby notified that this school does not discriminate on the basis of color, race, religion, national origin, sex, age or disability, as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the Diocesan Schools and Title I of the Americans with Disabilities Act, as it applies to the Diocesan School, in admission or access to, or treatment of employment in its program and activities. Any person having inquiries concerning St. Albert School's compliance with the regulations implementing Title VI and Title IX of the Civil Rights Law, the American with Disabilities Act or section 504 should contact:

The president of St. Albert Catholic Schools is designated to coordinate the school's efforts to comply with the regulations related to these laws.

Title: President

Location: 400 Gleason Ave., Council Bluffs, Ia. 51503

Telephone: 712-323-3703

General Information

System-wide

Notice of non-discrimination

It shall be the policy of the Diocesan Board of Education that, in admission of students, employment of personnel and operation of athletic programs, school shall follow practices that do not discriminate on the basis of sex, race, religion, national origin or disability as defined in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Participation in educational programs and extracurricular activities in all schools shall be in compliance with Title VI and Title IX of Education Amendments of 1972.

School System Structure

The St. Albert School system is a consolidated Catholic school system that services students who qualify for enrollment in Pre-Kindergarten (age 3) through grade twelve.

The Director of Catholic School Administration for the Diocese of Des Moines is based in Des Moines. A Diocesan School Board meets monthly to discuss issues and establish policies which apply to all Diocesan Schools. Monthly meetings are also scheduled with the Director of Catholic School Administration and all Diocesan principals.

At the local level, the St. Albert school system operates under the direction of the Area Board, a Foundation Board and a president. The elementary and secondary school each have a building principal who is responsible for carrying out Diocesan and local board policies as well as providing instructional leadership.

Membership on the Foundation Board is by invitation. Membership on the Area Board is through parish election. Two representatives from each parish are selected for three-year terms each. Representatives are limited to two consecutive terms. Area Board meetings are held monthly on the 4th Monday of each month at 5:30 p.m. at 400 Gleason Ave.

Dates, times and places are subject to change.

Families new to the St. Albert School system who are requesting enrollment for their elementary age children meet with the principal to discuss the elementary program and previous school history for the children to be enrolled. Enrollment is conditional, pending the St. Albert elementary program is reasonably able to meet the needs of the student. Families may enroll their children at any time during the school year if space is available.

In the spring of each year, families currently enrolled in the St. Albert school system are provided the opportunity to pre-register their children for the following year. Students currently enrolled are given the priority for enrollment in the coming school year. The Area Board has established an enrollment priority guideline which is available upon request. Following the pre-registration deadline, student enrollment is accepted on a first come basis, as space becomes available. Information regarding this process is sent to each family by e-mail from the office of the president.

Tuition

A family tuition plan has been developed for the St. Albert School system. Tuition charges are based upon the grade of the student entering, and the number of children in the family who are enrolled in the school system.

All matters/questions related to tuition payment and tuition assistance are handled through the Business Office at 400 Gleason Ave. Tuition may be paid on a monthly, semester or yearly basis.

Child Custody

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Parent conferences can be scheduled separately, and copies of newsletters, report cards, etc. can be issued to both parents following a request in writing. Unless the school is given a copy of legal custody documents that indicates otherwise, it will be assumed that both parents continue to have the same rights, privileges and obligations that existed prior to the separation/divorce.

Chapter 102 (Student Abuse)

By law, we are required to have a Chapter 102, Level 1 investigator. Mrs. Jensen and Mrs. Shanno are our Chapter 102 Level 1 investigators. Please report any case of suggested student abuse to either of them.

Food Service

St. Albert Elementary participates in a federally funded hot lunch program. Free or reduced price meals are available to those families eligible under federal guidelines. Application forms for free and reduced meals are available through the Elementary or Middle/High School offices. Students may bring sack lunches and purchase milk if they desire.

Parents are asked to pay for student meals on the first school day of each month, regardless of the number of meals being eaten that month. A calendar/menu will be sent home in advance to allow parents to determine the number of hot meals their child wishes to eat in a given month. Payment by check is preferred. Any cash must be sent in a sealed envelope marked with the child's name, teacher's name and amount. The school does not assume liability for cash lost by students. Pre-K 4 lunch is included in the tuition.

Parents will be notified via PowerSchool if the meal balance falls below \$10.00. Payment should be sent by check within the week. All meals eaten are verified in the cafeteria on a daily basis. If a student becomes ill and is unable to eat hot lunch, there will be no charge for that lunch. If a parent brings a child lunch once the child has ordered hot lunch, and the lunch count has been turned in, the process of preparing the food will have begun, the child will be charged for that lunch.

Having lunch with your child

Elementary students enjoy having lunch with a parent/grandparents, etc. You are always welcome to bring lunch and eat with your child. You may not bring lunch for your child's friends unless you have made prior arrangement with the school to provide a lunch for everyone in his or her classroom.

Breakfast

Elementary students may eat breakfast on any day of the week. Their lunch account will be charged so they will not need to bring money. Students that qualify for free or reduced lunch also qualify for free or reduced breakfast.

School closing

All radio and television stations will inform you if there is a school cancellation, late start or early release due to weather conditions. It will also be posted on the St. Albert website, www.saintalbertschools.org. It is suggested that parents/guardian listen to radio station KFAB (1110 AM) for necessary information. Do not call the station for information. If school is cancelled or there is an early dismissal due to weather, all school activities scheduled for that night will be cancelled. If school is cancelled Kidz Kare will be closed.

In case of an early dismissal, students will comply with the instructions on their emergency card that parents fill out, unless the school is otherwise notified. Kidz Kare will remain open but we ask parents to pick up their child(ren) as soon as possible.

Cold Weather

It is imperative that you dress your child appropriately during the winter months. This includes winter coat, hat, gloves etc. The children go outside for recess everyday unless the temperature or wind chill is below 15. If the child does not have snow pants and boots, they will not be allowed to play in the snow, but they will, however have the chance to go outside.

Fire and Tornado

Whenever the fire alarm rings, students promptly leave the building. There are charts posted in each classroom and special work areas to show where exits are located. Regular fire drills are conducted throughout the school year.

If there is a tornado alert, all staff and students in the building will proceed to the designated area(s). If students are on school buses, the drivers will stop and escort students to the closest shelter. Drivers will remain with the students until it is safe to resume driving the bus route.

Student Records

Emergency cards

Every family must have an emergency card on file. These cards must be completed and returned no later than the first day of school. Please inform the school office if your home or work phone number, or any other information on this card, changes. Emergency cards will also provide space for you to grant permission for the student to attend field trips. You will be notified of any such trips in advance, and be given the opportunity to withdraw permission if so desired. The card also has room where any allergies, illnesses etc., may be listed and also what your child is to do if school is closed early for any reason.

Immunization card

Every student must have an immunization card, which is complete and signed by the child's physician, in order to be allowed to attend classes. This is a state law. The Health Department inspects these cards yearly. They are kept on file in the school office.

Permanent record/cumulative folder

Every student attending St. Albert School has a permanent record card, and a cumulative folder that is kept on file in the school office. The permanent record card is a summary of the report card grades, and standardized test scores a student receives throughout his/her enrollment at St. Albert.

In addition, academic records, health information, special reports/testing summaries, and pertinent correspondence are kept in the cumulative folder. Parents may view the contents of their child's cumulative folder, upon written request, and only in the presence of the principal.

Information may not be released from the cumulative folder without written consent of parent/guardian.

If a student transfers, the cumulative folder is sent directly to the new school following receipt of a written request from the parent/guardian. A form for this purpose is available in the school office. Cumulative folders are not released directly to anyone other than school officials. The permanent record card remains with the St. Albert School system for verification of years attended and grades/test scores achieved.

Bus Transportation

Bus transportation is available within the Council Bluffs/Neola area at no additional cost to St. Albert students. In addition, there is a St. Albert bus that provides service to/from Glenwood.

Mrs. Diane Shanno is responsible for coordinating transportation services for students in the St. Albert School system. Any questions regarding bus stops or establishing bus rider-ship after the start of the school year should be addressed to her. Mrs. Shanno is responsible for the implementation of transportation policies and procedures K-12. Any questions/concerns regarding seat assignment, bus conduct reports for students should be directed to her.

In the spring of each school year, a bus pre-registration form is sent home to be completed and returned to school. During the summer months, this data is processed, and bus routes, stops and times are finalized. This information will be emailed to our families as soon as it becomes available.

Drop Off and Pick Up Policy

Elementary building

The driveway that runs closest to the school on the upper level in front of the high school is to be free of all cars from 7:30 – 8:30 am, and from 2:45 – 3:45 pm. There are signs posted with this information on it. This drive is used for bus traffic only.

Drop off and pick up

If you have a child in K-5 please enter the drive that runs parallel to Gleason Avenue from the main entrance of the school parking lot, not at the top of the hill.

Cars will line up on each side of the drive in front of the elementary. The center lane of the upper drive must remain clear for the parents of the 4 year old Pre-K students to pass through to reach their drop off and pick-up point.

Drive your vehicle down as far as you can and allow your child to enter the building on his/her own. Pre-K 4 parents will go to the parking lot behind the school and bring their children to the classroom for both drop off and pick up.

On the first day of school only, K-5 parents are allowed to walk their child into the school to take pictures. If you plan on doing this, you must park in the main parking lot and enter through the elementary doors facing Gleason Ave.

Starting on the second day, all students, except PK 3 and PK 4 year olds, must be dropped off in the drop off/pick up lane. There will be a teacher on duty to greet your child.

For pick-up please stay in your lane. If you cut over to be in the lane closest to the building it causes a safety issue. Stay in your vehicle. A teacher on duty will bring your child to your vehicle. We will load the first three cars on each side of the drive. When those vehicles are dismissed the line moves down for the next set of cars to be loaded. The safety of the children is our number one concern.

Bus regulations

Of prime importance is the safety and welfare of students riding the school bus. Rules and consequences are established which take into account the ages of the students involved, number of students riding the bus, and the need to insure the ability of the driver to concentrate on driving safely. All elementary students should ride in the front of the bus with the middle/high students in the back.

The following bus regulations are in effect for the current school year:

1. The driver is in charge of the students and the bus. His/her judgment in making decisions on the bus is final.
2. Students must be on time. Students must be at the bus stop 10 minutes prior to the scheduled pickup time. The bus cannot wait beyond its regularly scheduled time for those who are not ready.
3. Students should never stand in the street while waiting for the bus.
4. Once on the bus, students must remain in their seat until they reach their destination.
5. Any behavior that is destructive, physically or verbally, or in any way interferes with the safe operation of the bus, is prohibited at all times. The following behaviors are subject to a warning or written conduct report by the bus driver:
 - a. Deliberate defiance: a refusal to cooperate with the driver
 - b. Obscene and/or unacceptable language, gestures, remarks, pictures or signs
 - c. Excessive talking and unnecessary noise, lack of courtesy and/or respect
 - d. Throwing items of any kind in the bus or out of the window

- e. Fighting or scuffling on the bus or at the bus stop
- f. Deliberate, unnecessary delay loading or unloading
- g. Refusal to stay safely seated
- h. Having or using chemical/hazardous substance of any kind at the bus stop or on the bus (this includes, but is not limited to, weapons of any kind)
- i. Extending hands, arms or head out of the window
- j. Tampering with equipment, deliberate vandalism

6. The student(s) responsible must pay for damage to a bus before he/she will be allowed to ride again.

7. The driver will not discharge riders at places other than the designated bus stop unless approval is received from the building administration as well as prior written authorization from the parent/guardian

8. The emergency exit is to be used for emergencies only. The driver is responsible for stating when an emergency exists. He/she is also responsible for insuring that students know how to use the emergency exit safely.

Bus Discipline

Elementary

1. **FIRST OFFENSE:** verbal warning by the bus driver: assistant administrator and homeroom teacher will be notified
2. **SECOND OFFENSE:** first official warning: bus conduct report will be mailed home for parent/guardian signature
3. **THIRD OFFENSE:** second official warning: bus conduct report will be mailed home for parent/guardian signature
4. **FOURTH OFFENSE:** third official warning: bus conduct report mailed home for parent/guardian signature. Student loses bus privilege for one week.
5. With each subsequent offense, an additional week is added to the discipline action (i.e. fifth offense equals two weeks of loss of bus privileges)

It is understood that parents/guardian of students who appear to be having chronic behavior problems on the bus will be contacted, and every effort must be made to modify the student's behavior, if he/she is to be allowed to continue riding the bus. Any behavior that seriously endangers the safety of any student may result in immediate loss of bus privileges pending satisfactory resolution of the problem.

Please note that because some buses are currently filled to capacity, changes in bus assignments cannot be made. Every effort will be extended to assist parents/guardian in case of an emergency.

If a student will not be using assigned bus services to depart from school on any given day, a written note signed by the parent/guardian must be sent, in advance, to the school office.

Uniforms

The school uniform is as follows:

Dark navy blue DRESS slacks. Corduroy or cotton blend/twill slacks are acceptable. If there are belt loops, a belt must be worn. The belt must be either navy blue, black, or brown for boys and girls. Girls may wear slacks at any time, but knits/stirrup pants/elastic hems, or outside pockets are not allowed. Boy's slacks may not have elastic bottom hem or outside or zippered pockets.

Dark, solid navy blue cotton/polyester twill plain DRESS walking shorts, with no outside pockets, may be worn with a uniform shirt/blouse from the first day of school through Oct. 31st, and from April 1st through the end of the school year – weather permitting. The bottom of the shorts is to be no more than 4-6 inches above the knee. Denim, sweatpants or jogging/sports shorts are not acceptable. If there are belt loops, a belt must be worn.

Students are to wear solid colored white, red, navy blue, black, white or gray socks, tights, or knee socks with their slacks, shorts or jumpers.

Cardigan, V-neck or crew neck sweaters in plain solid primary red, dark navy blue, medium gray or white is permissible. Oversized or patterned sweaters and sweatshirts are not permitted. No hooded sweaters are allowed.

A plain white shirt or blouse with collar or plain white turtleneck may be worn. Shirts must be tucked in at all times. Tank tops are not allowed (boys or girls) at school – including days when play clothes are allowed. This includes shirts with spaghetti straps. Colored undershirts are not allowed under uniform shirts/blouses.

St. Albert uniform sweatshirts that can be worn at school are sold only at Midwest Sports on East Broadway.

The black and green fleece jackets sold at Dennis Uniform can also be worn.

Leggings may be worn under the school jumper or skort, but must cover the entire leg – no skin should be exposed. The leggings and socks must meet.

Ball caps and scarves are not allowed.

Cologne and/or perfume are not allowed.

Hair extensions, wigs and three corner scarves of any kind are not allowed.

The girl's uniform jumper or skort is Marymount plaid available from Dennis Uniform in Omaha. This is the only skort allowed K-5, Pre-K 4 students are allowed to wear solid blue as well as the plaid.

No jewelry is to be worn at school. One small pair of stud pierced earrings may be worn to keep the ear holes open. Watches may be worn, however, students may be required to remove and give them to the classroom teacher if they become a distraction in class. Any jewelry that interferes with their ability to concentrate on schoolwork, or is used in such a manner as to disturb the learning of other students, will also be turned into the classroom teacher. The item(s) will be returned at the end of the day

Students must only wear tie up or Velcro athletic tennis shoes to school. Sandals, clogs, crocs, musical, shoes with roller skates, Mary Jane/slip-on canvas, mule tennis shoes, flip-flops or any shoe with a heel are not allowed. They must wear tennis shoes on days that play clothes are worn.

Make-up, tattoos, colored nail polish, glitter body lotion, and hairspray are not allowed at the elementary level.

Students with major dress code violations, where three warnings are not applicable, will be required to wait in the office until parents/guardians bring the appropriate uniform.

Student's hair must be well groomed and natural in color. The length on boys should be above the collar and not in the eyes of boys or girls. No Mohawks, dreadlocks, or other extreme haircuts are permitted. No scarves, bandanas or sports style headbands are allowed. Administration has the right to ask any student to get a haircut if he/she feels the hair is not well groomed.

DRESS CODE NOTICE

Date: _____

_____ was not in uniform today.

Warning:

1. _____ 2. _____ 3. _____

_____ inappropriate sweater, blouse, socks

_____ inappropriate shirt, slacks, shorts

_____ inappropriate jewelry, fingernail polish,
make-up

_____ no belt

_____ other

Comments:

Teacher signature

Please sign and return to school tomorrow or the next school day.

Thank you for your cooperation

Parent Signature

Building Procedures

Student Arrival/Departure

School Day

The school day for the Elementary building begins at 8:00 am and ends at 3:10 pm. If students arrive prior to 7:30 am, he/she will go to KidzKare and you will be charged the daily rate plus the registration fee (\$15.00/child) if not currently enrolled. Students that arrive between 7:30 and 7:45 will wait on the bleachers in the gym until the teachers are in their classrooms at 7:45. **Students must be in their classroom by 8:00 am.**

If you are picking up your child at the elementary building at the end of the day, he/she will be waiting outside the main entrance. **Parents must wait in your car. If you need to pick your child up prior to the bell ringing at 3:10 pm, you must park in the main parking lot and walk in to get your child.** Children will not be allowed outside to wait for their ride. If your child is not picked up by 3:25 pm at the elementary building, he/she will be put in KidzKare and you will be charged the current rate plus the \$15.00/child registration fee if you are not currently enrolled.

Wednesday

School will be dismissed for all students, every Wednesday at 1:10 pm. This is for teacher professional development. You may utilize Kidz Kare for \$8.00/child if you are registered for Kidz Kare. The registration fee is \$15.00/child.

Absence

Parents are responsible for calling the elementary building (712-323-3703) between 7:45 and 8:15 am to notify the school of student absence.

Late Arrival

Students arriving after the scheduled start time (8:00 am) will be marked tardy. A written excuse, signed by a parent/guardian is required. Frequent tardiness may result in the child having to make up this time.

Early Departure

Parents/guardians requesting early departure must meet the student in the school office, having notified the school, in writing, in advance.

Please Note: The following policy will be adhered to in regard to absences and tardiness:

Any student arriving after 8:00 am and before 10:00 am will be marked tardy in the morning.

Any student arriving after 10:00 am will be marked half-day absent in the morning.

Any student arriving after 1:00 pm will be marked absent for the day.

Students leaving school before 1:00 pm are marked half day absent in the afternoon.

Policy

Phone Usage

A student may use the school phone only if he/she has the permission of school personnel.

Cell Phones

Cell phones cannot be turned on during school hours, while waiting in the bus line, on the bus or during field trips or any other school activity that occurs during school hours. Cell phones must stay in the child's backpack. The first cell phone offense will result in the cell phone being taken away from the child and may be picked up in the office by him/her at the end of the school day.

The second offense will result in the cell phone being taken away and must be picked up the parent/guardian at the end of the day in the office.

Elementary Code of Conduct

Foreword

The St. Albert Elementary Code of Conduct is designed to assist students to live by the principles of a school rooted in our Judeo-Christian Scripture and Spiritual beliefs.

St. Albert is a school system dedicated to the spiritual, intellectual, physical and social development of its family of students.

Discipline

Desirable behavior is not an innate trait. Making choices and accepting the responsibility for those choices, building trust, respect and confidence, showing consideration for others, sharing, following the rules and other social skills must be learned in the very same way as academic and physical skills. Students will be guided in developing the following responsible behaviors:

1. Obeying classroom and school rules, as well as directions from adults in charge.
2. Communicating physically and verbally in a respectful manner.
3. Working and playing cooperatively.
4. Using student and school materials in a safe and proper fashion.
5. Obtaining the owner's permission when taking or using materials other than one's own.

In dealing with students whose behavioral patterns are significantly inappropriate in comparison to their peers, the following steps will be followed:

1. Parents/guardians will be notified and a meeting with parent/guardian, principal and teacher(s) may be arranged to discuss the child's needs.
2. Parents/guardians will be asked to give consent for any professional evaluations considered necessary by the principal and the teacher(s) involved.

3. It is expected that professional recommendations made to parent/guardian at a scheduled staffing will be followed.
4. A parent/guardian's failure to give consent or comply with recommendations may result in a request to the Area Board of Education to deny continued enrollment.
5. A student whose behavior does not improve after repeated interventions may be placed on a contract. If the contract is broken, the student will be asked to leave for the remainder of the school year.
6. Your child will be held responsible for vandalism or destruction of school property. Parents will be notified regarding financial restitution – i.e. desks, chairs, books, etc.
7. For any student throwing rocks, sticks, snowballs etc., the first offense, will be the loss of one recess for each incident.
8. If a child bites, parents will be notified and the consequences will be developmentally appropriate based on the age of the child.

**St. Albert Elementary School
School/Parent Notification**

Student name: _____ Date: _____

Teacher: _____ Class/Location _____

Student responsibilities

1. obey classroom and school rules, as well as directions from adults in charge
2. communicate physically and verbally in a respectful manner
3. work and play cooperatively
4. use student and school materials in a safe and proper fashion
5. when taking or using materials other than their own, students must have the owner's permission

Disregard for responsibilities noted above reflect both understanding and deliberate intent.

Description of student behavior

Teacher comments

Teacher signature _____

Parent comments

Parent signature _____

Sign and return the next school day

Expulsion

Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been tried and have failed to bring about proper conduct, or due to the nature of the violation, the pupil's presence causes a continuing danger to the safety of other pupils, and other means of correction are not feasible. The decision to expel or not is reached only after a recommendation by the principal has been heard, and the student and/or parent/guardian have had the opportunity for a closed hearing with the Board. The Board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property
2. Infliction of or threatened physical injury to another person
3. Possession or sale of weapons or drugs – including alcohol
4. Disruption of school activities
5. Failure to abide by school rules
6. Repeated bullying

In-School suspension

The principal or his/her designee may specify the imposition of an in-school suspension. In-school suspension may be imposed for infractions of school rules or policies. Before making a decision to suspend a student, the administrator shall notify the parent/guardian of the charges against his/her child, and shall afford the parent/guardian an opportunity to speak in his/her defense.

Out-of-school suspension

Out-of-school suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. The parent/guardian may appeal a suspension as per school board policy. Upon return to school, the student is placed on full probation.

Possession

Possession is defined as owning, having or being in control of material either physically (on one's person) or within one's personal sphere of influence (in lockers, vehicles, bags etc.). In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally.

Restitution

Restitution is defined as the replacement cost involved in replacing or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

Attendance

Because of the impact on their academic success and the work ethic they are establishing, students are expected to be present when school is in session. Administrators reserve the right to determine whether an absence is excused or unexcused.

Excessive Absence

Students are required to be in attendance ninety percent of the days school is in session. All absences/tardies whether excused or unexcused, count toward excessive absence totals. Students with excessive absence/attendance issues could be withheld from school related extracurricular activities and/or school sponsored events.

Once a student reaches 5 absence/tardies the teacher will communicate the school's concern to the parent.

Once the student reaches 10 absence/tardies a meeting will be scheduled with the principal, teacher(s), counselor, parent(s), and student to create an action plan.

Once the student reaches 15 absence/tardies, a meeting will be scheduled with the principal, teacher(s), counselor, parent(s), and student to develop an attendance contract.

Once the student reaches 20 absences/tardies the student would be considered chronically absent/tardy. Interventions may include failing a class or grade, requiring a physical/mental evaluation to determine if a 504 is needed, retention, removal from a class or school and/or referral to the county attorney

***The administration reserves the right to consider special situations on a case by case basis.**

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated. St. Albert is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, St. Albert has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in our school system.

St. Albert prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

Acceptable Use Policy for Technology

“Technology must not outweigh our humanity” – Albert Einstein

I pledge, as a St. Albert student, to be the best I can be. I will be courteous, kind and respectful. It is my responsibility to behave as a Christian in all of my actions. It is my duty to complete my schoolwork accurately and on time. I will respect the rights of my peers and be a good role model to all. May God Bless Us All. – written by Sixth Grade, August, 2001.

Technology is a vital part of the approved curriculum in the St. Albert Catholic Schools. The use of school owned and maintained computers is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Student’s use must be in support of education, including research and administrative support consistent with school policy. All use, including email, may be monitored in accordance with the Federal Communication Privacy Act (18 U.S.C.\2510–20)

The purpose of the St. Albert Schools system Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school system. Because the internet provides access to computer systems located all over the world, families should be aware that some material accessible via the internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The St. Albert Catholic School system cannot control all of the content of the information available. However, the school system believes that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will take precautions to filter access to these materials.

The following are terms and conditions for using the school system technology:

Unacceptable practices include, but are not limited to:

1. Giving out our passwords or other individual’s passwords
2. Using someone else’s account or username
3. Harassing someone:
 - a. any use of sites that specifically involve unacceptable topics such as sex, violence or drugs
4. Seeking unauthorized access to any resource

5. The use of profanity or inappropriate language in email or electronic communications of any kind.
6. Trespassing in another's folders, work or files
7. Transmission of any material in violation of any U.S. or State regulation
8. Reproduction or transmission of copyrighted material without explicit permission
9. Downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's Technology Coordinator
10. Private, commercial or political use
11. Playing online or downloading games that are not for educational purposes

Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify the school Technology Coordinator immediately. Do not demonstrate the problem to other users. Note that electronic mail (email) is not guaranteed to be private – system administrators have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.

Vandalism

Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the internet or to any other computer on the school property. This includes, but is not limited to, uploading, creating or transmitting computer viruses.

Netiquette

1. Be polite. Never forget the person reading your mail or posting is a real person with feelings that can be hurt. Never mail or post anything you wouldn't say to your reader's face.
2. Use appropriate language. Swearing, vulgarities or any other inappropriate language is unacceptable.
3. Illegal activities are strictly forbidden
4. Do not use the network in such a way that would disrupt the use of the network by other users.
5. Email is not guaranteed to be private, but all communication and information accessible via the network and the internet should be assumed to be private property.

6. Do not reveal your personal address or telephone number, or those of anyone else.
7. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
8. Internet users see typing in all CAPITAL LETTERS as 'shouting'.
9. Do not print anything without permission from a teacher.
10. A good rule to follow is never view, send or access materials which you would not want your teachers and/or parents to see.
11. The internet should not be used to meet unknown people. This is a dangerous practice and could have extremely negative consequences.
12. Please don't stay online when you are finished (log off when you go to lunch or class).

Consequences

Be prepared to be held accountable for your actions and for the loss of privileges if the terms and conditions of acceptable use are violated. The school system has the right to restrict or terminate information network access at anytime for any reason.

Students/staff who violate the Acceptable Use Policy will be subject to disciplinary action according to the Code of Conduct, as well as additional consequences which include, but are not limited to, the following:

Suspension and/or termination of computer use privileges

- a. 1st violation – loss of computer privileges for 20 school days
- b. 2nd violation – loss of computer privileges for 45 school days and 1-3 school days in-school suspension
- c. 3rd violation – loss of computer privileges for 90 school days and 1-3 school days in and/or out-of-school suspension and possible expulsion.

Consequences may be carried over to the following school year.

Students who have lost their computer privileges may attend classes which are held in the computer labs and/or library while under direct supervision of their teacher.

Parents may request, in writing, that their student(s) be excluded from using the internet.

Civil or Criminal prosecution

Should any student violate local, state or federal laws while using the St. Albert Catholic Schools computers or networks, the administration will notify the appropriate authorities to begin the process of civil or criminal prosecution.

Payment for damages

Students and/or their parents/guardians will be responsible for the repair or replacement of computer hardware or software which has been damaged by abusive or inappropriate actions of the student. This includes additional time spent by technology staff or vendor.

St. Albert Catholic Schools make no warranties of any kind, whether express or implied, for the service it is providing. St. Albert Catholic Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the internet is at your own risk. St. Albert specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

Should any student's computer usage result in penalties or damages for which St. Albert Catholic Schools become liable, or result in claims or litigation involving the St. Albert Catholic Schools, the student and their parents/guardian will indemnify and hold harmless the St. Albert Catholic Schools for all damages, penalties and cost incurred by the school system.

School Work

Homework

The purpose in assigning homework to elementary age students is two fold:

1. Homework should create an awareness in parents of:
 - a. the type of material being presented in various subject areas
 - b. how well their child is able to work with material presented
2. Homework provides students with an opportunity to:
 - a. Spend a reasonable amount of time practicing academic and/or study skills they are learning in school
 - b. Develop a sense of responsibility and independence in completing a task

If a student is going to miss school due to vacations etc., he/she will be given the work to make up when he/she returns to school. Homework will not be given prior to the student leaving town. The child will be given ample time to complete the work missed when he/she returns.

Taking into account stages of readiness, the following guidelines should assist parents in understanding what is reasonable to expect from children in levels K-6.

Kindergarten/Grade One

Students are in the beginning stages of following directions, developing a sense of responsibility, judging time, and working independently. Homework is not assigned at this level. Occasionally, a small project may be given to work on at home.

Grade Two

Students are developing the ability to complete a task with some help (as needed). They are beginning to understand how to manage their time, and they are able to remember directions.

Grade Three/Four

Students are continuing to develop the ability to complete an assignment. They are requiring less supervision. Students are able to remember three step directions within a given class period. In addition to being able to manage their time, students at this level are beginning to develop the ability to organize a 'work schedule'. They use an assignment notebook at this level.

Students who use their time productively should have no more than a total of 30 minutes of homework on a regular basis. When appropriate, special projects may be assigned that will take more than one evening to complete.

Grade Five

Students are able to complete assignments with minimal assistance, once understanding has been established. They are able to remember and follow four and five step directions within a given class period, and simple directions from one day to another.

The ability to organize a 'work schedule' continues to develop with teacher assistance – the students use an assignment notebook at this level.

Subject matter at this level is becoming more complex and requires more thought on the part of the student. Homework assignments may take up to a total of 45 minutes nightly, and may increase in frequency. Special projects may be assigned as described in Grade 4.

Lockers

Students are not allowed to decorate their lockers – no photos, pictures, signs etc. No locks allowed.

Special Celebrations

Elementary students enjoy celebrating their birthday with their peers. Students may bring treats to school if they wish. **No homemade treats are allowed due to allergies in children. Treats must be individually wrapped in manufacturer's wrapping.**

Invitations to parties may be distributed at school providing **ALL** boys or **ALL** girls within the student's homeroom are included. If not, you must mail the invitations to the child's home.

If your child has received recognition for an achievement not related to a school event, and he/she wishes to celebrate with classmates, please contact the homeroom teacher to discuss possible arrangements.

Student Activities Programs

Book Club

Classroom teachers have the option of participating in various book clubs. The most common is Scholastic. You are under no obligation to purchase books from either of these companies. Classroom teachers are responsible for all clerical duties related to these clubs. If you have any questions, contact the teacher directly.

Field Trips

Classroom teachers may request permission to take students on field trips that have educational merit. You may be asked to pay an admission fee and transportation costs. If any difficulty arises because of financial reason, please contact the classroom teacher immediately. Before school starts in August, parents/guardians are asked to give blanket permission on the emergency card. Prior to any field trip, the student will be given a notice to bring home. If you wish to withdraw permission, please send a signed note to school the next day.

If there are serious behavior or academic concerns, the student may be required to stay behind that day. Participation is at the discretion of the teacher with the approval of the principal.

Vocal/Instrumental Music

All students participate in vocal music weekly. Concerts are routinely scheduled during the year. In addition, the vocal music teacher schedules special musical performances. Prior notice is sent home. It is mandatory that the children participate in these programs.

Students in grade 5 are provided with the opportunity to participate in instrumental music. Classes are provided at no charge at school. The instrumental teacher handles arrangements. There is a fee for those families wishing to rent rather than purchase an instrument. The instrumental teacher manages all financial arrangements – any questions should be directed to this teacher.

***All students will be required to make up any work missed during a scheduled band time.

Student Health

Medication

1. Medication brought to school must remain in a locked cabinet in the office.
2. Children are not allowed to have any prescription or over the counter drugs on them or in their possession.
3. A licensed doctor or dentist must prescribe all medication.
4. Medication must be in a pharmacy labeled container (not in an envelope).
5. Parents must complete the "Parent Request for Giving Medication at School" form.
6. Parents may administer medication at school
7. If a child has a temperature of 100 or higher, the child will be sent home. **The child must be fever free for 24 hours before returning to school – without the aid of Tylenol, Ibuprofen etc.**
8. **If you feel that your child cannot participate in physical education, you must have a note from a licensed physician stating that the child is unable to participate. This is the same if you think your child should stay in for recess – we must have a note from his/her doctor.**
9. If a child has been sick to his/her stomach during the night, he/she cannot return to school for 24 hours.

Please limit the amount of medication sent to school to that required for one day at a time. The school will not dispense aspirin, non-aspirin products, and cough drops that are sent without a written request from the physician as noted for prescribed medication.

These are rules mandated by the State to protect your child.

Screenings

Each year all new elementary students participate in hearing screening conducted by staff from Green Hills AEA. All elementary students participate in a yearly vision screening also. In the event any concerns are noted in the screenings, parents are notified and advised as to the course of action recommended.

The St. Albert nurse, as needed, will check students for head lice. Any child found with head lice, will be sent home until treated. You must return the box top of whatever remedy you used in order for your child to be readmitted into school.

Student Progress

The Iowa Assessments are administered to all students in Grades 1–5 in the fall. Students are given the Multilevel Battery. The Resource Teacher will be responsible for administering the test to mildly educationally delayed students assigned to the Extended Learning Center or Resource Room. All other students will complete the test in their assigned homerooms.

Star Reading Grades K–5

Star Math Grades 2–5

Constructed Response Supplement (Reading) is administered in grade 4.

Reporting

Conferences

Parent conferences are held twice yearly. Conferences are scheduled in advance and are twenty minutes in length. Conferences for students Pre-K – 5th are in the homerooms.

Report Cards

Report cards grades K–5 are posted on PowerSchool at the end of each trimester and at the end of the school year. Pre-K report cards will be sent home with the student.

Curriculum

Program of Studies

The program of studies implemented at St. Albert Elementary School is in compliance with State and Diocesan guidelines, which include addressing multicultural/global and non-sexist issues. Once the curriculum has been established, each faculty member is expected to maintain the integrity of the content in his or her daily instruction.

The importance of teaching thinking skills, study skills, as well as addressing different learning styles, and insuring that students are able to remember and use what they are learning, necessitates that a variety of sound teaching and testing strategies be utilized.

The curriculum includes the following subject areas:

- Art
- Guidance
- Language Arts
 - English
 - Penmanship
 - Reading
 - Spelling
 - Writing
- Mathematics
- Music
- Physical Education
- Religion
- Human Growth & Sexuality Gr. 3-5
- Science
- Social Studies

Human Growth and Sexuality

Human Growth and Sexuality is a required element within the curriculum for grades 3-5. The series being implemented has been selected and approved by the Diocesan School office. Human Growth and Sexuality will be taught as an integral part of the Religion curriculum. Prior to beginning the course of study, parents/guardians are provided with information regarding the topic to be discussed in the grade level in which their child is enrolled.

Peace and Justice

Peace and Justice issues are incorporated into daily teaching where appropriate. The Diocesan School Office arranges for training for new faculty.

Substance Abuse Prevention

This topic is assessed in a developmentally appropriate manner with Health Science and/or Guidance at the elementary level.

Religion/Sacramental Preparation

In an effort to reinforce faith as an important element in our daily lives, religious instruction is incorporated into all subject areas as appropriate. Homeroom teachers schedule formal instruction in religion three times weekly. In addition, area priests or deacons are scheduled, as available, to visit each classroom.

Students in grades K-5 attend Mass weekly and Pre-K 4's -5th grade attend Mass on the first Friday of every month and all scheduled All School masses.

Formal prayer is said at the beginning and the end of each day, as well as before and after lunch. Other students pray the Rosary together during the month of May and are offered opportunities to receive the sacrament of Reconciliation twice during the course of the year.

Sacramental preparation is an important element of your child's spiritual development. Following the Second Vatican Council, the Church stressed the importance of the 'parent as the primary religious educator of their children'. In keeping with the focus of the Church, area pastors have determined that sacramental preparation is primarily a joint effort between parishes and parents, with the school serving in a support role.

The parish sacramental preparation programs vary, however, all include participation of both parent and child in sessions held within the parish setting.

Grade 2 classroom teachers at St. Albert are familiar with the materials being used, and reinforce the concepts being taught at the parish sessions. Enrollment at St. Albert does not relieve parents and students from participation in the parish sacramental preparation program. Pastors will make the final determination as to whether or not a child is ready to receive First Eucharist or Reconciliation. Any questions regarding this process should be directed to your parish pastor.

Special Services

GreenHills AEA

The Southwest Iowa Area Education Agency, known as Green Hills Area Agency, services St. Albert School System. This local agency provides a variety of services and consultants to assist in the provision of excellence in education for students. There are three major areas in which service is provided:

1. Resource
2. Instructional
3. Media

Resource

A team of support staff is assigned to the school that consists of a school psychologist, educational consultant, speech/language pathologist and social worker. These individuals are considered adjunct and have access to student records. They are also expected to comply with appropriate regulations in operation within the school setting. The role of this special service team is to provide support to administration, faculty and staff in dealing with special needs students.

Teachers are provided the opportunity, on a weekly basis, to discuss students who are of concern. Following discussion with the teacher assistance team (TAT), a decision will be made as to whether a pre-referral activity consisting of up to six meetings with the teacher and/or student would be of benefit, or a complete diagnostic evaluation is in order. In either case, parents are notified. Parental permission is obtained for complete diagnostic evaluations.

Instructional

Within the Instructional Services Division, consultants are available to offer assistance. These individuals, with their unique area of expertise, are available to offer in-service, staff development and consultation. In some cases, personnel will work directly, over a limited period of time, with students.

Media

The Media Division provides a variety of services related to the audio-visual aspects of instruction.

Resource

The Extended Learning Center is the environment within the St. Albert Elementary School setting that services students with special needs. It is the responsibility of the Area Educational Agency to notify the school of any procedural changes mandated by the State of Iowa.

Goals

The goals of the Resource Center are as follows:

1. Provide curriculum strategies designed to meet the individualized needs of the mildly educationally delayed student
2. Provide curriculum strategies designed to meet the individualized needs of the at-risk student
3. Provide support services to faculty/staff with regard to students identified as having special needs

Identification process

1. Referral sources will include, but not be limited to:
 - a. Faculty/administration
 - b. Staff
 - c. Parents
 - d. Support personnel (school psychologist, social worker, educational consultant and speech pathologist)
2. Referrals generated by individuals other than the classroom teacher will be processed through the classroom teacher. The resource teacher will be consulted, and in cooperation with appropriate personnel, will determine from data gathered, an effective course of action. The building administrator will be notified of any proposed interventions.
3. The classifications services will include:
 - a. Mildly educationally delayed

Definition:

Students within the category demonstrate inability to learn efficiently, in keeping with their potential, when presented with the instructional approaches of the general curriculum.

Criteria for Qualification

A significant discrepancy between a student's general intellectual functioning and achievement in one or more of the following areas must be noted:

- School readiness skills
- Basic reading skills
- Basic mathematic skills
- Written expression

The appropriate Intervention Plan must be completed by the classroom teacher, and submitted for review at the time the referral is initiated. Evidence of prior attempts to resolve any difficulties must be documented with a summary of results.

Title One Reading

Students in grades K-3 are provided Title One Reading services within specific guidelines. Each fall, the Council Bluffs Title One Reading Specialist assigned to the Elementary will evaluate Iowa Assessment scores from the previous year to determine which students qualify on the basis of their reading scores. National Norms are used. Following the initial screening, the addresses are checked to determine whether or not the student is living within the boundaries of a Council Bluffs Elementary school that receives Title One reading services. Once these two criteria are met, the Title One teacher will notify the classroom teacher and the principal of these students who qualify for services. In addition, the Title One teacher sends a letter to the parents of the identified students requesting permission to service the child. Parents have the right to deny permission.

Home/School Communication

Every effort is made to inform parents of school events and student progress both formally and informally. Information sent home to parents from school would be identified as such or signed by a member of the faculty/administration. System-wide communication will generally be sent through the office of the president.

Formal

Each month parents will receive a copy of the school newsletter via email. A calendar and lunch menu will be included. The newsletter is the primary vehicle for informing parents of upcoming events, thanking various individuals for their support, and sharing information related to the growth, development, education and parenting of elementary school children.

Each trimester, parents/guardians are provided with information regarding their child's progress in school. Detailed information related to parent conference and report cards can be found in the Student Progress section of this handbook.

On occasion, it may become necessary to inform parents of concerns regarding a child's ability to follow school rules, or complete academic work. Specific school forms related to bus conduct, completion of daily and/or homework assignments, dress code and following school rules have been designed to provide parents/guardians with specific information as to the exact nature of the difficulty. These forms are sent home for parental signature and should be returned to school the following day. The classroom teacher is responsible for contacting parents/guardians if the form is not returned to verify receipt of the information.

Informal

Events such as Open House and Catholic Schools Week luncheons provide parents/guardians and teachers the chance to visit informally. Whenever possible, teachers will communicate by note, email, or telephone to discuss your child's progress and/or answer any questions you may have. Parents/guardians should always feel free to contact the teacher or administrators at 323-3703.

Parent Initiated Communication

Parents/guardians are encouraged to contact the school whenever there is a need to initiate communication. It is requested that individuals identify themselves and leave both a work and home telephone number, as well as an indication of the nature of the call. Failure to leave a name as well as both phone numbers has resulted in an inability to return calls for several days. If the need to contact a teacher or administrator is urgent, please indicate that to the secretary.

It is helpful to know who to contact when a question arises or more information is needed while your child is a student at St. Albert. The individual in the best position to respond concerning an individual student is the teacher most directly involved

with the situation. In most instances, the questions and/or need for additional information can be successfully handled at this level.

Should a satisfactory answer/resolution not be achieved following a discussion with the classroom teacher, parents/guardians are advised to proceed in the following manner:

1. Issues related to busing should be addressed to Mrs. Shanno.
2. Issues related to student activities/programs – i.e. field trips, special events, musical programs etc., should be addressed to the elementary administration.
3. Issues related to curriculum, discipline or school policies should be addressed to Mrs. Jensen.
4. Issues related to participation in Falcon Family Connection/Parent Support Group activities should be addressed to the committee chairperson. If there is a need for further discussion, you are advised to contact the assistant administrator or the principal
5. In the event a situation arises in which a parent/guardian wishes to appeal an administrative decision, they may submit a formal written request to review the decision to the president.
6. Following written/verbal communication with the president, parents/guardians are then advised to contact the Director of Catholic School Administration in Des Moines. A written request to review the decision of the administration and president may be made.

NOTE: If a concern involves a policy issue, and attempts made through the appropriate 'chain of command' require further attention beyond the president, a written request may be made to the Director of Catholic School Administration and Area Board of Education, in that order, if necessary to review the decision and/or policy.

ENRICHMENT OPPORTUNITIES – OPEN TO ALL

CREATIVE PROBLEM SOLVING

Chess Club (Grades 2 – 5)

Steady concentration, pre-planning and strategies are all components of a good chess match. Students will increase these skills as they engage in the age-old game of chess.

Book Clubs (Grades 2-5)

Provided by the teaching staff throughout the year.

High Ability Learners Program

Mission Statement:

The mission of the High Ability Learners Program is to maximize the growth of identified students whose academic and intellectual needs may not be met by the typical curriculum, instruction, materials, pace, or course progression in the content areas of Math and Language Arts. The HAL program provides for a variety of levels of service which may change from grade to grade depending on the needs of groups or individuals.

Belief Statements:

1. Meeting the needs of identified students is the shared responsibility of classroom teachers, exploratory teachers, the HAL Coordinator, counselors, administrators, and parents.
2. Gifted and talented students require a variety of services and options to meet their individual cognitive and social-emotional needs.
3. All students have strengths; however, only a few students need services outside the regular classroom.
4. Gifted and talented students are present in all populations, all cultural and religious groups, across all economic groups, and may also be identified with learning challenges.
5. The criteria used to identify students and determine programming should remain consistent across grade levels and buildings, but also should be responsive to individual student needs.

Types of Assessment for identifying students for High Ability Learner programs: To ensure that all students are appropriately challenged, the following kinds of assessment data are used to identify and refer students for High Ability Learner Program services. Identification requires multiple criteria, with no one test score qualifying or excluding a student from services.

Ability Tests: typically measure behaviors that are associated with intelligence- like verbal skills, memory, abstract reasoning, problem solving, and general knowledge.

- **Iowa Algebra Readiness Assessment:** Given online in 6th,7th,and 8th grade as well as to 5th graders identified as gifted in math, this test measures a student's readiness to learn high school Algebra. A score above the 70th percentile, in addition to addition to other factors, may indicate readiness to learn Pre-Algebra or Algebra.

Achievement Tests: specifically measure what a student has learned.

- **Iowa Assessments:** A battery of tests given in all grades 1-5th, this assessment measures basic skills in a variety of content areas. The scale score, a measure of the amount of content learned, may be used for instructional decisions. Percentile rank, a measure of how a student's scores compare to all other students in the state or nation, may also be considered. The Language Arts total score, Reading sub-test, and the Mathematics sub-test scores are currently used for instructional decision making.
- **STAR Reading:** An online reading comprehension test used in grades 2-5, this test gives teachers data on instructional reading level and a guide to independent reading levels. Instructional reading level scores that are *consistently* 2 or more years above grade level placement would be considered above average.
- **STAR Math:** online math test used in grades 2-5.
- **Basic Reading Inventory ("BRI")** The BRI is given individually to a student in 2nd grade or younger. It consists of sight words lists, then comprehension passages and questions. An instructional reading level 2 or more years above grade level placement would be considered above average.
- **Peabody Picture Vocabulary Test:** The Peabody is a quick test given to incoming kindergarteners to measure verbal ability. It can give teachers an early signal that a student may be coming to school with advanced skills or abilities.

Curriculum Based Measures: classroom assessments of mastering the content and skills by grade level in the Iowa Core standards

- Pretesting: Students who consistently show mastery on pretests, including segments of ALEKS Math online, may need enrichment or acceleration.
- Achievement: Students who consistently score at a “4” level of achievement on classroom assessments may need enrichment or acceleration.
- Teacher observation: Guided by the Renzulli Scales, a measure of the behaviors associated with high ability or achievement, teachers can observe students who need an additional challenge.

Adapted from *Developing Math Talent*, Assouline and Lupkoskwi-Shoplik, 2001

St. Albert Area Board of Catholic Education

Be it resolved that the St. Albert Area Board of Education promotes the mission of the St. Albert School System: a mission that is based on Christian values that are rooted in our parishes and our homes. The Board therefore resolves to focus on these values in all aspects of our educational system, and thus directs the administrative team to reinforce this focus in the daily operation of our schools. Be it further resolved that the Board directs the administrative team to focus their time, efforts and talents on the future direction of our education system as a Catholic school.

Finally, because parent's trust, belief and support of the values and mission of any school system is fundamental to their child's success in that school system, it is the directive of the Board that those parents who do not hold to the values of the St. Albert system, or who continue to address their concerns about the St. Albert system in a destructive, negative and unchristian manner, be requested to remove their children from the St. Albert school system. This is a necessary action for the future growth and development of their children, as well as the future growth and development of our schools.

Public participation (Open Forum) at Board of Education meetings

The following are guidelines that the St. Albert Area School Board will follow at its monthly meetings. It will be the responsibility of the Board secretary to see that these guidelines are carried out.

The Area Board of Education will sit in a horseshoe shape facing guests.

There will be a name tag placed on the table in front of each Board member, administrator and staff member. Parish names will be included where applicable.

Guests will be provided with a copy of the meeting agenda and appropriate handouts for the evening's meeting.

Prior to the meeting, guests will sign in and include the following information – name, address and, if intending to speak, state their business.

The president of the Board will greet guests in the opening remarks

There will be a 20 minute regularly scheduled open forum set aside at the beginning of each meeting. There will be no more than six speakers with a maximum of three minutes each. This time will be used for comments from the speakers with the understanding of all present, that there may not be any action taken by the Board that evening.

The following steps will be taken:

The comment/concern shall be recorded in the Board meetings.

The comment/concern shall be addressed at the next Executive Committee meeting.

The Executive Committee will determine the person responsible to handle the comment/concern.

The Executive Committee will notify the person of the action taken, and make that action a matter of record at the next Board meeting.

A verbal thank you from the Board president will be made at the close of the open forum.

Consideration of agenda items from non-members

The right of non-members to have an item considered for the agenda of a Board meeting shall be limited to those whose written petition has been submitted to the Board president or president prior to the agenda setting.

**Falcon Family Connection
(Formerly Parent Support Group)
Home and School Association**

Statement of Purpose

1. To model Christian family values in the community
2. To promote fellowship among St. Albert School families
3. To provide an organized support system for the administration, faculty and staff of St. Albert Elementary school
4. To organize and sponsor activities which will allow for the acquisition of materials for the elementary school

All families with children enrolled at St. Albert Elementary are members of the Falcon Family Connection//Home and School Association (FFC). Each year individuals are asked to serve as room parents. Any questions regarding committee projects should be directed to the room parent. Any questions or concerns not immediately related to the purpose of the FFC should be discussed directly with the principal.

The following is a list of activities within the FFC:

1. Book Fair
2. Fundraising
3. Catholic Schools Week
5. Teacher Appreciation Week
6. Annual classroom parties (Christmas and Valentine's Day)

FFC By-Laws are available to view on the St. Albert website

Kidz Kare Handbook

This Parent Handbook contains information you should know about our current program and policies. Please read the handbook and save it for future reference. If you have any questions about the handbook or any other aspect of our program, please feel free to ask. Thank you for choosing Kidz Kare. We greatly appreciate your support of our program.

Program

The purpose of Kidz Kare is to provide before and after school child care in a planned program that offers activities and supervision. Children currently in the St. Albert Elementary (PreK 4yr old – 5th grade) are eligible.

Supervised childcare will include recreational activities supplemented with in-room activities, such as arts and crafts, games, music, films, the opportunity to complete school assignments and free time. Breakfast will be served, at no additional cost, to registered students who are in the gym by 7:30 am

Who Is Eligible?

Kidz Kare is open to students who are 4 years of age by 5/01 of the year enrolling and are enrolled in our 4 yr. old Pre-K program for the following fall through students entering 5th grade at St. Albert.

Days of Operation

While school is in session the program operates Monday through Friday from 6:00 am to 7:45 am and from 3:10 pm to 6:00 pm. Service will be available on scheduled half days. Kidz Kare will remain open when school is dismissed early due to inclement weather but we ask that parents pick up their child(ren) as soon as possible for the safety of our staff traveling home. When school is cancelled for a full day because of inclement weather Kidz Kare will be closed. (Effective Feb. 1, 2017)

Summer Kidz Kare will be available most days from 6:00 am to 6:00 pm. In order to attend Kidz Kare, the child must be 4 years old by 5/01, enrolled in our 4 yr. old Pre-K program or in grades kindergarten through 5th. Summer Kidz Kare registration begins around March 1st. All students must be registered by June 8th 2018 for the summer session. The nonrefundable registration fee is \$30.00/child or \$60.00/family for our summer program and \$15.00/child \$30.00/family for the school year.

Please note below the scheduled days that Kidz Kare will be closed for the 2017-18 school year.

Kidz Kare will be closed:

August 21st, 22nd, 23rd
September 4th
October 20th
November 23rd, 24th
December 25th-January 1st
February 9th
March 29th, 30th
May 28th, 29th

Meals

Breakfast (cereal/breakfast bar) will be served if the child arrives prior to 7:30 am. During the summer program, your child must bring a lunch and drink every day they attend. Snacks will be provided.

Cold Weather

It is imperative that you dress your child appropriately during the winter months. This includes winter coat, hat, gloves, etc. The children go outside everyday unless the temperature or wind chill is below 20 degrees. Your child must have snowpants and boots to play in the snow. If they do not, they will, however, have a chance to go outside.

Personal Belongings

Kidz Kare is not responsible for loss of or damage to personal belongings or school property in the child's possession.

Registering Your Child

Parents must pre-register in order for their child to attend Kidz Kare. The registration form is available in the school office. As stated above, the registration fee for the summer program is \$30.00/child or \$60.00/family due June 8th 2018. For the school year program, the fee is \$15.00/child or \$30.00/family – all nonrefundable. The fee is due at the time the registration form is submitted to the school office.

Attendance

Parents must sign the child out each day. Only persons authorized to pick up the child may do so. Parents will provide the name(s) of person(s) authorized to pick up the child, and will inform the director, in writing, of any changes. Kidz Kare is not responsible for the child until he/she is signed in before school, or enters the Kidz Kare room after school.

Sick Child Policy

Kidz Kare cannot care for a sick child. A child who comes to Kidz Kare in the morning who is sick will not be accepted for services that day, and will be sent home with the person bringing him/her. A child who becomes ill while at Kidz Kare will be separated from the other children. Parents/Guardian will be notified and expected to pick their child up immediately. If parents cannot be reached, the emergency contact person listed on the application will be called and asked to pick up the child. For the comfort of your child, and the protection of other children in the program, parents' cooperation in picking up a sick child immediately is expected. A child will be readmitted to Kidz Kare when he/she returns to school after an illness.

Injured Child

Every effort is made to keep the children safe. Unfortunately, accidents and injuries may occur. Basic first aid will be given if a minor injury occurs, i.e. scrapes, cuts and bruises. Parents will be notified when they pick up their child. In the event of serious injury, parents will be notified immediately. If parents cannot be reached, the emergency contact person listed on the application will be contacted. Emergency service (911) will be called, at the parent/guardian's expense, for more serious injuries.

Discipline of Children

Parents will be informed if the child's behavior becomes unmanageable or otherwise requires attention. Children are entitled to a pleasant and harmonious environment in the program. The school age childcare program cannot and will not serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that requires constant attention from the staff, ignores or disobeys the rules. If a child bites, parents will be notified and the consequences will be developmentally appropriate based on the age of the child.

If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Reasonable efforts will be made to assist the children on adjusting to the program setting. Redirecting the inappropriate behavior and positive reinforcement will divert disruptive behavior.

Disruptive behavior will be dealt with in the following manner:

Procedures:

For chronically disruptive behavior, the director or supervisor will write an Incident Report. This report, and a verbal explanation, will be given to the parent/guardian to read and sign. The report will be returned to the staff the next school day, where it will remain with the child's enrollment information.

A child who poses a threat to himself, another child or staff member, may be suspended or discharged immediately.

If a child receives three written behavior related incident reports, the child will be suspended at the discretion of the director.

If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately after the director consults with the principal.

Kidz Kare Behavior Statement – Please read to your child/ren

The rights, property and dignity of each person in and around the school are to be safeguarded at all times. The same standards of conduct that are expected during the school day will be expected of children and staff in the Kidz Kare program.

Warnings will be given when rules are broken. After repeated warnings, a child may be temporarily suspended from the program. If a child does not improve his/her behavior after suspension, permanent removal from the program may become necessary. A child may be removed immediately from the program for insubordination, violent or destructive behavior, and/or uncontrollable behavior.

School facilities are the property of the school. Abuse of any part of the facility will not be allowed. A child and the child's parent/guardian will be held responsible for financial damages incurred by inappropriate behavior.

Children are not allowed in the regular classrooms before or after school unless they have specific permission from the director and the classroom teacher. No child will be allowed in any other part of the building outside of the Kidz Kare room.

Statement of financial responsibility of parent/guardian

Users of the program are expected to pay for services on time. Parents are advised to keep their receipts. We are unable to issue annual statements for tax purposes at this time.

Returned check policy

Anyone that has a check returned to St. Albert may be placed on a “cash only” payment basis. Repeated returned checks may result in removal from the program.

Late Pick Up

All children must be picked up by 6:00 pm. Parents will be charged for late pick up at a rate of \$1.00/minute/child, payable upon pick up, in cash, to the staff on duty. Repeated late pick up may result in removal from the program. The emergency contact person listed on the application may be called to pick up the child if the parent/guardian is fifteen minutes (15) late.

Registration Fees

School Year – Annual \$15.00/child nonrefundable registration fee
Summer Program – Annual \$30.00/child or \$60.00/family nonrefundable fee
Registration fees are due at the time the registration form is submitted.

Daily Charges

\$5.00/day/child – before school
\$8.00/day/child – after school
\$8.00/day/child – scheduled 1/2 day in-service days
\$25.00/day/child – vacation days
\$25.00/day/child – daily charge for summer program
Late Fee - \$1.00/minute/child after 6:00 pm

