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**PRE K - 8
STUDENT
HANDBOOK
2018 - 2019**

ABSENT PROCESS

To report a student absent or late:

- 239-5535, select option 1
- OR
- Email absentee@stgabriel.net

Please include student's name, homeroom, reason for absence, and where homework should be sent.

**ST. GABRIEL THE ARCHANGEL
STUDENT HANDBOOK
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SCHOOL BOARD ENDORSEMENT

The St. Gabriel the Archangel Student Handbook has been approved by the St. Gabriel School Board, School Administration, and the Pastor. Parents have the obligation to review and familiarize themselves and their children with the entire contents of the St. Gabriel the Archangel School Handbook.

The St. Gabriel School Board was established in May, 1992, as an advisory board for the School Administration. The membership is open to anyone 18 years of age or older, who is a parent of a student and/or a registered member of the parish, who has a sincere interest in the school and who will be required to attend an archdiocesan school board workshop. Meetings are held monthly. General meetings are open to the public. Persons wishing to place items on the agenda must do so by contacting the chairperson in writing two weeks prior to the meeting date.

Check the St. Gabriel website (www.stgabriel.net) for a list of School Board officers and members.

PASTOR'S MESSAGE

The St. Gabriel the Archangel Parish takes great pride in our parish school, which is one of our many parish ministries. Our school is recognized as an excellent environment both for its Christian values taught in the Catholic tradition, and for its academic excellence.

The St. Gabriel the Archangel family is committed to the continuous renewal of our lives as stewards. As stewards, we are called to return to God the first fruits of the gifts God has given us. This means we give God the first portion of our time, talent and treasure. We do this as an expression of gratitude to God.

St. Gabriel the Archangel School will be a worthwhile place for your children if you invest yourself into parish and school life. We thank you for your choice of St. Gabriel the Archangel School for your family and the confidence you place in us.

ST. GABRIEL STUDENT HANDBOOK

The Handbook is considered a contract between the family and the school. Parents have the obligation to familiarize themselves and their children with the contents of the St. Gabriel Student Handbook.

ST. GABRIEL PRE SCHOOL AND SCHOOL

MISSION STATEMENT

We educate through the Catholic values of faith, family, tradition, and innovation empowering everyone to soar with possibilities.

VISION STATEMENT

To achieve sustainable growth, we have established a vision for our preschool and school with clear goals:

*Faith – We will strengthen our Catholic identity through prayer, Mass, sacramental programs and service while continuing our tradition of Catholic education with its rich history and heritage.

*Students – We will educate our students spiritually, academically, socially, and emotionally while recognizing uniqueness.

*Family - We support our families by providing an atmosphere of mutual respect and accountability while striving for the ongoing success of our students and encouraging well rounded, motivated individuals.

PHILOSOPHY STATEMENT

Saint Gabriel Pre School and School is a vital ministry of our parish community. We provide high quality academics with a rich tradition in technology in a caring, family-oriented environment. The curriculum from preschool to 8th grade embraces Catholic traditions and wraps this around an excellence in academics and recognition of the uniqueness of each student. Our staff will create a fluid pathway for students to become driven independent learners and future leaders. We are committed to preparing students in an innovative way to the challenges of the global society by creating critical thinkers and problem solvers. We believe in educating the whole child while motivating them to become positive contributors to society. The values of our Catholic faith, family, tradition, and innovation allow us to soar with possibilities.

FACULTY AND STAFF

The St. Gabriel faculty and staff are comprised of professional educators and personnel. All are dedicated to providing a Christian environment and an excellent academic climate. Please feel free to contact the school office to arrange for conferences with the principal or teachers and to obtain information or assistance. (See the website, www.stgabriel.net, for a listing of our faculty and staff.)

ADMISSION

Children shall be 5 years of age by October 1 of the current school year to enter Kindergarten.

Children shall be 6 years of age by October 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

Effective with the 2017-2018 school year, children shall be 5 years of age by August 1 of the current school year to enter Kindergarten.

Effective with the 2017-2018 school year, children shall be 6 years of age by August 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

Preference is given to St. Gabriel parishioners for admission to the school. In the event that we would have more students register than we have room, we will use the following guidelines:

1. Accept baptized Catholic brothers/sisters of students currently enrolled at St. Gabriel School.
2. Accept baptized Catholic brothers/sisters of students formerly enrolled at St. Gabriel whose parents are registered parish members.
3. Accept baptized Catholic students based on length of parents' active participation in the parish.
4. Accept students from Catholic parishes that do not have any affiliation with a school.
5. Accept transfers from other Catholic schools.
6. Accept other Catholic students.
7. Accept non-Catholic students from churches affiliated with High view United Ministries on a tuition basis.
8. Accept non-Catholic students from other Christian churches on a tuition basis.

St. Gabriel School will not accept transfers after the fifth grade unless one of the following is true:

1. Student is relocating from another Catholic school.
2. Student is an active member of the parish and participating in the Religious Education program.

Students are accepted at the discretion of administration. All new students will be on a three-month probationary period.

Prior to admitting a student with a diagnosed disability, St. Gabriel will consider:

1. The severity and degree of the disability. We must have full disclosure of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom.
4. Resources, such as, available support personnel, class size, accessibility of school facilities, etc.
5. Students will be accepted conditionally with a reevaluation after 6 weeks to determine if St. Gabriel will be able to service the student's needs.

TUITION POLICY

All families sign a Tuition Agreement form before school starts. Failure to comply will result in removal from school.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

St. Gabriel School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs or other school-administered programs.

GUIDANCE PROGRAM

A guidance program is provided for the students of St. Gabriel. The guidance counselor conducts sessions on a regular basis with all St. Gabriel students. Besides classroom sessions, the counselor provides individual and group guidance. The counselor is available for consultation with parents to assist them in working with their children. Parents are encouraged to use the counselor as a resource. Call the school office to set up an appointment.

REGISTRATION

The January registration is for all new and current students. May online registration is for all students in grades PreK-8. Bus fee, eighth grade fees, and iPad insurance (grades 6 – 8) are paid through FACTS on August 15th.

The online registration dates and times will be announced several weeks in advance in the church bulletin. Birth certificates, copy of Social Security card, and previous school report card are to be submitted with an application for all Kindergarten and new students. Baptismal certificates are required for all Catholic students.

The Kentucky Department of Health requires all students to have an up-to-date Kentucky immunization certificate and physical on file in the school's office. Students entering kindergarten, first, and sixth grade must have completed their hepatitis B series vaccine and their second MMR. All sixth grade students are required to have a physical completed. This can be obtained one year prior to entering sixth grade. **All immunization certificates and physicals will need to be in the school office prior to the first day of class or your child will be sent home.**

KENTUCKY IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

5-7 Years of Age	4 doses of DTP or DtaP; 3 doses of OPV or IPV; 1 dose of MMR & second dose of measles containing vaccine; 2 doses of HepA; 3 doses of HepB (if born Oct. 1, 1992 or later); 1 dose of Varicella
7 Years of Age	4 doses of DTP or DtaP; 3 doses of OPV or IPV; 1 dose of MMR if born Oct. 1, 1990 or later a 2nd dose of measles containing vaccine 3 doses HepB if born Oct. 1, 1992 or later
At 6th Grade Entry	1 dose of MMR and a second dose of measles containing vaccine (Effective August 1, 2001 until 2008-2009 school year) 2 doses of HepB followed by a third dose 4-6 months later
For all Public or Private Primary Attendance	A child shall receive 1 dose of Td if ten years or more have elapsed since the last dose of DT, DTP, DtaP or Td

Vaccine Abbreviations (on previous page):

DTP / DTaP = diphtheria, tetanus, pertussis vaccines

HepB = Hepatitis B vaccine

Hib = haemophilus influenza vaccine

IPV = polio virus vaccine

MMR = measles, mumps, rubella

vaccines OPV = oral poliovirus vaccine

Td = tetanus and diphtheria toxics (adult

type) Varicella = chickenpox vaccine

HepA = Hepatitis A vaccine

BOOK AND SUPPLY FEE

All fees are included with tuition with the exception of bus fee, graduation fee, and iPad insurance for grades 6-8.

- Some books may be available online or on a CD for a minimal charge.
- Rental books must be covered at all times. If a rental or library book is lost or damaged, the student will be responsible for its replacement. It is the student's responsibility to see to it that his/her books are taken care of properly.
- The school is not required to provide extra sets of books for students.

EUCCHARISTIC CELEBRATION

Students participate in a Eucharistic celebration weekly at 8:15 a.m. as scheduled below, except on weeks when there are special student-body liturgies for holy days or other occasions.

Mass schedule: Grades K – 4 - Wednesday

 Grades 5 – 8 - Thursday

Students are to be in uniform on these days.

STUDENT RECORDS

The school office maintains academic and health records on every child in the school. Parents, guardians, and non-custodial parents (unless there is a court order forbidding access) may see their children's records. The school requires a 24-hour notice and a signed note requesting the information desired. Academic records will not be released to another school until all financial commitments are current.

Any student requesting a transcript during the school year must do so in writing. The office expects a 24-hour notice.

MEDICATION POLICY

Please schedule medications before or after school hours. If this is not possible, the following instructions must accompany your child's medication.

1. Prescription medication needs to be in the original container. The student's name, type of medication and doctor's signature must be clearly visible. The St. Gabriel medical form indicating the time and dosage that is to be given should also accompany the medication. All medication must have expiration date and this date **MUST** be current. The original container will be sent home when the prescription medication needs refilling. If medication prescribed is one-half or one-fourth of the tablet, then the medication sent to school must be in one-half or one-fourth form. Medication sent to school loose in a baggy will not be given to the student.

2. Non-prescription (over the counter) medication needs to be in the original container and requires a St. Gabriel medical form filled out and signed by the physician and parent stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it, and the dosage amount. This includes Tylenol, eye drops, cough drops, etc.
3. The school will keep a log each time a student is given medication, whether it be prescription or non-prescription drugs. The log will indicate the following:
 - Student's name
 - Date and time medication was given
 - Dosage amount
 - Initials of person dispensing medication
4. Any inhalers that are sent to school must be accompanied by a copy of the St. Gabriel medical form filled out and signed by the physician and parent as to when and how many times the inhaler may be used. This includes any inhalers the child may carry. Proper paperwork must be on file in the school office for those who carry inhalers.
5. Students are not allowed to carry any type of medication with them during the day – over the counter or prescription. All medication must be kept in the office with the exception of inhalers which a permission slip is on file in the office.
6. Any time the student's medication or dosage is changed, a new St. Gabriel medical form must accompany the medication in the original container.

Paperwork must be on file for any student with an inhaler, needing a Food Allergy Action Plan, or needing any other type of medication during school hours. This must be done every year.

SCHOOL/PRESCHOOL POLICY ON CHILD ABUSE/NEGLECT

In the event that child abuse, neglect, or dependency is suspected by a staff member, he/she will contact the Child Protection Hotline at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Preschool Services Branch, will be contacted at 595-4550.

CURRICULUM

St. Gabriel's program is in compliance with state regulations and the directives of the Archdiocese of Louisville's Office of Life Long Formation & Education. Religion is taught as a separate subject, and Christian values are integrated into all subject areas. The sacramental programs, alcohol/drug prevention, and family life are taught as part of the Religion program. Instruction in social skills, health and safety are integrated into the school curriculum.

The emphasis in subject areas is on the basic skills needed to function in life. Whole class instruction is aimed at the majority or average level of St. Gabriel students, with provisions for extra help and/or challenge as needed, for individual students.

To meet a student's needs, our faculty and staff use whatever remedial or enrichment resources that are available within the school or obtainable outside the school. Our goal is for every student to progress according to the best of his or her ability. The student is encouraged to set realistic personal goals for achievement, without undue emphasis on competitiveness.

HOMEWORK

Homework is considered an essential component of the learning process. Students can expect to receive some form of homework (written, study, reading, etc.) each night. It is expected that students will complete and return written assignments when due.

All academic policies (homework, missing assignments, etc.) will be set by individual grade levels. Students/parents will be notified of these expectations at the beginning of the year.

Parents are expected to review their children's homework assignments. School allows the parent the opportunity to review their child's daily progress. A homework notebook is provided for students in grades 2-5 at the beginning of the school year for their use. Homework assignments are given by each teacher in class and copied onto the board of the student's homeroom for the students' benefit. Homework assignments are also posted online.

Grades are posted online and updated on the 15th and 30th of each month. These grades are available by using a password through PowerSchool. You can find a listing of all assignments with the grade given for each assignment. Parents who do not have access to the internet may request written reports from the classroom teacher.

Long-term assignments must be turned in the morning they are due. In case of an absence, assignments are turned into the office.

When reporting your child absent, you may request your child's homework to be sent to the school office for pick up. **Homework will be sent to the office at 2:45 p.m. in the case of absences. Make sure to request homework when calling the absentee line.**

Students are encouraged to take all the homework, papers, supplies and books they need home with them at the end of the day. Due to insurance reasons, we cannot allow parents/students at the close of school, to go back into the classroom to obtain forgotten items.

VIDEOTAPING K-8

The school produces daily news broadcasts through our school television network. The STLP (Student Technology Leadership Program) takes turns producing these newscasts. The videotapes for these newscasts are for school/classroom use only. Students in other grades may appear in these newscasts from time to time.

Student photos may be included throughout the school year occasionally The Record and The Courier-Journal when they do articles and post photos. There will also be occasions when photos will be on the St. Gabriel website and various other school publications. Parents who do not want their children involved in any videotaping, photos in The Record or The Courier-Journal, on the St. Gabriel website, or on various other school publications must call the school office at 502-239-5535 to advise you do not wish your child(ren) the Photo/Video Release section of the online registration.

ARCHDIOCESAN ACCEPTABLE USE POLICY

The Archdiocese of Louisville supports the safe, responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school. We encourage schools to embrace the use of personal electronic devices in their learning environments.

The following provisions regarding personal electronic devices should be made for the safety and wellbeing of all students.

- All personal electronic devices – cell phones, eReaders, tablets, iPads, iPod touches, etc. should be placed in airplane mode while on school property. This allows the use of Wi-Fi on the devices that would be channeled through the school server and allow filtering of internet material through the school filtering device.
- No downloads of purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the internet.
- Schools should provide a form that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form the school will outline its liability policy regarding the devices as well as repair services that will or will not be provided by the school.
- Schools reserve the right to further limit the use of personal electronic devices to prevent disruption of their learning environments.
- Equity should be a consideration in classroom use of any personally owned tools.

ST. GABRIEL SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

As part of its commitment to maintaining a twenty-first century learning environment, St. Gabriel School offers students access to technology for educational purposes. It is our policy that all technology – that which is the property of St. Gabriel School and those devices which are owned and operated by students in the school – must be used in a responsible, efficient, ethical and legal manner, and all who utilize these resources will adhere to this Technology Acceptable Use Policy.

1. Use of the internet by students is permitted at the discretion of a supervising adult. Teachers will guide students toward appropriate materials, as access to the Internet enables students to explore and research thousands of websites throughout the world. St. Gabriel uses an Internet filter, but no filtering product can block all inappropriate content. Our intent is to make safe Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages incurred when inappropriate material is accessed. In the event a student does access objectionable material, it is their responsibility to report the event to the supervising adult.
2. Students are responsible for good behavior on all electronic devices and the school computer network, just as they are in the classroom. Electronic devices and the network are provided for students to run software, conduct research and store data. Students may not physically harm or “hack” electronic devices or the network, attempt to access network drives for which they do not have permission, or change settings that would deliberately undermine a device’s performance.
3. School and network personnel monitor the use of information technology resources to help ensure that the uses are secure and conform to the Technology Acceptable Use Policy guidelines. Administrators reserve the right to examine, use and disclose any data found on the school’s information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activity to law enforcement. Network storage areas are treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
4. The use of Personal Electronic Devices (PEDs) for educational purposes may be allowed for students in grades 6-8, at the sole discretion of the supervising adult. The supervising adult has the final say on how and when PEDs are used. PEDs include but are not limited to tablets, laptops, iPods, eReaders (Kindles, Nooks, etc.), iPads, Smart phones (iPhones, Android phones, etc.), etc. When accessing the internet, PEDs must go through the filtered wireless access provided by St. Gabriel School, NOT any satellite/ tower (3G, 4G, etc.) access built into the device. St. Gabriel School is not responsible for any damages or loss associated with student owned PEDs. Student PEDs must be powered off and kept in lockers, backpacks or storage areas when not in authorized use. Misuse or inappropriate use of PEDs will be dealt with according to the student behavior code.
5. The following are not permitted on school property:
 - Revealing personal information online (name, phone number, address)
 - Deliberate attempt to access and/or share offensive/inappropriate material
 - Use of technology for the intent of shaming, ridiculing, humiliating, harassing, insulting or threatening others (cyber bullying)
 - Deliberate or intentional misuse/destruction of hardware
 - Changing network or system settings without permission
 - Violating copyright laws
 - Plagiarism - submitting documents from the Internet as personal work
 - Using another person’s password
 - Trespassing on network drives for which they do not have permission or into someone else’s folder, work or files

- Electronic mail use/access unless specifically authorized and orchestrated by a teacher in conjunction with an academic purpose
 - Intentionally wasting limited resources (paper, ink, etc.)
 - Making unauthorized downloads; installing unauthorized software
 - Deliberately accessing / attempting to access inappropriate websites
 - Misuse of acceptable websites (including websites like YouTube, music websites, image search engines, etc.)
 - Use of the internet not specifically approved by a teacher or for educational use in completion of an assignment
 - Attempts to by-pass safety precautions established by devices like filters and firewalls
 - Use of social networks, including instant messaging, chat rooms, blogging, etc. for personal communication

 - No social media apps allowed

 - No apps allowed that are password protected and designed to hide content

 - Zero tolerance for taking pictures or videos during school without teacher's permission
6. Violations may result in the issuance of major or minor infractions, temporary or permanent loss of access to the internet, hardware, and/or software, and in extreme cases, suspension or dismissal.
 7. No student or parent shall create or maintain a public electronic presence (blog, Facebook page, website, etc.) that may in any way link to or publicize St. Gabriel School without the express permission of the school. This includes but is not limited to:
 - St. Gabriel athletic or school logos
 - Links to St. Gabriel's website (www.stgabriel.net)
 - Inappropriate photos or content containing any form of St. Gabriel identification
 - Blogs, online journals, or content pertaining to St. Gabriel School
 - Images and names of St. Gabriel students identifying them as such without permission from parents
 - Creation of Facebook pages or websites in the name of St. Gabriel School, its athletics or educational programs, or individual grades or classrooms

Parent/student pages on electronic devices using St. Gabriel's name are not condoned or sanctioned by this school or its employees. Private communications between teachers and parents should not be shared. Valid information will be on the school's website. It would be appreciated if a parent decides to use technology to develop a homework or chat page, that they address the site as the parent's site and not the schools.

1:1 POLICIES AND PROCEDURES

St. Gabriel School provides wireless network access in order to provide students with 21st century learning opportunities. This 1:1 policy is an extension of the policy in our handbook. It applies to all devices, hardware and software that could be used to access resources. This policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our teachers and students.

Guidelines and expectations:

- Students must understand that the use of a 1:1 device in the classroom is for instructional use only and at the discretion of the teacher. Users must have permission from the teacher to use the device during the school day.
- Use of 1:1 devices in the classroom must support instructional activities.
- Students must power off and put away devices if directed to do so by teachers or administrators.

- Students must ensure that their device does not disrupt the learning of others. Audio must be muted unless otherwise directed by instructional staff.
- 1:1 devices may be used in supervised public areas only.
- Students may not use devices outside of class time; i.e., lunchtime, recess, before school in gym. The device may not be used in the restrooms. Device may not be use on a field trip without teacher permission or on the bus without bus driver permission.
- Teachers and administrators reserve the right to inspect a student's device at any time to monitor use. The device may also be taken away and held in the office or classroom if the teacher suspects misuse or if used in an area not condoned by the faculty. Device may be returned back to the student at the end of the school day.
- Students are not to electronically communicate with others from their device, including other students, parents, guardians, friends and family during the school day.
- The student takes full responsibility for his or her device and keeps it with them at all times. The school is not responsible for the security of the device.
- Students will only use appropriate educational applications during the school day on their device (no games and/or non-school related tasks and functions).
- Students are not allowed to access any network resources other than the school's network resources.
- No device may be used to record, store or transmit any type of image, sound, or video from St. Gabriel except for approved projects with the express permission of the teacher. No pictures of a staff member or another student are allowed without the teacher's permission.
- Students may not utilize any technology to harass, threaten, demean, or embarrass a classmate or other person. Inappropriate communication is prohibited.
- Students may not post any picture, video or comment from school on social media unless directed by the teacher.
- St. Gabriel the Archangel assumes no responsibility for theft or loss of 1:1 devices.
- Students are required to carry school sponsored insurance each year at a cost to parents.
- 1:1 devices must be brought to school each day fully charged.
- Effort should be made by students to protect the device at all times from damage, including keeping devices in the storage case provided by the school. Use of a different case will void the insurance policy.
- Device must be password protected.
- Students are provided with personal academic e-mail accounts and iTunes accounts, restricted and monitored by the school.

Students not following the above expectations for use of 1:1 devices will face disciplinary measures and may lose the privilege of being allowed to have a personal device on the school property.

Parents give the student permission to use a 1:1 device for academic use, having reviewed this policy along with the policy in the school handbook regarding acceptable use. Students are bound by all terms and conditions and parents and students understand that any violation may result in the loss of privilege and other disciplinary action. St. Gabriel is not liable for any loss or theft of the device.

BRING YOUR OWN DEVICE (BYOD) POLICIES AND PROCEDURES

St. Gabriel the Archangel school provides wireless network access in order to provide students with 21st century learning opportunities. This BYOD policy is an extension of the policy in our handbook (pages 7-9). It applies to all devices, hardware and software that is not organizationally supplied, but could be used to access resources. This policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our teachers and students.

Please note that students are not required to bring in outside technology to school. Students will continue to be able to utilize our school equipment.

Guidelines and expectations:

- Students must understand that the use of a personal device in the classroom is for instructional use only and at the discretion of the teacher. Users must have permission from the teacher to use a personal device on school property during the school day.
- Use of personal devices in the classroom must support instructional activities.
- Students must power off and put away personal devices if directed to do so by teachers or administrators.

- Students must ensure that their device does not disrupt the learning of others. Audio must be muted unless otherwise directed by instructional staff.
- Personal devices may be used in supervised public areas only.
- Students may not use devices outside of class time; i.e., lunchtime, recess, before school in gym. The device may not be used in the restrooms or on the school bus in the mornings or afternoons or while on field trips.
- When using a device that acts as a phone, the device must be turned off for such. (i.e., airplane mode)
- Teachers and administrators reserve the right to inspect a student's device at any time to monitor use. The device may also be taken away and held in the office or classroom if the teacher suspects misuse or if used in an area not condoned by the faculty. Device may be returned back to the student at the end of the school day.
- Students are not to call, text, email, or electronically communicate with others from their device, including other students, parents, guardians, friends and family during the school day.
- The student takes full responsibility for his or her device and keeps it with them at all times. The school is not responsible for the security of the device.
- Students will only use appropriate educational applications on their device at school (no games and/or non-school related tasks and functions).
- Students are not allowed to access any network resources other than the school's network resources.
- No device may be used to record, store or transmit any type of image, sound, or video from St. Gabriel except for approved projects with the express permission of the teacher. No pictures of a staff member or another student are allowed without the teacher's permission.
- Students may not utilize any technology to harass, threaten, demean, or embarrass a classmate or other person. Inappropriate communication is prohibited.
- Students may not post any picture, video or comment from school on social media unless directed by the teacher.
- St. Gabriel the Archangel assumes no responsibility for malfunction, damage, theft, or loss of personal devices used at school.

Students not following the above expectations for use of personal devices will face disciplinary measures and may lose the privilege of being allowed to have a personal device on the school property.

Agreement:

By accepting this agreement, I give the student permission to bring a personal device to school for academic use. I have reviewed this policy along with the policy in the school handbook regarding acceptable use. I am aware of all terms and conditions and understand that any violation may result in the loss of privilege and other disciplinary action. I also understand that St. Gabriel is not liable for any damage, loss, theft or malfunction of a device that is brought to school.

ST. GABRIEL INSURANCE FOR 1:1 IPAD DEVICES

Saint Gabriel is requiring a self-insurance policy for families in our 1:1 program with iPads. A payment of \$30 (per device per year) will cover any non-warranted coverage that may occur during the school year. Your child is agreeing to keep the iPad in the supplied case and to always close the cover when not in use or when transporting the device. The policy provides coverage against accidental damage. Accidental damage is defined as an unexpected and unintentional external event, resulting in physical damage to the insured equipment. Examples of accidental damage include, but are not limited to drops, falls, collisions, and liquid spills. The item is covered on/off school property, at home or traveling. We DO NOT cover theft or loss. While device is being repaired, a "loaner" device will be provided for student use. Repairs must be completed by St. Gabriel Staff. In the event that there is a surplus, those funds will be rolled back into the technology program.

Coverage for Multiple Incidents

While lightning rarely strikes twice, accidents sometimes do. That's why we've got your back even if something goes wrong ... again.

- \$50 dollar deductible first claim (unwarranted)
- \$90 dollar deductible second claim (unwarranted)

- Full cost of repair third claim (unwarranted)

What does the insurance plan cover?

- Drops - From cracked screens to broken internal parts, we cover the big damage that can come from even the smallest falls.
- Antenna/Wi-Fi Failure - If your iPad can't get a signal where others can, there might be a problem with the antenna. No worries, you're covered.
- Spills - Doesn't matter if it's one splash, one spill, or full immersion in a swimming pool -- we've got you covered.
- Broken Dock Connector Port - If you need to wiggle the power cord or hold the cable in place to get a charge, it might be the port, not the cable. If so, we've got you covered.
- All Mechanical or Electrical Failures - We cover complex internal parts that can fail during normal use, even years after your purchase.
- Touch Screen Failure - We cover broken touch screen digitizers, which can result in a display that looks active but doesn't respond to touch commands.
- Display Failure - We cover dead pixels, white lines, or total blackouts that can make an LCD screen unusable.
- Won't Power On - You're covered if your iPad stops turning on or its battery stops holding a charge (50% or more).

What doesn't the insurance plan cover?

- Theft
- Loss
- Power Cords – damaged or lost
- Damage done to device while OUT of the provided case

The Google and iTunes user agreements are available on the school website. All students in grades 6-8 will be provided with Google and iTunes accounts.

SHINE (Students Have Insights and New Experiences)

The SHINE program is designed to meet the needs of the academically gifted students. Students qualify for this program by scoring 95% or better on the Total Battery of their latest Terra Nova testing, and by receiving positive recommendations from their previous teachers on their work ethic and attitude.

St. Gabriel and other area Catholic schools sponsor the SHINE program. It is open to students in grades 4-8. Each school may nominate 5 students and 3 alternates per grade level for this program. In the event that the school has more students qualify than we have openings, the school will choose, based on the standards listed, the most qualified representatives for the program.

VOLUNTEERS

Anyone who will be supervising students on a field trip or other activities must attend the Honor Thy Children workshop and complete a background check. The cost of the background check is the responsibility of the individual. Dates, times and locations can be found at www.archlou.org.

EXTRACURRICULAR ACTIVITIES

The school encourages all students to participate in school-sponsored extracurricular activities; however, these activities must not interfere with the scholastic achievement of the child. A student who is failing in any subject will not be eligible for school sponsored activities (i.e., Student Council, Quick Recall). Please note: Sports programs are not sponsored by the school, but rather by the parish.

FIELD TRIPS K-8

Educational field trips will be provided for children throughout the school year. Participation in field trips is considered a privilege, not a right. Students are expected to meet certain academic and behavioral standards to participate in them. Students who choose to disregard basic school rules or fail to complete their academic requirements may not be eligible for school-sponsored field trips. One suspension or major infraction may result in the loss of the next field trip or school activity. The second suspension **will** result in the loss of all future field trips. Overnight field trips are sometimes offered – students will not attend if they have a “D” or “F” average in conduct or two suspensions during the school year.

Parents are encouraged to sign up to serve as chaperones on field trips. A limited number of chaperones will be taken. Chaperones must have completed the Honor Thy Children workshop and a background check. **Preschool-aged children and/or other siblings are not permitted on field trips.** This allows chaperones the ability to better supervise the students they are assigned. Parents are discouraged from taking their children out of class early after chaperoning field trips. Inappropriate behavior displayed by a student during a field trip may result in a call to the parents to make arrangements for their child to be picked up.

Students must also have a signed permission slip from their parents or guardian. The field trip permission form must be the official one developed by the school office. A copy of this permission form is located in the back of this book and on our website. The school cannot accept improperly worded or altered permission forms. Permission for field trips cannot be accepted over the phone. We will accept a faxed copy.

If any student shares medication with a sibling, an extra one must be provided for the student going on the field trip.

FIELD TRIPS PRE K

Educational field trips will be provided for children throughout the school year. Participation in field trips is considered a privilege, not a right.

Parents are encouraged to sign up to serve as chaperones on field trips. A limited number of chaperones will be taken. Chaperones must have completed the Honor Thy Children workshop and a background check. **Siblings are not permitted on field trips.** This allows chaperones the ability to better supervise the students they are assigned. Parents are discouraged from taking their children out of class early after chaperoning field trips. Inappropriate behavior displayed by a student during a field trip may result in a call to the parents to make arrangements for their child to be picked up.

Students must also have a signed permission slip from their parents or guardian. The field trip permission form must be the official one developed by the school office. A copy of this permission form is located in the back of this book and on our website. The school cannot accept improperly worded or altered permission forms. Permission for field trips cannot be accepted over the phone. We will accept a faxed copy.

If any student shares medication with a sibling, an extra one must be provided for the student going on the field trip.

CLASS PARTIES K-8

1. Class parties may not begin before 1:30 p.m.
2. Due to limited space and liability, siblings are not allowed to attend class parties.
3. Parent volunteers must stay in the classroom. Visiting other classrooms, teachers, or students is not allowed.
4. Planned activities should be organized, controlled and respectful of other classes.
5. Due to safety regulations, hallways should remain clear.

CLASS PARTIES PRESCHOOL 3's and PRE-K 4's

1. Class parties will be from 8 a.m to 10 a.m.
2. All treats will need to be store bought and nut free
3. Room Parents will be in charge of activities

REPORT CARDS & CONFERENCES

Parents should use their login and password not their child's when checking grades. Both the parents and students will receive their own login and password at Open House.

Student progress is monitored at the end of each quarter. Grades on progress reports reflect all aspects of the child's scholastic achievement in that one subject for the marking period. The grade need not represent only test scores. Parents will be provided with copies of their child's report cards for Q1 & Q3 at conferences. Parents will be notified via our email notification system when grades are closed and ready for review for Q2 & Q4.

Grading Scale:	93 - 100 = A - Outstanding
	84 - 92 = B - Very Good
	75 - 83 = C - Satisfactory
	70 - 74 = D - Needs Improvement
	0 - 69 = F - Immediate Intervention Needed

Oral reports of students' progress are given in October and March at Parent-Teacher-Student Conferences. Conferences will be held on the designated days only. Students are required to attend these conferences with their parents. This is counted as a day of attendance and students will be marked absent if they do not attend.

PowerSchool is an effective way of reporting to parents on an ongoing basis. **It is the responsibility of the parents to check PowerSchool regularly and contact the teacher if there is a problem.** Grades for all grade levels are posted twice a month.

PROMOTION POLICY K-8

It is the policy of the school that each student should progress through school, advancing one grade per year. If a student fails 3 or more core subjects, he/she will not be promoted to the next grade level. Grades are reviewed on a quarterly basis. Any student failing two core subjects for two quarters may be asked to seek alternative school placement.

Retention may be recommended for students based on the judgement of the teacher and administration. This will be discussed at the March conference. Students who are retained in grades 6-8 may not repeat the grade at St. Gabriel School.

SUMMER SCHOOL/TUTORING K-8

It may be recommended that a student attend summer school and/ or work with a tutor to better prepare for successful performance at the next academic level. Summer school/tutoring is required if a student has an F in reading or math or has an F in two core classes. Parents will be notified in May by letter if summer school is recommended or required. **If summer school/tutoring is required, appropriate paperwork must be turned in to the school office by August 1 showing a minimum of 10 hours work per class for the student to transfer to the next grade level at St. Gabriel.**

ATTENDANCE K-8

In compliance with Kentucky State Law, St. Gabriel School follows compulsory attendance laws. The calendar is published prior to the beginning of each school year. Parents/guardians are expected to honor this calendar when planning vacation and medical appointments.

The school day extends from 8:00 a.m. until 2:45 p.m. with the first bell ringing at 7:50 a.m. **Students are expected to be in their classrooms and prepared for class to begin at 8:00 a.m.** Students should not be on campus prior to 7:25 a.m. Parents/students should follow arrival and dismissal procedures (see map in back of handbook). Students should not be dropped off or picked up in front of school without approval from the school office. Students should not be picked up in the bus loading/unloading area. The school cannot accept responsibility for any child arriving before or staying beyond designated times unless the child is involved in a school-sponsored supervised event.

It is not advisable for a student to miss school or leave early for vacation (i.e., Thanksgiving, Christmas, Spring Break, etc.). Junior high students wishing to shadow a high school must make arrangements to do so on days that St. Gabriel is not in session. It is advisable to check with the local high schools early to make such arrangements.

ABSENCE

If absent for 3 or more days, a doctor's note may be required when returning to school. This note is to be given to the homeroom teacher. Students returning to school after an illness should be fever free for 24 hours without the use of Tylenol or other medication.

ABSENTEE REPORTING

If a student is unable to come to school because of illness or will be late because of an appointment, the parent is expected to notify the school office by either calling 239-5535 and selecting option 1 before 8:30 a.m. or sending an email to absentee@stgabriel.net. If assignments are desired for that day, the request should also be made at that time. Assignments may be picked up in the office at dismissal time (2:45-3:15 p.m.). Students will be given a reasonable amount of time to make up assigned work and tests.

A letter from the counselor will be sent home after 5 or more absences per quarter. A mandatory meeting with the counselor will result after 10 absences per quarter. A truancy officer will be notified when there is a continuation of absences.

If a student in Preschool 3's or Pre-K 4's is unable to come to school because of illness or will be late because of an appointment, the parent should email preschool@stgabriel.net or call 502-239-1298. You may also leave a message on the phone if someone is not available.

ABSENCE FOR OTHER REASON

When a student is absent for any reason other than illness, the following procedure will be used:

- The teacher is not required to give work prior to departure.
- Upon return, the student must contact the teacher to secure assignments.
- A reasonable amount of time will be allotted to complete assignments and tests.
- Students are responsible for making up assigned work and tests. Failure to do so will result in a "zero" grade for all incomplete work.
- Students sharing services with JCPS are not considered absent if they leave school property. All other appointments will be counted based on time away from school.

EARLY DISMISSAL K-8

When a student is to leave school before the regular dismissal time, a written note is required. The note should state when the student is to leave and who will pick up the student. Notes must be dated and signed by a parent. All students must be picked up in the school office. Students arriving after 8:15 a.m. or leaving class before 2:30 p.m. will be counted as a half-day absent. Students with a half-day absence or more than four early dismissals or tardies per quarter will not be eligible for perfect attendance. Please try to schedule appointments on our early dismissal days.

STUDENTS SENT HOME EARLY K-8

If a student needs to be sent home from school due to illness or an accident, parents will be notified. If a parent cannot come or be reached, a relative or neighbor, designated by the parent, may pick up the student. The parent or adult must sign the student out in the school office.

Each family is required to have an emergency procedure card on file in the school office. This card indicates who should be called in the event that we are unable to contact the parent when an emergency/sickness occurs. Parents should inform the school office ASAP concerning any change in address, guardianship, phone number, employment, etc. during the school year, so that the school can have accurate information available to it.

No student will be allowed to leave the school grounds during the school day without permission of his/her parents and approval of the principal.

In the case of family difficulties (lawsuit, divorce, etc.), parents should inform the school in writing regarding the custody and legal guardianship of the student. A copy of any custodial court order should be sent to the school to be kept on file.

ILLNESS

If at any time during the day your child becomes ill, you will be notified and required to come for the child. If a parent cannot be located, the emergency person(s) will be notified. If a child leaves due to illness, they may not return to school until they have been symptom-free for 24 hours. They can no longer be experiencing vomiting, diarrhea, or fever upon returning to the program. We consider a fever to be 100.1* or higher.

TARDINESS K-8

A student is considered tardy if he/she arrives at 8:01 a.m. They are also considered tardy if they leave before dismissal, but after 2:30 p.m. The student must secure a "tardy slip" from the school office to be admitted to class. Students marked tardy more than four times per quarter will not be eligible for perfect attendance. In order for a student to receive credit for a full day's attendance, they must be present for six hours of instruction. A student is tardy if they miss less than 15 minutes of class. Anything over 15 minutes constitutes a half-day.

For morning car traffic:

Any student arriving after the 8:00 a.m. bell must enter the building through the front door.

Students who switch classes must report to class on time. Sufficient time is allowed to change classrooms. Students who arrive after class has begun must obtain a note from the teacher of the prior class. Habitual tardiness will be reported to the parents and dealt with accordingly.

A letter from the school counselor will be sent home after 5 or more tardies per quarter. Repeated tardiness is considered truancy. A truancy officer will be notified when there is a continuation of tardies. A mandatory meeting

with the counselor will result after 10 tardies per quarter.

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AFTERNOON PICK-UP CHARGE K-8

A student whose ride has been delayed will remain in the school lobby until their transportation has arrived. A student will be sent to ASE if they are enrolled in that program by 3:00. A child remaining after 3:00 p.m. will be charged \$5.00 for the first 15 minutes and \$1 for each additional minute thereafter with a minimum charge of \$5.00. This applies to 1:00 p.m. dismissal days also. Please note this is a per child charge. Consequences for excessive late pick up will be addressed at the discretion of the administration.

PRESCHOOL LATE CHARGE PICK-UP FEE

There is a late pick-up charge of \$1.00 per minute after your choice of dismissal time: 12:00pm, 2:45pm, or 6:00 PM - NO EXCEPTIONS. At five minutes past your scheduled pick-up time, we will begin calling authorized persons to pick up your child/children. All fees will be based on the time that appears on the clock at the sign-out desk. Late fees will be automatically withdrawn at the end of each month.

CONTACTING THE FACULTY/ADMINISTRATION/PASTOR

If a parent has any concerns relating to a teacher, the following steps should be followed:

1. Contact the teacher by email or phoning the office at 239-5535 and attempt to resolve the concerns, either by having the teacher return the call, or by setting up an appointment. Because of their schedules, it is not always possible for teachers to return a call during the school day. Please do not call teachers at their homes. Teachers will respond within 48 hours.
2. If after reasonable attempts have been made to settle the difference and dissatisfaction remains, the teacher should be informed of a desire to consult with the principal.
3. The principal should be contacted outlining the nature of the difficulty and a request for a conference with the principal and teacher should be made. Principal will respond within 48 hours.

If a parent has any concerns relating to the principal, the parent should:

1. Contact the principal to discuss the concerns and to attempt to resolve them. Principal will respond within 48 hours.
2. Contact the pastor should the matter remain unresolved. The pastor will respond within 48 hours.

Please be respectful of evening and weekend schedules as this is a time to be with families. Staff will respond within 48 hours of regularly scheduled work days.

CONTACTING STUDENTS K-8

It is our policy not to disrupt classes unless in the case of an emergency. Contact with students during class time must be done through the school office. Parents who need to drop off books, lunches, projects, etc. may do so at the school office. **The office will email teachers for items dropped off but we cannot guarantee the items will be picked up before the scheduled class.** Balloons, flowers, etc. delivered for students during the school day, will be held in the office until dismissal. **Teachers are not allowed to give out addresses or phone numbers of students. We request that all party invitations be mailed and not distributed at school unless invitations are for the entire class.** Students are not to receive cell phone calls or text messages during the school day (see Cell Phone Policy on page 19).

VISITORS K-8

St. Gabriel welcomes parents and other visitors who have a sincere interest in the school. All visitors must sign in at the school office and receive a name tag before entering the rest of the school building. Failure to receive a

name tag will cause school personnel to send visitors back to the office. Visitors are asked not to interrupt a teacher during class time. In case of an emergency, contact should be made through the school office.

SCHOOL AND PRESCHOOL POLICIES

The choice of St. Gabriel for one's education and formation is a choice of values. When a student and his/her parents choose St. Gabriel, they agree to be governed by the basic philosophy of this school and its rules and procedures, as well as its values. The principal retains the right to amend rules and/or waive rules and procedures in cases that warrant such action.

St. Gabriel strives to provide an environment in which every student is encouraged and guided to become a mature Christian. Each child is provided the opportunity to learn and develop the skills and self-discipline necessary for contributing to family and community life. We believe this environment involves:

- Recognizing the dignity, importance and worth of every person, and the responsibility and freedom of each person to develop to his/her full potential
- Recognizing the importance of good order as an essential condition for learning and part of the proper environment for character formation
- Recognizing that maturity involves responsibility for one's actions

Maintaining this good order involves understanding the ordinary flow and expectations of the school day, and abiding by the regulations that ensure the smooth operation of the school, the good name of the student body and the school, and a Christian respect for self and others.

A system of codes of unacceptable behavior and corresponding consequences is the means by which a student is held accountable and parents are given feedback on student behavior that may violate procedures and regulations. These codes are divided into two groups: major infractions of school policy and minor infractions of school policy. These two groups are outlined on the following pages.

COMMON RULES FOR ALL STUDENTS

- Be Quiet in Common Areas
- Be Respectful of all People
- Be Prepared for Class
- Be Respectful of Property
- Be Respectful in Church

PEACE BUILDERS®

- Praise People™
- Give Up Put-Downs™
- Seek Wise People™
- Notice Hurts™
- Right Wrongs™

COMMON RULES FOR ALL PRESCHOOL STUDENTS

- Keep hands, feet, and objects to oneself
- Play fair and share.
- Be polite and respect others, as well as their ideas and property.
- Use only appropriate language.
- Stay in authorized areas.
- Use good manners.
- Run only outdoors
- Clean up and put away all games and toys.
- Remain seated during snack and lunch until dismissed.
- Enter restroom, one child at a time

BEHAVIOR MANAGEMENT PRESCHOOL ONLY

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for their actions. All Preschool staff will be responsible for discipline in children. The staff will use methods of redirection, distraction, and time-out. The staff will follow these basic rules when approaching discipline: react quickly to the action involved, use positive reinforcement versus negative, respect the child as an individual, be consistent with procedures, and set a good example. Absolutely no corporal punishment will be used at anytime

If a child consistently displays inappropriate behavior, the teachers and/or staff shall inform the parents. If the child's inappropriate behavior continues, the director shall be advised. The director may determine that a child's behavior questions continued participant in the program and will request a conference with either or both parents. A probation period will be contracted during such a conference. If the contract terms are not met, the child will be withdrawn from the program. Parents are encouraged to visit us and ask questions or express concerns. We will follow St. Gabriel's schools disciplinary procedures including the no bullying policy.

BULLYING POLICY

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Our school and preschool have adopted a No-Bullying Policy. This campus-wide program is designed to teach everyone in our school and preschool how to deal with bullying. This program is a part of our efforts to assure that our school and preschool are a safe place for your student.

Situations may occur that, while not considered bullying, are still considered unacceptable behavior. Consequences for these actions are included in the major/minor infraction policy.

Goals for St. Gabriel School and Preschool:

- Address any bullying problems that may occur at school or preschool
- Prevent the development of new bullying problems at school and preschool
- Achieve better peer relations at school and preschool

School and Preschool Plan:

- Administrators/directors will convey a strong commitment to the bullying program and its relationship to the peace building philosophy that we have at our school and preschool programs.
- Administrators/directors will be committed to the school and preschool goals.
- Teachers, assistants and staff will be instructed on ways to identify bullying.
- School counselor will receive training on how to handle bullying circumstances. The counselor will meet with students involved to investigate reported bullying incidents.
- Classroom instruction will be given yearly to all students by counselor or preschool staff.

School Classroom Action Steps:

- Teachers will post and enforce rules against bullying.
- Staff will intervene immediately when bullying occurs.
- Teachers/staff will determine if bullying has taken place and inform the counselor by completing Bullying Incident Form.
- Counselor will investigate complaints and relay findings to administration and parents.

School Parent/Student Action Steps:

- Parents and students will inform school staff of possible bullying incidents.
- Teachers/staff will determine if bullying has taken place and inform the counselor by completing Bullying Incident Form.
- Staff member will complete a Bullying Incident form.
- Counselor will investigate complaints and relay findings to administration and parents.

School Consequences for Bullying:

- First offense – Student has meeting with counselor. Counselor provides strategies to help the student with social skills. Appropriate consequences are administered. Parents are notified by counselor.
- Second offense – Counselor meets with parents and student. Additional consequences are administered.

Student may be asked to seek alternative school placement at discretion of school administration.

Preschool Action Steps:

- Incidents are reported to preschool staff by parents or students
- Directors investigate complaints
- Directors report findings to parents
- School counselor may be used as a resource if additional input is needed

Consequences will be determined by the directors.

RULES FOR PLAYGROUND K-8

- Fighting, playing keep-away, kill-the-man, etc., are not allowed.
- Students are not to enter the building without the permission of the supervising playground monitor.
- Students may not play near the church, classrooms, nor near or between cars. They may not use the parking lot opposite the church unless accompanied by a teacher.
- Hard footballs, baseballs, and softballs are not allowed.
- No unnecessary roughness.
- No snowball or rock throwing.
- No electronic equipment is allowed on the playground.
- Students are to stay in the areas designated by the playground monitor.
- Food, candy, drinks, etc. are not to be taken onto the playground.
- The school provides playground equipment for each grade at the beginning of the school year.

Please note: Students are excused from recess only with a written note or a doctor's excuse.

CELL PHONE POLICY K-8

(The following applies to cell phone calls and/or texting)

Parents may allow their child to carry a cell phone to school. The student must keep the cell phone in their backpack and keep it turned off during the school day. Having a phone on vibrate is not considered being off. Clubs and afterschool activities are considered an extension of the school day. The same cell phone rules apply during these activities. The consequences for abuse of the cell phone policy are as follows:

Having a cell phone at school without parental permission

- First offense: A minor with a detention will be given. Cell phone may be taken by teacher and be returned at the end of the school day.
- Second offense: A major will be given. Cell phone may be taken by teacher and be returned at the end of the school day.

Having a cell phone out of a backpack but not in use

- First offense: A minor with a detention will be given. Cell phone may be taken by teacher and be returned at the end of the school day.
- Second offense: A major will be given. Cell phone may be taken by teacher and be returned at the end of the

if a cell phone goes off while in a backpack

- First offense: A minor with a detention will be given. Cell phone may be taken by teacher and be returned at the end of the school day.
- Second offense: A major will be given. Cell phone may be taken by teacher and be returned at the end of the school day.

Using a cell phone to make/receive calls during school hours or for texting during school hours

- First offense: A major will be given. Cell phone may be taken by teacher and be returned at the end of the school day.
- Second offense: A major will be given. Cell phone may be taken by teacher and be returned at the end of the school day.

MINOR INFRACTIONS OF SCHOOL POLICY 4-8

(Actions that do not severely violate another's rights or show complete disregard for one's self)

Minor infractions may include, but are not limited to:

- Gum chewing in class or on school property; unauthorized eating in class
- Uniform violations
- Writing on self with markers, pens, etc.
- Hallway misbehavior (i.e. loud talking, running)
- Minor verbal, nonverbal or written disrespect of students or faculty/staff
- Tardiness (in morning or between classes)
- Disrespectful/Inappropriate behavior in Church
- Classroom/grade level rules violations (that do not include major infraction violations)
- Disrupting class (failure to respond to correction)
- Inappropriate bus behavior (not Major Infractions)
- Littering of school and/or school grounds
- Inappropriate behavior during assemblies or field trips
- Talking during prayers or announcements
- Taking pictures with a cell phone or any other device
- Inappropriate behavior during safety drills
- Having cell phones without signed permission slip from parent (see cell phone policy above)
- Having cell phones out of a backpack but not in use (see cell phone policy above)
- Having electronic games, lasers, CD players, MP3 Players, and similar devices, etc. without special permission, and cigarette lighters
- Violation of internet policy

CONSEQUENCES FOR MINOR INFRACTIONS 4-8

(Varying grade/level consequences)

Minor infractions may include, but are not limited to:

- Gum chewing in class or on school property; unauthorized eating in class
- The student is verbally reprimanded by the witnessing teacher/staff and homeroom teacher is notified.
- The witnessing teacher assigns an appropriate consequence which could be a written assignment, a detention, or both. Parents will receive a copy of the consequences at the beginning of the year along with individual class rules.
- Parents are notified of student's infractions; parent must sign and return the infraction slip to the teacher the next day. Refusal to sign infraction slip may lead to the suspension of the child.
- Three minors equal one detention.
- Five minors in one week will lead to a major infraction.
- Five detentions equal a suspension and a "D" in conduct for the quarter.
- Three major infractions, the student will be suspended from school.
- Any student who is suspended loses the next field trip.

A "D" or "F" average in conduct during the current year or two suspensions will result in the loss of overnight field trips.

MAJOR INFRACTIONS OF SCHOOL POLICY

(Actions that severely violate another's rights or show complete disregard for one's self)

Major infractions may include, but are not limited to:

- Using a cell phone to make/receive calls during school hours or for texting during school (this includes if a cell phone goes off in a backpack (see Cell Phone Policy)
- Accessing social network or inappropriate site on any electronics during the school day
- Theft (no matter how small)
- Plagiarism
- Cheating (includes copying/allowing another to copy your work, having another do your assignment/project, or copying answers on tests/quizzes)
- Severe disrespect whether verbal, nonverbal or written toward any student or faculty/staff member
- Physical aggression/fighting; threatening physical harm
- Sexual harassment; sexual misconduct
- Destruction/vandalism of property
- Dismissal from class
- Lying to a faculty/staff member
- Forgery/falsifying of any signature
- Missing a class deliberately/cutting
- Violation of internet policy
- Inappropriate bus behavior (not minor infractions)
- Accessing social network or inappropriate site on any electronics during the school day
- Throwing food/food fight

CONSEQUENCES FOR MAJOR INFRACTIONS

Major infractions are at the discretion of the Teacher/Administrator.

Teachers in grades K-3 will phone parent to verbally communicate the infraction. A detention will be assigned in grades 4-8. Failure to return the signed form will result in an additional detention (grades 4-8).

1. The student will complete a behavior modification form at school to be signed by a parent/guardian and returned to the homeroom teacher the next morning.
2. The first major of the school year results in a conduct grade of "D" for the quarter and may result in the loss of the next field trip.
3. The second major or a major and suspension in the same quarter will result in a conduct grade of "F" for the quarter and may result in the loss of the next field trip.

In cases of theft or vandalism, property must be paid for or replaced. In cases of cheating, involving students in grades 4-8, a grade of zero will be given to all involved. In primary grades, students caught cheating will complete the assignment during their recess period.

If repeated infractions occur, the following steps will be taken in addition to the above.

- Teacher will contact the parents to schedule a mandatory conference with the teacher(s), administration, counselor and family during school.
- Parents and child will meet with the school counselor to plan a course of action, to help the student succeed in the St. Gabriel School environment. Refusal to meet with the counselor will result in the suspension of the child.
- On the third major violation, the student will be suspended from school. The length of suspension will be determined by the administration. The student should report to the office at 7:30 am with all completed work to be readmitted to class.
- A student who is suspended may not get to attend the next field trip.
- At the second suspension the student will lose all future field trip privileges.
- Student receiving three suspensions will be dismissed from school.
- In extreme cases, any or all of these steps may be skipped at the administration's

discretion.

CASES FOR AUTOMATIC SUSPENSION

- Extreme acts of disrespect towards others
- Possession or use of any tobacco products (includes E-cigarettes and vaping devices)
- Leaving school building without permission
- Missing a detention for a second time (until served)
- Fighting with intent to cause bodily harm
- Theft
- Failure to abide by school expectations
- Possession or use of alcohol

Suspended students receive a zero in each subject for each day they are suspended. Major tests/projects may be made up and work must be completed within three school days upon return. Suspended student receives an "F" in conduct for the quarter.

CASES FOR INDEFINITE SUSPENSION

- Selling, use, or possession of drugs or illegal goods
- Carrying a deadly weapon or its facsimile
- Physical aggression toward staff
- Active participation in a gang
- Conviction of an illegal act committed in or out of school
- Any action that occurs at any time that would be detrimental to the reputation of the school, whether the action took place in or out of school

WEAPONS

In accordance with Kentucky State Law, St. Gabriel School will report any adult/student who is determined to have brought a weapon or firearm to school or to school grounds. A firearm is anything which will expel a projectile by the action of an explosive (KRS 527.010). A weapon is anything capable of producing injury/death. Examples include but are not limited to knives, brass knuckles, karate stick, etc. (KRS 500.080). Students found with these items will be reported to juvenile authorities and subject to indefinite suspension.

SEARCH & SEIZURE

St. Gabriel School reserves the right to search anything brought onto school property.

DETENTION

Detention will be held for those students who choose to violate school policy. Detention will be held on Tuesday and Thursday mornings before school from 7:00-7:45 a.m. Students arriving late for detention (after 7:05 a.m.) will serve a second detention. Students who fail to serve a detention will serve two detentions. Failure to serve detention for a second time will result in suspension from class until detentions are served. Students, who choose to misbehave during detention, will receive an additional detention. Students who refuse to serve their detention will be dismissed from school. A written assignment may accompany a detention. Three minors equal one detention. A fifth detention will result in a one-day suspension from school and a "D" in conduct for the quarter.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parent/guardian is notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- School officials apprise pastor and superintendent of schools.
- Should the threat concern death or serious physical injury to the student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual who has been

threatened, as well as applicable parents, are to be notified as soon as possible.

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- Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the family counseling office for assistance in determining an adequate mental health assessment.
- Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

False Threats – Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Consultation – The superintendent and director of family counseling are available to consult with schools dealing with threatening behavior.

HONOR ROLL

The St. Gabriel Honor Roll emphasizes academics and conduct. Students in grades 6-8 are eligible for the St. Gabriel Honor Roll, if grades on their report cards reflect the following:

Principal's List	All A's in core curricular classes, A in Conduct and Passing or Satisfactory in Computer, PE, Library, Foreign Language, Music and Art.
First Honors	All A's and/or B's in core curricular classes, A/B in Conduct and Passing or Satisfactory in Computer, PE, Library, Foreign Language, Music and Art.

LEOPARD'S CLUB

Students in grades K-8 are eligible for the Leopard's Club if they meet the following criteria:

- Show courtesy and kindness to those around them
- Complete all their homework assignments
- Meet the behavioral expectations of the school (i.e., no detentions and no more than one written punishment)

Students who meet these criteria will be rewarded monthly.

LUNCH PROGRAM

Breakfast offered 7:30 Am – 7:50 AM (Breakfast will not be available on 11:00 dismissal days)

A hot lunch will be offered to students provided by Taher

Menus and nutritional facts will be posted monthly on St. Gabriel's website.

Guest Lunch – Parents are invited to join their child for lunch at any time. Please send a note in the morning or email to let us know you are coming for lunch. We do not receive government reimbursement for adult lunches so the price will be higher than a student lunch.

PARENT TEACHER STUDENT ORGANIZATION

The PTSO is made up of all parents and teachers of St. Gabriel School. In the past, the PTSO has provided substantial funding to St. Gabriel School. PTSO members conduct hearing and vision screening, scoliosis screening, and are in charge of safety and student health requirements. Parents are encouraged to become active participants in the PTSO. See the website, www.stgabriel.net, for a listing of PTSO officers.

SCHOOL TELEPHONE

The school telephone may be used by students only in case of a real emergency, and only with permission of the school office. Students should make arrangements at home concerning matters of transportation, social and extra-curricular activities.

Forgotten books, a desire to stay after school for an activity or permission to go home with another student at dismissal is not considered an emergency. Permission for use of the phone will not be given in these and similar instances.

This policy is established to instill a sense of responsibility and organization in the students.

FUNDRAISING

Children are not required to participate in any fundraising activities. However, your participation in these events allows the school to buy extra materials that benefit all students.

LOST AND FOUND

Lost and found articles will be kept in the school cafeteria. Articles not claimed within a reasonable amount of time will be given to a charitable organization. Parents are encouraged to label all their children's belongings.

UNIFORMS

St. Gabriel School will begin to phase in a new uniform for the 2015-2016 school year. This will start with Kindergarten but any student in any grade may wear the new uniform. A student may wear the old uniform until that uniform wears out or does not fit. At that time, the new uniform should be purchased. There will be a few years with some students wearing the old uniform and some wearing the new. The uniform policy for both is listed below.

NEW UNIFORM:

Summer Uniform (August-October & April-May)

Boys: (K-8)

- Black or khaki uniform shorts with solid color belt
- White, black, or St. Gabriel blue polo shirts with St. Gabriel logo
- White or black socks
- Winter Uniform (optional all year)

Girls: (K-8)

- Black or khaki uniform shorts with solid color belt
- Black or khaki uniform skirts, skirts, or scooters with solid color belt if they have belt loops
- White, black, or St. Gabriel blue uniform style collared blouse with St. Gabriel logo
- White, black, or St. Gabriel blue polo with St. Gabriel logo
- White or black socks
- Winter Uniform (optional all year)

Winter Uniform

Boys:

- Black or khaki uniform pants with solid color belt (K-8) (Kindergarten does not need to wear belt.)
- White, black, or St. Gabriel blue long or short sleeve polo with logo (K-2)
- White, black, or St. Gabriel blue long or short sleeve button-down collar dress shirt with logo (3-8)
- St. Gabriel plaid dress tie or bow tie (3-7)
- Any appropriate tie (8)
- Black or St. Gabriel blue cardigan or pullover sweater with logo (K-8)
- Black or St. Gabriel blue sweatshirt with logo (K-8)
- White or black socks (K-8)
- Black or St. Gabriel blue three-quarter zip pullover with logo (7 & 8)

Girls:

- Plaid jumper (K-5)
- Plaid or khaki 2 or 3-pleat uniform skirt (K- 8)
- White or black tights or leggings (K-8)
- Black or khaki uniform pants (K-8)
- White, black, or St. Gabriel blue uniform style collared blouse with logo (K-8)
- White, black, or St. Gabriel blue long or short sleeve polo with logo (K-8)
- Black or St. Gabriel blue cardigan or pullover sweater with logo (K-8)
- Black or St. Gabriel blue sweatshirt with logo (K-8)
- White or black socks (K-8)
- Black or St. Gabriel blue three-quarter zip pullover with logo (7 & 8)

OLD UNIFORM:**Summer Uniform (August-October & April-May)**

Boys:

- Navy uniform shorts with solid color belt (K-6)
- Navy or khaki uniform shorts with solid color belt (7 & 8)
- White polo shirts with St. Gabriel logo (K-8)
- White, black or navy socks (K-8)
- Winter Uniform (optional all year)

Girls:

- Navy uniform shorts, uniform skorts, or scooters (K-6)
- Navy or khaki uniform shorts, skorts, or scooters (7 & 8)
- White uniform style collared blouse with St. Gabriel logo (K-8)
- White polo with St. Gabriel logo (K-8)
- White, black, or navy socks (K-8)
- Winter Uniform (optional all year)

Winter Uniform

Boys:

- Navy uniform pants with solid color belt (K-6) (Kindergarten does not need to wear belt.)
- Navy or khaki uniform pants with solid color belt (7 & 8)
- White long or short sleeve polo with logo (K-2)
- White long or short sleeve button-down collar dress shirt with logo (3-8)
- Navy dress tie or bow tie (3-7)
- Any appropriate tie (8)
- Navy or white cardigan or pullover sweater with logo (K-8)
- Navy or gray sweatshirt with logo (K-8)
- White, black, or navy socks (K-8)

Girls:

- Navy jumper (K-5)
- Navy or khaki uniform skirt (K- 8)
- White or navy tights or leggings (K-8)
- Navy uniform pants (K-6) and navy or khaki uniform pants (7 & 8)
- White uniform style collared blouse with logo (K-8)
- White long or short sleeve polo with logo (K-8)
- Navy or white cardigan or pullover sweater with logo (K-8)
- Navy or gray sweatshirt with logo (K-8)
- White, black or navy socks (K-8)

Hair

Distracting or nontraditional hairstyles, including but not limited to spiked hair, razor cuts on the sides, back or top of the head, shaved heads (partially or completely), or dreadlocks are not allowed. Color dyes are not acceptable. Students in violation of hair dying policy may be sent home until hair is back to its natural color. No hats, scarves, or bandannas may be worn.

Boy's hair should be above the eyebrow, above the collar and to the middle of the ear.

Make-up	Girls may wear simple foundation. No eye make-up or lipstick. This includes uniform break days. Polish is allowed. No fake nails may be worn.
Jewelry	Boys may not wear earrings. Girls may wear one earring in each ear. They may not extend beyond the earlobe and may not be in any other part of the ear except the earlobe. No concessions will be made for newly pierced ears. Boys/girls may wear one small necklace. Boys/girls may wear one small bracelet.
Shoes	No sandals, clogs, slip-ons, or Crocs may be worn. Shoes must be laced fully and tied so that they can't slip off.

Print or sew student's name on all clothing items. This will help in the recovery of lost items.

All students are expected to abide by the uniform policies. Students are to be neatly dressed and well groomed. Clothing should be clean and fit properly. The length of girls' skirts should be to the top of the knee. No sweatpants or flannel pants may be worn under skirts. No body piercings, permanent or temporary tattoos, or writing on skin are allowed. Anything that becomes a distraction may be addressed by the administration. The school authorities are the judge of what is acceptable in both dress and hairstyles.

All students are expected to abide by the uniform policies.

A simple uniform violation will be issued for the first infraction of the semester when a student is not in proper uniform (for example, no belt, improper length of skirt, etc.). This needs to be signed by the student and parent. The first violation is considered a warning.

The second uniform violation of the semester will result in a violation slip to be signed by the student and a parent and returned to school. The student also loses the next uniform break.

The third uniform violation of the semester will result in a violation slip to be signed by the student and a parent and returned to school. The student also loses any other uniform breaks for the semester.

The fourth and subsequent violations in a semester will result in a detention for grades 4-8 and loss of recess for grades K-3.

A student, who has six violations during the year, will lose uniform breaks for the rest of the school year. In extreme cases, these steps may be skipped at the administration's discretion.

Failure to return the uniform violation form the following school day will result in detention for grades 4-8 and loss of recess for grades K-3.

UNIFORM BREAK POLICY

Dress on uniform break days should be casual, properly fitted and neat. No torn or cut clothing. No sleeveless shirts may be worn. Tank tops, shirts that are revealing, depict rock groups, liquor/tobacco, inappropriate wording/pictures, or grunge are not allowed. Grooming standards, including jewelry, make-up, and shoes remain the same as uniform days. Students may wear full length jeans of any color, khakis, cargo pants, or capris below the knee. Only uniform shorts may be worn for a uniform break during the months of: August, September, October, April and May. Sweats of any kind cannot be worn, including nylon, on a uniform break day. No dresses, leggings, skirts, or scooters on uniform break days.

Throughout the school year, some special uniform breaks will be scheduled. Directions and guidelines for these uniform breaks will be announced on the school newscast, in the classrooms, and on the website, www.stgabriel.net.

Uniforms must be worn on Mass days.

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UNIFORM BREAK POLICY FOR PICTURE DAY

Dress on picture day should be casual, properly fitted and neat. No torn or cut clothing. No sleeveless shirts may be worn. Nor sleeveless or spaghetti strap dresses may be worn. Tank tops, shirts that are revealing, depict rock groups, liquor/tobacco, inappropriate wording/pictures, or grunge are not allowed. Must wear socks or stockings with shoes. No open toe shoes or heels. Grooming standards, including jewelry, make-up, and shoes remain the same as uniform days. Students may wear full length jeans of any color, khakis, cargo pants, or capris below the knee.

BUS SERVICE

Bus service is provided for all students who reside along our established bus routes for a fee. **Only students who have paid for bus service may ride the bus.** Students are expected to ride the bus assigned to them and to obey the rules outlined by the bus driver. Students may get off at a different stop on their assigned bus only if the student has a dated note signed by the parent. A student, who has paid for bus service, may ride a bus other than the one assigned if necessary. A note must be given to the bus driver with parent contact information to be used in case of an emergency. All notes must be presented at the school office for approval.

State regulations state that we must inform bus riders of the following:

- No glass containers on bus
- No helium balloons on bus

Bus schedules will be distributed at registration. All children must be at their assigned bus stops 5 minutes before their scheduled stop times. The driver will not wait for them to get to the stop. In the case of inclement weather, buses will run on main roads only. Proper behavior is expected on the bus. Your child's safety is very important to us. Please discuss the importance of following bus safety with your child. Parent will be notified if behavior is inappropriate. Students who do not follow rules may lose the privilege of riding the bus.

- Stay in your seats at all times.
- Be courteous
- Do not use bad language
- Do not take food or drink on the bus, nor eat anything on the bus.
- Keep the bus clean
- Do not damage the bus or equipment
- Keep head, hands and feet inside the bus and out of the aisle.
- Do not toss anything out the bus windows.
- Do not fight, push or shove
- Cooperate with and be respectful of the bus driver.
- Any student who gets a Bus Referral form may result in consequences determined by the administration.

WEATHER RELATED K-8 CLOSING SCHEDULE

When weather conditions cause school openings to be questionable, one of the following announcements will be made for the Catholic Elementary Schools in Jefferson County.

1. "All Catholic Elementary Schools in Jefferson County are open" – St. Gabriel is open.
2. "Catholic Elementary Schools in Jefferson County will be open, but on a delayed schedule." St. Gabriel will be on a two-hour delay. Buses will run two hours late. Gym will open at 9:25 a.m. for student arrival. Students are not allowed in before this time. Classes will start at 10:00 a.m. Dismissal will be at regular time – 2:45 p.m.
3. "All Catholic Schools in Jefferson County are closed." – St. Gabriel is closed.
4. No public announcements will be made about early dismissal in Jefferson County Catholic elementary schools except in the case of extreme emergency. Each administrator, after consultation
5. with the local school board or equivalent decision-making group, will determine an early dismissal policy and communicate it in writing to all persons affected by the decision.
6. All morning activities, including detention, are cancelled for that day. Detention will be served the following scheduled day.
7. You will also be notified via the St. Gabriel Reach Alert program. It is the parent's responsibility to sign up for Reach Alert and to make any changes to their account.
8. We will have 2 regular snow days before online school days start. You will be notified via the St. Gabriel Reach Alert program. Check Teacher's websites for directions for online school.

St. Gabriel School will participate in online snow days, following the guidelines of the Archdiocese of Louisville.

ST. GABRIEL PRESCHOOL INCLEMENT WEATHER PROCEDURES

In the event of inclement weather Preschool and parish Office administrators work in conjunction to determine if we can open safely. Parents will be notified via Reach Alert as soon as a decision has been made, we do not always follow the school closing schedule.

INTERVIEWING CHILDREN IN SCHOOL

Child Protective Services has the authority to investigate child abuse, neglect and dependency reports at schools without parental consent. When interviewing a child in the school, social workers should inform appropriate school personnel of their need to interview a child regarding a referral; and if necessary, show their identification card. Details of the allegation and investigation should only be given to appropriate school personnel with a legitimate interest in the case. A child may request that a teacher or counselor be present during the interview, and the social worker may choose to do so, if this is in the best interest of the child.

INCLUSION POLICY K-8

Student Accommodation Plan

For those students enrolled in our school with a diagnosed disability, Student Accommodation Plans are written. The school will convene a meeting of a SAP Team whose members consist of school personnel, parents, and the student-when appropriate. This team collaborates to identify the accommodations, which can be provided to enable the student to become a more successful participant in a particular class setting. All members of the SAP Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the SAP Plan.

Archdiocesan Consultant

If needed, the Archdiocesan Special Education Consultant is available to consult with schools on particular students and to offer assistance after the following:

- The initial parent/teacher meeting has been conducted
- All accompanying checklists have been completed
- A School Strategy Plan has been implemented for at least 4-6 weeks
- All team members in a reconvening meeting have reviewed the plan.

PARENTAL CONSENT

The parent has read and understands the above explanation of the Archdiocesan Intervention Protocol.

The parent understands that by indicating during registration that they have read the Student Handbook, they are required to provide the school with **all pertinent educational and medical records and all previous assessment information**. It is further understood that the parent has a right to access his/her child's records at any time. It is also understood that information concerning the child is held in confidence at the school level. Further, parents understand that they are afforded the grievance procedure as articulated in this Student Handbook. It is also understood that the parent has the right to be kept informed of all educational decisions concerning his/her child and has the right to be a full participant in the intervention process.

REST TIME FOR PRESCHOOL

3-year-old Preschool and 4-year-old Per-Kindergarten children will rest in the afternoon. A two-inch-thick tri-fold mat labeled with your child's name must be provided at the beginning of school by each family, per the Kentucky State Department of Children and Family Services. Each student must bring a blanket and a crib sheet. If you choose you may also send your own small pillow and one small stuffed animal that does not make noise. Test items will be send home every Friday to be laundered and returned the following Monday.

TOILET TRAINING POLICY FOR PRESCHOOL

All children must be toilet-trained. We define a toilet-trained child as one who seeks the toilet on their own initiative, can manage their own clothing (staff will help with snaps and zippers, but child should be able to lower and raise pants) and tend to proper wiping needs themselves. We realize that accidents happen please be sure to have a full change of clothes for your child. If your child has an accident and you do not have a change of clothes you will be required to bring a change of clothes, as soon as possible.

Any child who experiences three or more accidents in a week is not considered toilet-trained, and we retain the right to a parent conference to discuss if the child is ready for our program.

EMERGENCY PROCEDURES FOR PRESCHOOL

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the classroom and all Preschool staff is instructed on these procedures. In the event that an emergency requires extended evacuation of the children from the building, emergency arrangements have been made and are posted on the information boards in the Preschool Center. A copy of this emergency procedure is also included as part of your handbook. Parents, or designated persons, will be contacted as soon as possible concerning such a situation. St. Gabriel Preschool will notify you via the Reach Alert notification system that is set up at the beginning of each school year.

Medical emergencies will be handled as follows: If a medical emergency arises, we will first attempt to contact a parent. If a parent cannot be located, we will call those persons authorized for emergency pick-up. In the event the parents or authorized emergency persons cannot be reached, we will call the child's physician and follow his/her orders.

St. Gabriel Preschool and After School Enrichment Personnel are trained in disaster/emergency procedures, CPR, AED, and First Aid, and they receive a minimum of 15 hours of in-service per year. If, in the judgment of the Preschool staff, immediate medical and/or hospital attention is indicated, the staff will call 911 and then a parent or authorized emergency person. Injuries will be recorded on an Accident Report Form.

Also, a report shall be made to the Kentucky Cabinet for Health and Family Services - Division of Regulated Preschool at 595-4079 for any major emergency.

PRESCHOOL EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION

This information is to be shared with parents and updated annually. Please see your Preschool Director if you would like to review the complete emergency/disaster preparedness plan.

Name of Provider/Program	St. Gabriel Preschool Program
Program address	5503 Bardstown Road Louisville, KY 40291
Emergency/ Disaster contact at the child care program	Shelly Hunt Pierce - Director Sharon Benson – Assistant Director Elysia Schutz – ASE Coordinator Michelle Willan – Administrative Assistant
Phone number of emergency/disaster contact:	502-239-1298 Child Care Center 502-239-5481 Parish Office
Cell phone of emergency/disaster contact Please do not call cell phone number during non-emergencies, as these are personal cell phones.)	502-314-9364 Shelly’s Cell 502-377-0519 Sharon’s Cell
In the event SGP must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at:	St. Gabriel Gym or Relocation Site #1 Fern Bowl 5518 Bardstown Road Louisville, KY 40291 502-239-6170
In the event the above facilities must be evacuated because of an emergency or disaster in the immediate area the children and staff will be transported by bus to:	Relocation Site #2 St. Bartholomew Church 2036 Buechel Bank Road Louisville, KY 40218 502-499-0421 Fr. Stuart Priddy
The address, phone number, and contact person at the relocation site (#1) is:	Fern Bowl 5518 Bardstown Road Louisville, KY 40291 502-239-6170 Kay Frederick – Manager
The address, phone number, and contact person of the alternate relocation site (#2) if the first relocation is not accessible, is:	St. Bartholomew Church 2036 Buechel Bank Road Louisville, KY 40218 502-499-0421 Steve Walker – Business Manager Cindy Hayslette - Secretary
If necessary, children will be transported to this health care facility:	Kosair Hospital 231 E Chestnut St Louisville, KY 40202
Address, phone number, and position title of contact at health care facility:	Kosair Hospital 231 E Chestnut St Louisville, KY 40202



TO: All Parents/Guardians of Students at St. Gabriel School & Employees

SUBJECT: Asbestos Awareness

In keeping with Federal and State regulations, we are hereby advising all employees, parents, and friends of St. Gabriel the Archangel that asbestos containing material are located in the following areas in our facility.

- Asbestos insulation on some of the pipes in the attic area

These materials are inspected regularly to be sure that they pose no health hazard. The complete inspection report and laboratory analysis is available in the school office for anyone to examine.

AHERA Notification

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called "AHERA". To maintain a safe environment for students, staff, and visitors and to comply with the rule, the Archdiocese of Louisville completed all the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided to comply with those most recent notification requirements.

Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state's department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.

A copy of the school's asbestos inspection and management is available in the school office for inspection.



Dear Parents,

The school provides numerous health services for students. One of those services is pest control. A recent change in state regulations now requires that the school give a 24-hour notice prior to any pest control applications made on school property. This information is available to all parents and employees requesting it. (All applications for our school are done when no children are in the building.)

Pesticide applications are made monthly.

Sincerely,

Lara Krill

Lara Krill
Principal

Jennifer Schulz

Jennifer Schulz
Assistant Principal

Kathy Stivers

Kathy Stivers
Assistant Principal



Dear Parent or Guardian,

As part of the information our schools provide to you concerning student and school health issues, the Archdiocese of Louisville is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83% of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

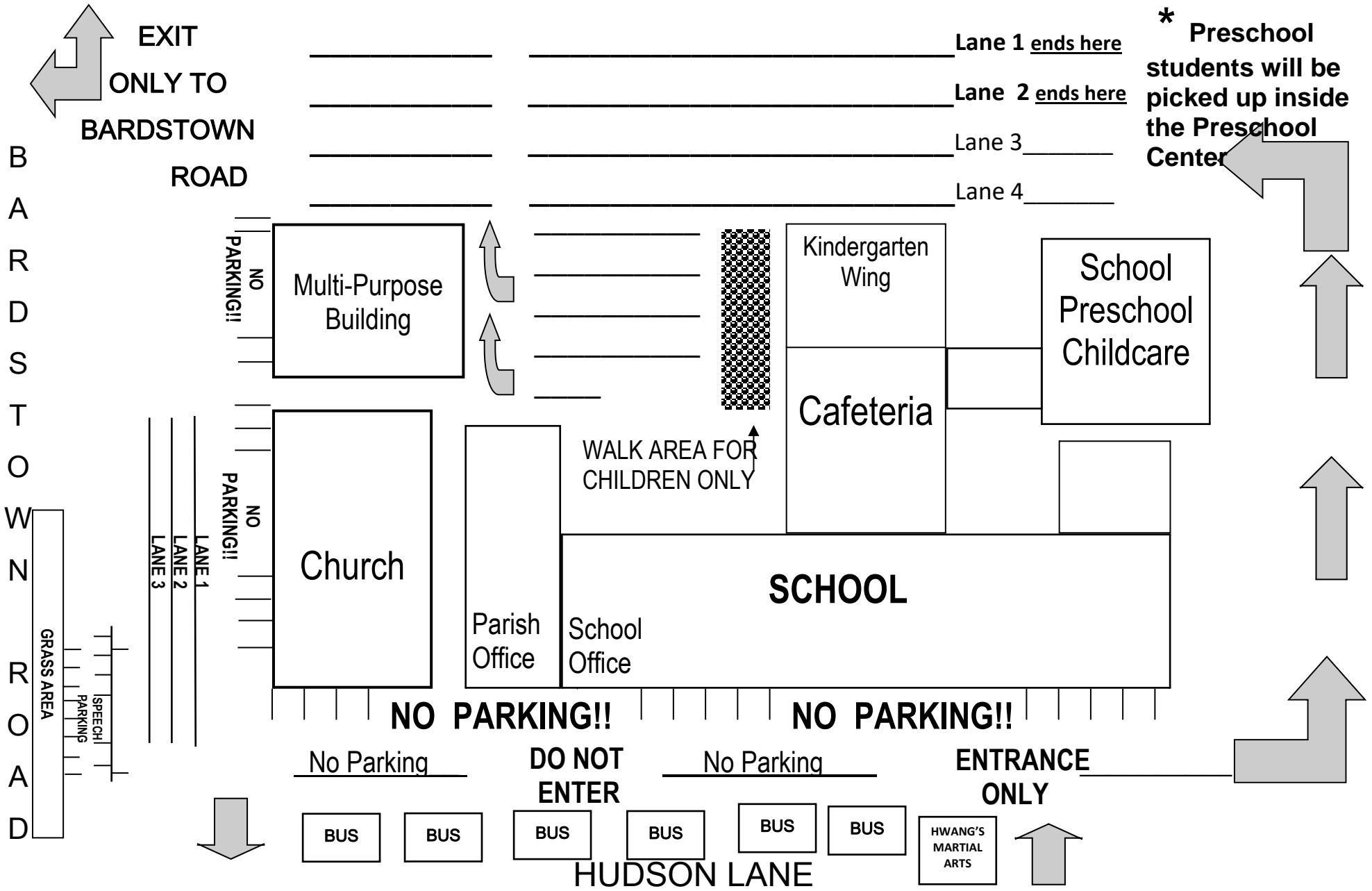
For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

American Academy of Family Physicians, www.aafp.org
American Academy of Pediatrics, www.aap.org
Centers for Disease Control and Prevention, www.cdc.gov
Meningitis Foundation of America, www.musa.org
National Association of School Nurses, www.nasn.org
National Foundation for Infectious Diseases, www.nfid.org
National Meningitis Association, www.nmaus.org

In addition, the Kentucky Department of Education provides links to this information and the above web addresses from its website at www.education.ky.gov.

AFTERNOON DISMISSAL OF STUDENTS

**Car riders will not be dismissed in the front lobby: All car riders are to be picked up in the back lot only.
 No walkers once cars are moving. No students will be allowed to leave the porch area.**



Food Allergy Action Plan

STUDENT NAME: _____ D.O.B: _____ Teacher: _____

ALLERGY TO: _____

MEDICATION LOCATED: On Student In Classroom or Child Care w/Teacher School Office (circle all that apply) Asthmatic Yes* No * Higher risk for severe reaction

STEP 1: TREATMENT

<u>Symptoms:</u>	<u>Give Checked Medication**:</u>	
	**(To be determined by physician authorizing treatment)	
If a food allergen has been ingested, but no symptoms:	Epinephrine	Antihistamine
Mouth: Itching, tingling, or swelling of lips, tongue, mouth	Epinephrine	Antihistamine
Skin: Hives, itchy rash, swelling of the face or extremities	Epinephrine	Antihistamine
Gut: Nausea, abdominal cramps, vomiting, diarrhea	Epinephrine	Antihistamine
Throat†: Tightening of throat, hoarseness, hacking cough	Epinephrine	Antihistamine
Lung†: Shortness of breath, repetitive coughing, wheezing	Epinephrine	Antihistamine
Heart†: Weak or thread pulse, low blood pressure, fainting, pale, blueness	Epinephrine	Antihistamine
Other†: _____	Epinephrine	Antihistamine
If reaction is progressing (several of the above areas affected), give:	Epinephrine	Antihistamine

†Potentially life-threatening. The severity of symptoms can quickly change.

DOSAGE

Epinephrine: inject intramuscularly (**circle one**) EpiPen® EpiPen® Jr. Twinject® 0.3 mg Twinject® 0.15 mg (see reverse side for instructions)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

1. Call 911. State that an allergic reaction has been treated, and additional epinephrine may be needed.	
2. <i>Dr:</i>	Phone # :
3. <i>Parent:</i>	Phone # :
4. Emergency contacts:	
Name/Relationship	Phone # :
a. _____	1.) _____ 2.) _____
b. _____	1.) _____ 2.) _____
EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!	

Parent/Guardian's Signature _____ Date: _____

Doctor's Signature _____ Date: _____
(Required)



Field Trip Permission Slip

I request that St. Gabriel School/Preschool allow my child to participate in

(EVENT)

I give permission for my child, _____, to attend
(NAME)

(EVENT)

(DESTINATION)

on _____.
(DATE) Students will be transported by school bus, charter

bus or car. (Please circle one).

The educational value of this field trip is to complement our curriculum in the study of

_____.

In consideration of the making of arrangements for the trip by St. Gabriel/Preschool, I hereby release and save harmless St. Gabriel School/Preschool, Fern Creek, Kentucky, and any and all personnel of St. Gabriel School/Preschool from any and all liability for injuries, loss or other claims arising out of or resulting from this trip.

PARENT / GUARDIAN SIGNATURE

ADDRESS

HOME TELEPHONE NUMBER

WORK TELEPHONE NUMBER





ST. GABRIEL AFTER SCHOOL ENRICHMENT
PARENT PERMISSION FOR AFTER SCHOOL ACTIVITIES ON THE PREMISES

I request that my child, _____, leave the After School Enrichment (ASE) program to participate in the following St. Gabriel School or St. Gabriel Church activity held on the premises of St. Gabriel the Archangel. (This includes the school building, gym, and church, but not Happy Acres.) **My child and I both understand that he/she must check-in at After School Enrichment before attending the activity. If there are any changes, the ASE staff must be notified immediately.**

List activity (one activity per sheet): _____

Day of activity: _____

Time activity begins: _____

Time activity ends: _____

___ My child is allowed to make the decision not to attend this activity each week.

___ My child must attend this activity each week.

You must check one of the following:

___ I request that my child return to the ASE chaperoned, and it is my responsibility to make the necessary arrangements for his/her return. My child must report to the on-site director upon his/her return to the center.

___ My child will not return to the ASE after attending the above listed activity.

I, the undersigned, agree to all of the above and release SGP employees from any and all liabilities for any injuries, loss, or other claims arising out of or resulting from this activity.

PARENT'S SIGNATURE _____

DATE _____