2026-2027

Parent/ Guardian/ Student Handbook (K-8)

Saint Gabriel Catholic School

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Table of Contents

WELCOME LETTER 6

WORKING TOGETHER IN CATHOLIC SCHOOLS 7

PARENT CODE OF ETHICS 8

GENERAL INFORMATION 9

PARISH MISSION STATEMENT 9

SCHOOL MISSION STATEMENT 9

VISION STATEMENT 9

PHILOSOPHY 10

FACULTY AND STAFF 10

SCHOOL BOARD 10

PARENT TEACHER STUDENT ORGANIZATION – PTSO 10

ACADEMIC EXPECTATIONS 11

CURRICULUM 11

CLASSROOM EXPECTATIONS 11

COUNSELOR/ GUIDANCE PROGRAM 11

ELECTIVES/ UNIQUES 12

FIELD TRIPS 12

GRADING SCALE 13

HOMEWORK 13

HONOR ROLL 14

INTERVENTION PROTOCOL 15

MISSING/ LATE WORK 15

PROMOTION/RETENTION 16

CLASS PARTIES 16

EXTRACURRICULAR ACTIVITIES 16

RECORDS REQUESTS 17

ROOM ASSIGNMENTS 17

ADMISSIONS POLICY 17

NON-DISCRIMINATORY POLICY 17

AGE REQUIREMENTS 18

EARLY ADMISSION TO KINDERGARTEN 18
CRITERIA FOR EARLY ADMISSION 18
EARLY ADMISSION TO KINDERGARTEN PETITION PROCESS 19
ENTRANCE REQUIREMENTS 19
PRIORITY OF ACCEPTANCE 19
ATTENDANCE POLICIES 21
ARRIVAL/SCHOOL HOURS 21
ABSENCES 21
ABSENCE REPORTING 21
ABSENCE FOR REASON OTHER THAN ILLNESS 22
EARLY DISMISSAL 22
ILLNESS 22
TARDINESS 23
DISMISSAL 23
RELEASING STUDENTS FROM SCHOOL 24
AFTER SCHOOL ACTIVITIES 24
BREAKFAST/ LUNCH PROGRAM 24
CODE OF CONDUCT AND DISCIPLINE 25
OVERVIEW 25
DISCIPLINE PHILOSOPHY 25
EXPECTATIONS 26
BUS EXPECTATIONS 26
CELL PHONE POLICY 27
RULES FOR COMMON AREAS 27
RULES FOR CAFETERIA 27
RULES FOR PLAYGROUND 28
WATER BOTTLES 29
INFRACTIONS 29
MINOR INFRACTIONS OF SCHOOL POLICY 29
MAJOR INFRACTIONS OF SCHOOL POLICY 30
CONSEQUENCES FOR MAJOR INFRACTIONS 30
DETENTION 31

THREATENING BEHAVIOR 31
DESTRUCTION OF SCHOOL PROPERTY 32
HARASSMENT/BULLYING POLICY 33
INAPPROPRIATE USE OF SOCIAL MEDIA 34
SEARCH 35
WEAPONS 35
COMMUNICATION 35
CONTACTING STUDENTS 35
EMERGENCY NOTIFICATION SYSTEM 36
GRIEVANCES 36
NON-CUSTODIAL PARENTS 36
PARENT-TEACHER-STUDENT CONFERENCES 37
REPORTING TO PARENTS 37
SCHOOL TELEPHONE 37
EMERGENCY PLAN 38
EMERGENCY DRILLS 38
INTRUDERS 39
LOCKDOWN 39
SHELTER IN PLACE 39
FINANCIAL INFORMATION 39
TUITION ASSISTANCE 40
WITHDRAWAL OF STUDENT 40
HEALTH AND SAFETY 40
ALLERGIC REACTIONS 40
COMMUNICABLE DISEASES 41
FIRST AID 41
GENERAL HEALTH 41
HEAD LICE 42
HEALTH SERVICES/PROMOTING GOOD HEALTH 42
MEDICATION 42
MEDICAL REQUIREMENTS 43
NON-SMOKING POLICY 43

SAFETY/ACCIDENTS 43
SNACKS 44
LOST AND FOUND 44
TECHNOLOGY 44
1:1 POLICIES AND PROCEDURES 44
SAINT GABRIEL INSURANCE FOR 1:1 IPAD DEVICES 46
BRING YOUR OWN DEVICE (BYOD) POLICIES AND PROCEDURES 47
SOCIAL MEDIA POLICY 48
STUDENT ARTIFICIAL INTELLIGENCE POLICY 49
UNIFORMS 54
UNIFORM VIOLATIONS 58
VISITORS 58
VOLUNTEERS 58
WEATHER POLICIES 59
CLOSINGS/ DELAYED OPENINGS 59
EARLY DISMISSAL 60
APPENDIX A: ASBESTOS AWARENESS 61
APPENDIX B: ACCEPTABLE USE POLICY 62
APPENDIX C: ALLERGY ACTION PLAN 65
APPENDIX D: ARRIVAL 66
APPENDIX E: DISMISSAL 67
APPENDIX F: DISTANCE LEARNING PROTOCOL 68
appendix g: TROUBLESHOOTING YOUR TECHNOLOGY 74
APPENDIX H: FIELD TRIP PERMISSION FORM 75
APPENDIX I: MEDICATION PERMISSION FORM 76
APPENDIX J: NOTICE OF PEST CONTROL 77

*new this year

WELCOME LETTER

Dear Parents/Guardians and Students:

Welcome to a new school year at St. Gabriel Catholic School! We are delighted to have you as part of our school community. Our mission is to educate through Catholic values of faith, family, tradition, and innovation empowering everyone to soar with possibilities.

To help you and your child(ren) have a successful and enjoyable school year, we have prepared this handbook that contains important information about our school policies, procedures, and expectations. Please read it carefully and discuss it with your child(ren).

By enrolling your child(ren) at St. Gabriel Catholic School, you agree to uphold the guidelines outlined in the handbook and support the school's mission and vision. You also agree to respect the authority and decisions of the school administration and staff. The handbook is aligned with the policies and guidelines of the Archdiocese of Louisville, which supersede any school policies in case of any conflict or discrepancy.

In our St. Gabriel Catholic community, parents are recognized as the first and the most important educators of their children, both spiritually and academically. We believe that St. Gabriel Catholic School shares with the home, the church, and the community, the responsibility for the total development of the student.

If you have any questions or concerns about the handbook or any aspect of our school, please contact the school office. We are always happy to hear from you and assist you in any way we can. We value your feedback and suggestions to improve our school and serve you better.

Thank you for choosing St. Gabriel Catholic School for your child(ren)'s education. We pray for God's blessings of grace and peace upon you and your family.

Blessings,

Rev. Fr. Jason Harris, Pastor

Mrs. Lara Krill, Principal

WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools.

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school with parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

PARENT CODE OF ETHICS

As the primary educators of their children, parents/guardians play a significant role in shaping their growth and development. At St. Gabriel Catholic School, we uphold the values of reverence, respect, and responsibility, recognizing the impact of these principles on our students' character formation.

Parents/guardians of students enrolled in St. Gabriel Catholic School will:

- Model the behavior and attitudes reflective of the teachings of Jesus Christ.
- Nurture your children's spiritual formation through prayer and attendance at weekend Mass.
- Continue with your children, to grow spiritually through sacramental preparation programs, parish prayer, and other religious formation opportunities.
- Support the parish through stewardship and contributions of time and talent.
- Treat students, faculty, staff, administrators and other parents with sensitivity and respect.

- Acknowledge and support the teaching authority of the school, its faculty, and staff.
- Dispel rumors and do not participate in gossip.
- Respect confidentiality. Due to confidentiality laws, the school cannot disclose any disciplinary action taken towards any child but their own.
- Inform your child's teacher first if there are problems or questions with academics and/or classroom procedures.
- Set a good example in speech and behavior and refuse to accept anything less from your child.
- Monitor your child's electronic device, as well as television, movies, and magazines your child reads or views.
- Balance after school activities with school commitments.
- Assure that your child is prepared for the school day, physically and mentally.
- Abide by the policies in the School Handbook.

GENERAL INFORMATION

PARISH MISSION STATEMENT

St. Gabriel the Archangel Parish, a caring, welcoming community, seeks to praise God in our prayer and work, nurture growth in the Catholic faith, and compassionately serve others.

SCHOOL MISSION STATEMENT

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

VISION STATEMENT

Empower every child… the whole child.

PHILOSOPHY

Saint Gabriel Preschool 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 Saint 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 conferences with the principal or teachers and to obtain information or assistance. (See the website for a listing of our faculty and staff.)

SCHOOL BOARD

The Saint Gabriel School Board was established in May 1992 as an advisory board to the School Administration. Membership is open to anyone 18 years of age or older, who is a parent of a student and/or registered member of the parish, who has a sincere interest in the school and who will be required to an 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.

https://www.stgabrielcatholicschool.net/about/leadership

PARENT TEACHER STUDENT ORGANIZATION – PTSO

The PTSO provides support to St. Gabriel School and serves to aid in the education and welfare of its students. As a parent of a Saint Gabriel student, you are automatically a member of the PTSO. The PTSO is a wonderful way to participate in your child's education. Your suggestions and comments are always welcome. The PTSO Board is made up of a president, vice president, secretary, treasurer, and a co-treasurer. The PTSO General Board is made up of any parent who volunteers to hold a committee head position.

https://www.stgabrielcatholicschool.net/support-sgs/ptso

ACADEMIC EXPECTATIONS

CURRICULUM

Curriculum is broadly defined as the totality of student experiences that occur in the educational process. The term often refers specifically to a planned sequence of instruction, or to a view of the student's experiences in terms of the educator's or school's instructional goals.

Saint Gabriel School follows the curriculum framework developed by the Archdiocese of Louisville curriculum office. This framework outlines the national standards being met, the content to be covered and the skills to be taught at each grade level Kindergarten through eighth grade. This includes the selection of textbooks, attention to the individual needs of students, and the development of a balanced program of studies including fine arts. You can locate the curriculum at https://louisvillecatholicschools.com/join-us/curriculum/.

The curriculum in the Catholic Schools, guided by the light of divine revelation and Church teaching, assists each student in the discovery of and development of his/her own full human potential as a Catholic Christian. In this environment, interpersonal relations, formal and informal instructions, and educational technology should combine to enable the student to manifest attitudes, knowledge, skills and behavior in the service of the Lord, the Church and his/her brothers and sisters in today's world.

CLASSROOM EXPECTATIONS

Teachers will notify parents, in writing at the beginning of the year orientation, of the expectations for the year regarding curriculum and conduct. Teachers will discuss these expectations with the students on the first day and review them throughout the first week of school. Reminders and reinforcement will continue throughout the year. If you have a concern, don't hesitate to contact the teacher. Teachers will respond to your call or email as soon as they can within 24 hours.

COUNSELOR/ GUIDANCE PROGRAM

The school counselor collaborates with the school, family and parish community in the development of the whole child – academically, socially, emotionally, and spiritually. The school counselor works with parents, educators, other professionals and community members to provide comprehensive developmental programs in a learning environment so that all students will develop social competence. This can include developing self-

esteem, decision-making skills, collaborative problem-solving skills and responsible citizenship. Any student enrolled in Saint Gabriel can visit or be observed once by the School Counselor without prior parent notification. A guidance program is provided to address social-emotional issues proactively.

ELECTIVES/ UNIQUES

In order to provide a well-rounded curriculum, students in grades K-6 will participate in Art, Music, Physical Education, and S.T.E.M. (Science, Technology, Engineering, and Math) courses. Kindergarten and 1st grade will also participate in Catechesis of the Good Shepherd. Students in grades 2-8 take Spanish Foreign Language. These courses emphasize participation and will be graded as pass/fail.

Students in grades 7-8 will participate in elective courses as well as Spanish and Physical Education. Elective and Spanish courses will be graded using the letter grading scale.

All students have access to check out books from our school library.

FIELD TRIPS

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 Child 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.

GRADING SCALE

Kindergarten, 1st grade, and 2nd grade utilize standards-based grading. Students receive a level of proficiency for standards taught in each subject area.

Standards-based grading scale:

O- Outstanding

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

Un- Ungraded

Grades 3-8 utilize the Archdiocese of Louisville traditional grading scale to communicate student progress in all subject areas. Numerical averages are rounded up from the tenths. The grading scale is as follows:

93-100 A

84-92 B

75-83 C

70-74 D

69 and below U

Report cards including teacher comments are posted electronically at the end of each trimester.

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.

Archdiocese guidelines for homework:

Grades 1 - 2	30 - 40 minutes
Grades 3 - 4	40 - 50 minutes
Grades 5 - 6	60 - 75 minutes
Grades 7 - 8	75 - 90 minutes

Parents are expected to review their children's homework assignments. School allows the parent/ guardian the opportunity to review their child's daily progress. A homework agenda is provided for students in grades 2-6 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.

Long-term assignments must be turned in the period 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 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.

HONOR ROLL

The Saint Gabriel Honor Roll recognizes academic achievement. Students in grades 6-8 are eligible for the Saint Gabriel Honor Roll, if grades on their report cards reflect the following:

Principal's List:

All A's in core curricular and elective classes, and Passing or Satisfactory in all Unique classes.

First Honors:

All A's and/or B's in core curricular and elective classes, Passing or Satisfactory in Unique classes.

INTERVENTION PROTOCOL

(per Handbook for Catholic Schools)

For those students enrolled in our school who are experiencing learning difficulties, a school Strategy Team meets to write a School Strategy Plan (SSP) which identifies specific goals and strategies which are directly related to the student's strengths and needs. The SSP is shared with parents, teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies, and the SSP is evaluated/revised after a designated period of time. If/when it is determined by the school Strategy Team that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students enrolled in our school with a diagnosed disability, School Accommodation Plans (SAP) 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 reviewed at least annually.

It is required to provide the school with all pertinent educational and medical records and all previous assessment information. It is also understood that the parent/ guardian 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.

MISSING/ LATE WORK

Missing work will be marked "missing" and a 0 in Schoology. Students will receive a late notice the day the assignment is due to be signed and returned. Once assignment is submitted, the grade will be updated within one week. If work is not submitted, subject area teacher will contact parent.

3rd grade and up

Late work will be accepted one day late for 50% credit (after grading). If not turned in after that, students will receive a zero for the assignment (exceptions may be made for extenuating circumstances- absent work should follow absence policy).

PROMOTION/RETENTION

Occasions may arise when a teacher must determine the best course of instruction for a student who may be experiencing academic difficulties. It may be recommended that the child be professionally assessed and/or repeat a grade. If parents choose to send their child on to the next grade, Saint Gabriel will do its best to meet the needs of that child. If the child experiences the same academic/behavioral difficulties the following year, Saint Gabriel teachers and administration reserve the right to require assessment, retention and/or an alternate educational setting. Before having your child assessed by an outside agency, it is recommended that you consult with the teacher, counselor and/or Learning Coordinator. Students may be required to show proof of summer assistance with a professional agency or certified teacher before being promoted to the next grade level.

A student may be recommended or required for retention, summer school or remediation, based on the judgment of the teacher and the administration. Summer school/tutoring is recommended for students having an "F" in one major subject. Summer school/tutoring is required for students having an "F" in reading, math and/ or two major subjects. Parents will be notified in May by letter if summer school is recommended or required. If summer school/tutoring is recommended or required, appropriate paperwork must be turned in to the school office by August 1 for the student to transfer to the next grade level at Saint Gabriel.

A student who fails three or more subjects will not be promoted to the next grade level (grades 3-8). Grades are reviewed each trimester. Any student failing two of the core subjects for two trimesters may be asked to seek alternative school placement.

CLASS PARTIES

Class parties are offered in order to enhance the community spirit. Due to limited space and liability, siblings are not allowed to attend class parties. Parent volunteers must stay in the classroom. Visiting other classrooms, teachers, or students is not permitted. Planned activities should be organized, controlled, and respectful of other classes. Due to safety regulations, hallways should remain clear.

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 (e.g. Student Council, Quick Recall). Please note: Sports programs are not sponsored by the school, but rather by the parish.

RECORDS REQUESTS

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. Records requests may be submitted to school@stgabriel.net.

ROOM ASSIGNMENTS

Our faculty and administrators work very hard to place children in the setting that will enable them to meet their potential. Many factors are considered when compiling class lists: gender equity, personalities of the students and teachers, learning styles, ages, abilities, relationship of students (time spent outside of the school day), etc. We ask that parents NOT request a specific teacher for their child for the upcoming school year.

ADMISSIONS POLICY

NON-DISCRIMINATORY POLICY

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.

K-8 REGISTRATION

Priority pre-registration for the 2026-27 school year will be available in November. Priority pre-registration deadline will be in January. After the priority deadline, applications will be accepted on a rolling basis. A non-refundable pre-registration deposit per child will reserve a place for the upcoming school year subject to availability and priority guidelines. Families must complete the enrollment packet in FACTS to be considered registered for the following school year.

AGE REQUIREMENTS

- Children must be three years old by August 1 and toilet trained in order to enter St. Gabriel Preschool (3's).
- Children must be four years old by August 1 to enter St. Gabriel Pre-Kindergarten (4's).
- Children must be five years old by November 1 in order to enter Junior Kindergarten
- Children must be five years old by August 1 in order to enter Kindergarten.
- Children must be six years old by August 1 in order to enter first grade.

EARLY ADMISSION TO KINDERGARTEN

Kindergarten for Archdiocese of Louisville begins with students who turn age 5 on or before August 1 for the school year. In accordance with KRS 158.031(6), Archdiocese of Louisville has established criteria for early admission into kindergarten, for students who have mastered established benchmarks and if the child has above-average skill levels before age 5.

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll provided that the student meets or exceeds predetermined physical, behavioral, academic, and social/emotional criteria established by the Archdiocese of Louisville and St. Gabriel School. Only children that meet or exceed this criteria will be considered for early admission to kindergarten.

The application to petition for early admission will be open between November 1 and March 1 for those that feel their child has above-average ability levels and wish to petition for early admission to kindergarten. After the March 1 deadline, there will not be any opportunities to petition the school for early admission to kindergarten for the next school year.

CRITERIA FOR EARLY ADMISSION

(*per section 5114.1 of Archdiocese of Louisville Handbook for Catholic Schools*)

- Child must turn 5 between August 2 and October 1 of the admission year; and

- Child must score at or above the 80th percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and
- Child must meet the admission criteria of the local Catholic school

Students born between August 2 and October 1 of the admission year who do not score at the 80% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to junior kindergarten or preschool for no additional fee.

EARLY ADMISSION TO KINDERGARTEN PETITION PROCESS

Parent/guardian will complete the online application as the initial step for petitioning for early entrance to kindergarten.

1. The admissions team will review the application.
2. Once an application is approved, the parent/guardian will be contacted by school staff to set up an appointment for a screening.
3. The student will be screened by qualified St. Gabriel staff.
4. Parents will be notified of their child's screening results within two weeks of the screening.
5. The decision based on screening results is final. There is no appeal process. If a child does not meet the criteria there will be no opportunities to rescreen or appeal the findings

Note: Being prepared for kindergarten is more than just mastering basic academic skills. A child must be prepared academically, socially, emotionally, and physically. Research shows that children are more likely to transition well to kindergarten if they are the same age as their peers. An extended period of early childhood play yields mental health and social development.

ENTRANCE REQUIREMENTS

All students enrolling in school in Kentucky for the first time must furnish the school with the following ORIGINAL MEDICAL FORMS authorized by the State of Kentucky:

- Physical Exam Form
- Current, original Immunization Form
- Eye Exam Form for School Entry (Kindergarten only)

PRIORITY OF ACCEPTANCE

The purpose of a Catholic education is to assure that Catholic truths and values are fully integrated with the student's life and academic program. The St. Gabriel Community includes both church and school which work together, not separately, in carrying out the mission of St. Gabriel. Parents should enroll their children in St. Gabriel School if they desire and intend to support and participate fully in the faith programs of the St. Gabriel community.

Once admitted to Saint Gabriel the Archangel Catholic School, students (preschool through 8th grade) maintain first priority for annual re-enrollment into kindergarten-8th grade if stewardship (if applicable) and financial commitment involving tuition requirements are sustained.

The following guidelines will apply to families who complete an application prior to the priority deadline. Applications received after the priority deadline will be considered on a rolling basis.

All application documents must be submitted prior to review by the admissions committee. An application does not guarantee placement.

Priority for admittance of new students is based on the following:

1. Children of St. Gabriel staff members
2. Siblings of currently enrolled students
3. Active St. Gabriel Parish members based on length of parents' active participation in the parish
4. Members of Catholic parishes that do not have any affiliation with a school (verification letter from pastor required)
5. Non-Catholic students

In case of conflict, the date of formal parish registration along with supportive stewardship activities, and the baptismal date of the student, will determine the order of admissions.

Any student admitted to St. Gabriel School will be on probation to be sure adjustment to St. Gabriel School proceeds as smoothly as possible. In most cases, the length of probation is the child's first grading period. However, the principal may adjust the length of time to better serve the needs of the child and St. Gabriel School.

Parents/guardians are required to inform St. Gabriel officials of their child's special academic, emotional or physical needs. St. Gabriel officials must also be informed of any testing for learning disabilities by Jefferson County Public Schools or any private agency. Copies of testing reports are needed to be considered for

acceptance. St. Gabriel officials have the right to decide if its program will best meet an individual child's special learning needs.

Please refer to Preschool Handbook for their admissions policy.

ATTENDANCE POLICIES

ARRIVAL/SCHOOL HOURS

Students may arrive as early as 7:25 a.m. and should proceed directly to the classrooms or cafeteria (if purchasing breakfast). School instructional time begins promptly at 8:00 a.m. Parents/students should follow arrival and dismissal procedures (see maps 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.

ABSENCES

The importance of being at school every day cannot be overstated. Absence should be kept to a minimum regardless of the age of the child.

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 should make arrangements to do so on days that Saint Gabriel is not in session. It is advisable to check with the local high schools early to make such arrangements.

Students must be present on campus to be counted as present except for the following: school-sponsored field trip, or distance learning.

ABSENCE 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 calling (502) 239-5535, option 1, or email at absentee@stgabriel.net before 8:30 a.m. to verify the absence of a student. 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 (2:45-3:30 p.m.). One

extra day for each day of absence will be allowed to complete work. Students are to complete tests upon return.

If a student is 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.

ABSENCE FOR REASON OTHER THAN ILLNESS

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 0 for formative or 50 for summative assignments.
- 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

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. Please try to schedule appointments on our early dismissal days.

Each family is required to have an emergency contacts 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 as soon as possible 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.

ILLNESS

(see General Health)

TARDINESS

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. In order for a student to receive credit for a full day's attendance, he/she 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.

A tardy sign will be placed outside the school at 8:01 a.m. If students arrive after 8:00 a.m. and/or the tardy sign is outside, parents MUST bring students into school and sign them in. Students will be given a tardy slip to be permitted to their classrooms. In the event of large-scale traffic issues or weather-related issues, an announcement will be made to all school staff to delay attendance.

Students who come to the cafeteria in the mornings must leave the cafeteria in time to be seated in their homerooms. 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.

Please make every effort to arrive on time. Students who arrive late not only disrupt the learning of others, but this disrupts their learning as well. Habitual tardiness will be reported to the parents and dealt with accordingly. A letter will be sent home after 10 or more tardies. Consistent tardiness can be considered educational neglect. A conference will be scheduled with the parent/guardian(s) with school leadership due to excessive tardiness to discuss strategies for support and improvement.

Kentucky Law 159.150 defines truant as any child who has been tardy or absent for three or more days without a valid excuse. Any student who has been reported as truant two or more times is considered a habitual truant.

DISMISSAL

Afternoon prayer will begin at 2:38 p.m. Bus riders are dismissed following announcements. Car riders are dismissed about 2:45 p.m. in the following order: active, next, waiting. Walkers and students staying for after-school enrichment or extracurricular activities are dismissed following car riders. Students who are not picked up will be sent to the office to call home. No student who is not enrolled may be sent to after-school

enrichment. For students who are not picked up by 3:15 p.m. more than two times in a school year, parents/ guardians will be required to attend a family meeting with an administrator to determine a more suitable pickup plan. Consequences for excessive late pick-up will be addressed at the discretion of the administration.

Ride changes and delegates shall be submitted through the PikMyKid parent account. Students will be supervised by a staff member for afternoon carpool. Students may only be released to approved pick-up person. Students may not leave designated areas unaccompanied.

RELEASING STUDENTS FROM SCHOOL

A student will not be released from school into the custody of any person other than the student's parent/guardian and those persons listed on the approved pick-up list. If someone not listed on the approved pick-up list comes to sign out your child, the office must have your written permission and this adult must show proof of identification. PARENTS MUST SEND IN A NOTE or email the office, school@stgabriel.net for ride changes or delegate in the PikMyKid app. Ride changes cannot be guaranteed to be communicated after 2 p.m.

AFTER SCHOOL ACTIVITIES

Students participating in after school activities must be supervised at all times by an adult. Students are not allowed in the school building without adult supervision. Facilitators of extracurricular activities must submit their event to the school office to be included on the school calendar as well as to reserve a space on campus.

BREAKFAST/ LUNCH PROGRAM

Saint Gabriel the Archangel partners with Taher Catering to provide nutritious breakfast and lunch options for purchase. Parents are encouraged to set up a My School Bucks account to receive notifications about your child's lunch account balance and option to pay online. Payment may also be made by check payable to Taher. Please include your child's name and lunch account number and send to the office. Parents/ guests are welcome to eat lunch with their child only on designated days. All visitors must sign in the school office.

The hot lunch includes milk. Other drinks are available for purchase. Students who purchase lunch may also purchase a la carte items such as pretzels, second entrees, graham crackers, etc. Snack items are low in fat and sugar following state guidelines.

CODE OF CONDUCT AND DISCIPLINE

OVERVIEW

The choice of Saint Gabriel for one's education and formation is a choice of values. When a student and his/her parents choose Saint 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.

Saint 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.

DISCIPLINE PHILOSOPHY

At St. Gabriel, we strive to teach and model Catholic values and behavior at all times. Through a proactive approach our positive discipline focuses on students assuming personal responsibility and owning their behavior, by assessing its appropriateness and accepting that consequences are a part of the learning process. We understand that children learn and grow from their mistakes, and it is our mission to equip them with skills for success. We work to teach self-control, responsibility for oneself and for one's actions, growth into a person of great integrity, respect, inclusion, and to treat others with kindness. At St. Gabriel, we will use procedures that encourage, support, and empower students to achieve positive outcomes in school and in the community.

EXPECTATIONS

"Where the SPIRIT soars" staff and students demonstrate the Spirit of St. Gabriel through these core qualities:

Self-Control

Personal Responsibility

Integrity

Respect

Inclusion

Treating others with kindness

BUS EXPECTATIONS

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 before school begins and are subject to change based on ridership. All children must be at their assigned bus stops five 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. The parent/ guardian will be notified if behavior is inappropriate. Students who do not follow rules may lose the privilege of riding the bus.

- Stay in seat at all times.

- Be courteous.
- Do not use inappropriate 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.

CELL PHONE POLICY

(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 after-school activities are considered an extension of the school day. The same cell phone rules apply during these activities.

RULES FOR COMMON AREAS

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

RULES FOR CAFETERIA

- Walk in the cafeteria calmly and get in line
- Do not play in line
- Speak in a soft voice
- Be courteous to the cafeteria staff
- Sit where you are assigned and remain seated
- Do not throw food
- Raise your hand to ask permission to get out of seat
- Leave your area clean
- Wait to be dismissed by cafeteria monitor
- Line up calmly and wait to be dismissed outside for recess

Breakfast cafeteria rules:

- Breakfast is served between 7:30 -7:50
- Students who want to eat breakfast should report directly to cafeteria
- You must purchase breakfast to be in the cafeteria
- Do not throw food
- Leave your area clean
- Leave for class by 7:55

RULES FOR PLAYGROUND

- Care for the playpark and environment
- Be gentle and play well with others
- No unnecessary roughness
- Students are to stay in the areas designated by the playground monitor
- Ask permission from a monitor to use the restroom and check back in with the same monitor when you return
- Do not sit on beams of climbing area
- Do not climb trees
- No throwing rocks, mulch, or snowballs
- Hard footballs, baseballs, and softballs are not allowed
- No balls allowed on playpark equipment
- One grade level at a time to play Gaga ball

- No electronic equipment is allowed on the playground or during indoor recess
- Food, candy, drinks, etc. are not to be taken onto the playground

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

WATER BOTTLES

Students are encouraged to bring water bottles each day. We have several filling stations throughout the building. Water bottles need to be clear or see-through color plastic.

INFRACTIONS

MINOR INFRACTIONS OF SCHOOL POLICY

(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:

- Inappropriate Language
- Inappropriate Behavior/ Gestures
- Disrespect
- Chewing gum
- Noncompliance
- Minor Physical Contact
- Electronics Violation
- Not returning signed form
- Violation of cell phone policy

Minor infractions consequences may include, but are not limited to:

- Warning
- Classroom consequence
- Conduct referral and written reflection (grades 3-8)
- Detention (grades 3-8)

- Family meeting
- Continued violation of any behavior norm will result in a family meeting, detention(s) and/or suspension.
- A student who receives three conduct referrals will result in a detention.
- Three or more detentions will result in a suspension.

Parents are notified of student's infractions; parent/ guardian must sign and return the infraction slip to the homeroom teacher the next day. If infraction slip is not returned, a conduct referral will be given. Refusal to sign infraction slip may lead to the suspension of the child.

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:

- Fighting, physical aggression
- Harassment/ bullying
- Destruction/vandalism of property
- Possession of weapon
- Student in danger of harming self or peers
- Cheating
- Escalated noncompliance
- Severe disrespect whether verbal, nonverbal or written toward any student or faculty/staff member
- Sexual harassment; sexual misconduct
- Violation of Internet policy
- Accessing social network or inappropriate site on any electronics during the school day
- Throwing food/food fight
- Forgery/falsifying of any signature

CONSEQUENCES FOR MAJOR INFRACTIONS

Major infractions consequences may include, but are not limited to:

1. The student will complete a behavior reflection form at school to be signed by a parent/guardian and returned to the homeroom teacher the next morning. Failure to return the form will result in an additional conduct referral.
2. Administrator and/or teacher will contact parents.
3. Infraction will result in a family meeting, detention, and/or suspension.

4. Suspended students will be required to complete the academic assignments scheduled for the day(s) in which they are absent. Student will receive maximum 50% for work completed.
5. In cases of theft or vandalism, property must be paid for or replaced.
6. In cases of cheating, involving students in grades 3-8, a grade of zero will be given to all involved.
7. Three or more detentions will result in a suspension.

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

- Continued major behavior offenses will result in additional consequences and/or probation.
- Parents and child will meet with an administrator to plan a course of action, to help the student succeed in the Saint Gabriel School environment. Refusal to meet with administration will result in the suspension of the child.
- 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 not meeting terms of probation will be dismissed from school.
- <u>In extreme cases, any or all of these steps may be skipped at the administration's discretion.</u>

DETENTION

Detention will be held on Tuesday and Thursday mornings before school from 7:00-7:25 a.m. Students arriving late for detention (after 7:00 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 reflection may accompany a detention. Three minors equal one detention.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to self or another. 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.
- 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.

DESTRUCTION OF SCHOOL PROPERTY

Any student caught vandalizing school or church property will be responsible for the cleanup as appropriate or the monetary cost of cleanup and/or repair. Repeated serious incidences of vandalism could result in short-term or indefinite suspension from Saint Gabriel School. Property also includes textbooks, electronic devices, furniture and any other educational materials. Property will be examined at the beginning of the school year for current condition. At the end of the school year property is expected to be returned in the same condition with consideration for normal use. Parents/guardians will be notified of any and all destruction.

HARASSMENT/BULLYING POLICY

Saint Gabriel School does not tolerate any form of harassment or bullying, regardless of whether the "bully" considers it to be serious or in jest. All persons are to be treated with dignity and respect. Harassment/bullying is any repeated behavior that makes someone else feel uncomfortable or unsafe. In any form this is unacceptable. It does not matter what was intended. Students who are involved in harassment/bullying will be dealt with on an individual basis. The result of this type of behavior may be detention, probation, temporary suspension, or indefinite suspension.

Harassment/bullying at school can take many forms. The following are only examples. This list is not all-inclusive.

- Sexual: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
- Verbal: Includes derogatory comments, jokes, suggestive comments, insults, threats, sexual jokes, stories or rumors. Can include ethnic slurs, belligerent or threatening words spoken to another student or personnel, name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors.
- Physical: Any intimidating interference with normal work, play or movement, such as unwanted physical touching, standing in someone's way or too close, purposefully bumping into another, fighting, hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, or any physical threat to another person; defacing property, falsifying schoolwork, stealing, damaging property or threats to do so.
- Visual: Staring at another's body, making obscene gestures and/or displaying sexually suggestive writings, objects or pictures (i.e., notes, letters, graffiti), undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, insulting looks.
- Internet harassment/bullying: Issues brought from outside into school will be dealt with according to school policy. Parents are expected to be the primary educators in avoiding such behavior. Saint Gabriel's curriculum will reinforce the necessity of appropriate interaction.

Procedure for dealing with harassment/bullying of and by students:

1. A student believing that he/she is being harassed/bullied should express their displeasure to the offender, in a non-confrontational way.

2. If the harassment/bullying continue, the student should immediately report the incident(s) to the appropriate school official (teacher, principal, assistant principal or school counselor).
3. Upon receipt of the complaint, the teacher, principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the person alleged to have been the offender and the offended student.
4. Based on the results of the investigation, the teacher, principal, assistant principal or counselor reports to parents of the students involved, an opinion and conclusion as to whether any offense occurred as well as other relevant information.
5. The principal, in consultation with the assistant principal, counselor and teacher, decides, what, if any disciplinary action is warranted.
6. Depending on the incident, the principal or assistant principal may implement any of the following consequences:
    a. Minor/ Major infraction
    b. Family meeting
    c. Detention and conference with principal, assistant principal, teacher, parents, and counselor.
    d. Probation, counseling, psychological assessment, temporary suspension, or indefinite suspension.

INAPPROPRIATE USE OF SOCIAL MEDIA

Saint Gabriel students are expected to present themselves in accordance with Saint Gabriel values on and off school grounds. This includes a student's social media presence and/or chat and/or texting. Inappropriate behaviors include, but are not limited to, sending or receiving nude or semi-nude photos, sexual activity, and inappropriate language. All students are expected to follow the Archdiocese of Louisville Social Media Policy.

The school will only intervene if the issue involves the school.

If substantiated, the steps to address concern are:

1. Awareness of or notification about inappropriate social media use to school employee.
2. Report to counselor/ assistant principal/ principal.
3. Retain device/ evidence; do not forward or send electronically.
4. Depending on severity of incident, principal will apprise Superintendent, Director of Counseling and/ or Crimes Against Children/ CPS, etc.
5. In consultation with persons listed above, consequence(s) will be determined including possibility of detention, suspension and/ or expulsion.

If not substantiated, the steps to address the concern are:

1. Awareness of or notification about inappropriate social media use to school employee.
2. Administration will apprise parent/ guardian of report to raise awareness.
3. Increase vigilance of student supervision.
4. Provide education/ prevention opportunities.
5. Provide counseling opportunities.

SEARCH

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

WEAPONS

In accordance with Kentucky State Law, Saint 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.

COMMUNICATION

CONTACTING STUDENTS

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, all boys, or all girls. Students are not to receive cell phone calls or text messages during the school day.

EMERGENCY NOTIFICATION SYSTEM

Saint Gabriel will use Parent Alert through FACTS as its emergency notification system. Messages may be received in the form of texts, voicemails or email. You may configure your preferences in your FACTS account.

GRIEVANCES

Authority as exercised in the Catholic School System depends in large measure upon a spirit of willing cooperation among administrators, staff and students. It is assumed that all parents involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question.

1. Students (Parents)
2. Teacher
3. Counselor
4. Assistant Principal
5. Principal
6. Pastor
7. Office of Catholic Schools

NON-CUSTODIAL PARENTS

According to the Buckley Amendment, non-custodial parents have the right to receive information regarding their children and to see their children's records. This is prohibited ONLY if specified in the divorce/custody decrees.

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. In case of no decree is available, written notification from both parents with agreed custody terms will be accepted. This will enable the school to act in accordance with this decree.

<u>The parent who registers the child in Saint Gabriel is responsible for all fees and tuition.</u> This parent will be the recipient of all school information, including report cards. It is the responsibility of this parent to share this information with the non-custodial parent. The non-custodial parent may opt to have the school provide copies of this information to him/her.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-teacher-student conferences are scheduled twice a year. We participate in student-led conferences. In May, conferences are scheduled as needed. Teachers and/or parents may request conferences at other times. The Office of Catholic Schools mandates that students attend the formal conferences. Students not attending these conferences will be counted absent for the day. Any time a parent wishes to schedule a conference, a note or email must be sent to the teacher or a phone call can be made to the office and the request will be passed on to the teacher. It is the policy of the school not to give out employees' phone numbers.

REPORTING TO PARENTS

Academic grades for grades K-8 are posted online. All students' progress will be reported at conference time and at the end of each trimester. Grades are updated weekly. Teachers will also send home regular class work, quizzes and assessments during the school year. Parents and students have access to Schoology and are encouraged to check grades often. If you have a concern or question about your child's progress, please don't hesitate to contact your child's teacher. Report cards are posted in FACTS. Multi-parent families will be assigned separate FACTS accounts upon request. Parents should use their login and password (not their child's) when checking grades.

Saint Gabriel faculty and staff welcome any questions you may have regarding your child's school life. You may email, send a note to the teacher, or leave a message with the office. The teacher will get back to you within 24 hours. If there is an emergency, the teacher will be notified immediately. You are asked not to go to your child's classroom before the start of school or after the school day ends unless you have an appointment.

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 are not considered emergencies. 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.

EMERGENCY PLAN

Please note that emergency plans are not made public for safety reasons.

Saint Gabriel School remains committed to both the educational and personal development of its students. To fulfill this commitment, we must provide a school environment that is safe for both students and staff.

While the vast majority of schools are safe places, we recognize (that) the possibility exists of a disaster/crisis resulting from fire, other natural causes, or acts of violence. In the event of such a crisis, Saint Gabriel School, following the guidelines of the Archdiocese of Louisville, has developed an Emergency Management Plan. While no plan can anticipate all situations, it will better position us to respond to unforeseen/threatening events with the greatest possible speed and safety.

The Emergency Management Plan is a resource for school administration to ensure the least disruption to the educational process or effect on the school climate. The success of this plan is contingent upon the comprehensive and ongoing training and instruction of all school personnel. The administration and staff awareness of potential dangers and sound judgment ultimately remain an integral part of safety management. The faculty and staff are aware of what to do in the event that a situation arises that calls for classrooms to be secured. Doors to the school are locked at all times for the safety of the children and employees.

In the event that evacuation of Saint Gabriel is necessary, parents will be contacted via the Emergency Notification System and notified as to where they can pick up their children. In extreme cases, information will also be broadcast over local television and radio stations. It is important that parents/families DO NOT DRIVE TO THE SCHOOL in order to allow access by emergency vehicles.

In the event of an emergency, written notification will be sent to school families informing them of the situation that occurred and the procedures that were followed using the Emergency Notification System once we have Archdiocesan approval to communicate the facts.

EMERGENCY DRILLS

Fire Drills – Fire drills are conducted once a month

Tornado Drills – Tornado drills are conducted twice per year.

Earthquake Drills – Earthquake drills are conducted twice per year.

Lockdown Drills – Lockdowns are conducted four times per year.

INTRUDERS

The faculty and staff are aware of what to do in the event that a situation arises that calls for classrooms to be secured. Doors to the school are locked at all times for the safety of the children and employees.

LOCKDOWN

A lockdown is an action step taken to ensure that all students and employees are as safe as possible. Specifically, no one is permitted to enter or leave the building. Children may not be dismissed during a lockdown.

SHELTER IN PLACE

A shelter in place is initiated if there is a possible threat outside of the building. A reverse evacuation is initiated if needed and all students and staff are to immediately come inside. Activities may continue as normal inside the building.

FINANCIAL INFORMATION

When you choose to enroll your child in the school for a Catholic education, you enter into a contract and obligation to pay the full amount of the established tuition. Your prompt tuition payments through the FACTS Tuition Management system are needed to meet our monthly obligations to our teachers and staff.

Parents have the option of paying tuition in full by August 1 or making monthly or bi-monthly payments August-May through the FACTS Tuition Management Program. FACTS is an automatic withdrawal system. All families must be enrolled in FACTS, our tuition management system, even if they will be making an annual payment; a valid payment account (either checking or credit card) is required at all times.

Tuition Policy

TUITION ASSISTANCE

We also understand that sometimes a situation may arise which may make it difficult for a family to make their tuition payment on time. Such situations may vary – loss of a job, a serious illness, or a natural disaster. Saint Gabriel (as well as the Archdiocese) has a policy of providing tuition assistance when a legitimate and valid hardship condition arises. If a valid hardship condition develops, please contact the Parish Finance Manager so that special arrangements can be made regarding your account.

An Archdiocesan Tuition Assistance program is offered to families of Saint Gabriel students (K-8) who complete a Tuition Assistance Application, available on-line through FACTS. Applications are available in January and all documentation is to be returned to in March.

WITHDRAWAL OF STUDENT

Request for withdrawal must be submitted in writing. At least two weeks before the withdrawal of a student from Saint Gabriel School, the date of the student's last day of attendance will be provided, along with the name of the student's new school and address. If the student is moving, a complete new home address and telephone number shall be provided. All fees and tuition must be current and all library books and textbooks shall be returned. Any and all other obligations must be fulfilled before school records will be forwarded to the new school.

HEALTH AND SAFETY

ALLERGIC REACTIONS

The school office is required to have a list of any materials a student is allergic to on file. Allergic is anything that has been diagnosed by a licensed physician. In the event a student suffers from an allergic reaction, the following steps will be taken:

- Parent/ guardian will be notified immediately.
- Appropriate first aid will be administered.
- EMS will be called if warranted.

It is mandatory that all teachers have a list of potential health problems of students and that this list be updated as needed. Parents/ guardians are responsible for having an allergy action plan on file in the office as well as updated in FACTS.

Students who are required, for medical/health reasons, to have either an Epi-pen or inhaler with them will have these in a specified bag in a specific location in the classroom. This bag will be taken with the student from the classroom anytime the child changes locations (church, cafeteria, playground, ball field, field trip, etc.). A completed and signed medical release form with medication in its original container should be sent into the office initially.

COMMUNICABLE DISEASES

Saint Gabriel School follows the policy of the Office of Catholic Schools as established by the State and Local Health Departments in dealing with children with communicable diseases.

FIRST AID

When a child is injured, he/she will be sent to the office. Care will be given and, if the situation warrants, the parent(s)/guardian(s) will be contacted to discuss appropriate action. When the parent(s)/guardian(s) cannot be reached, the emergency numbers in FACTS contacts will be contacted. In the event of a serious emergency, EMS will be contacted at once so that immediate medical care can be given.

GENERAL HEALTH

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 100.4 or higher. See MEDICATIONS AND PRESCRIPTIONS for guidelines/rules.

HEAD LICE

Students will not be permitted to attend school if head lice are present in its contagious stage. Early signs of head lice can include itching of the head, matted, foul-smelling hair, swollen lymph nodes and/or rash on the torso. Students may be checked for head lice at various times throughout the year.

HEALTH SERVICES/PROMOTING GOOD HEALTH

The school will strive to provide and maintain a physical environment that is conducive to the good health and safety of students. Saint Gabriel School has a health program that offers screening services to our children for vision, hearing, and scoliosis. You are encouraged to take advantage of our health services. However, you may prefer that your child not participate in any or all of these programs at school. If such is the case, you are required to present a doctor's statement for your child's health file at school.

MEDICATION

Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use which includes frequency, duration and route of administration, prescribing physician and pharmacy name and address. All medications should be sent to school in the original container, with the prescription label attached, including the physician's directions for dispensing the medication. (See Appendix H: Medication Form)

Non-prescription (over the counter) medications will be accepted on an individual basis when provided by the parent or legal guardian and the medication form is on file in the office. Physician or health care provider approval is required for use of non-prescription medication. The medication is to be sent in the original container. Examples of such include cough drops, eye drops, Tylenol/aspirin, lotions, creams, etc.

KRS 218A.210 STATES "A PERSON TO WHOM OR FOR WHOSE USE ANY CONTROLLED SUBSTANCE HAS BEEN PRESENTED, SOLD, OR DISPENSED BY A PRACTITIONER OR OTHER PERSONS AUTHORIZED UNDER THIS CHAPTER, MAY LAWFULLY POSSESS IT ONLY IN THE CONTAINER IN WHICH IT WAS DELIVERED TO HIM BY THE PERSON SELLING OR DISPENSING THE SAME."

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 is given
- Dosage amount
- Initials of person dispensing medication

Any time the student's medication or dosage is changed, a new Saint Gabriel medication form must accompany the medication in its original container.

Paperwork must be on file for any student with an inhaler, allergy action plan or any other type of medication during school hours. This must be done every year.

MEDICAL REQUIREMENTS

- A physical examination is required when a student enters school for the first time and prior to entering 6th grade.
- Saint Gabriel School requires parents/ guardians to provide proof of a vision examination has been obtained from an optometrist or ophthalmologist by the first day of school in the first year a 3, 4, 5, or 6 year-old child is enrolled. Vision examination must be provided on the Kentucky state form.
- Sixth graders must have a new immunization certificate showing updated booster vaccinations and a 6th grade physical exam prior to the first day of school.
- Saint Gabriel follows the immunization guidelines provided by the Archdiocese of Louisville.

NON-SMOKING POLICY

Smoking is NOT permitted by faculty, staff, parents, visitors, etc., at any time in or outside of any facility on Saint Gabriel Campus.

SAFETY/ACCIDENTS

Every accident, no matter how minor, will be documented. The office will be notified immediately of any accident that occurs. For serious injuries, the parent will be contacted and emergency medical aid will be arranged, if necessary. Accidents, which require the student to miss a day of school must be reported on the "Student Accident Report" and sent to the Archdiocesan office. Every family must have its own personal insurance coverage. The parish's insurance policy does not cover medical costs for student accidents.

SNACKS

Students may bring one healthy snack to eat at designated times. Students may not eat dessert items (i.e. candy, cookies, cakes) for snack. Snacks may be purchased from the cafeteria before school.

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.

TECHNOLOGY

Saint Gabriel is committed to providing a 21st century learning environment. Technology is considered a tool to enhance the learning environment. Please refer to Appendix B for Acceptable Use Policy.

1:1 POLICIES AND PROCEDURES

Saint Gabriel School provides iPads for students in grades K-8 for individual use. Devices are managed through the school and monitored for appropriate use. Some access may be limited to students.

These policies and procedures apply to any iPad that is borrowed for individual use.

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.
- 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 him/her 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 Saint 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.
- Saint Gabriel the Archangel assumes no responsibility for theft or loss of 1:1 devices.
- Students are required to carry school sponsored insurance each year. Costs may be incurred due to incident.
- 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, restricted and monitored by the school.
- Device must remain in school-issued case. If removed from case, the insurance policy is void.

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. Saint Gabriel is not liable for any loss or theft of the device.

SAINT GABRIEL INSURANCE FOR 1:1 IPAD DEVICES

Ipads in 1:1 programs are covered under AppleCare warranty protection program. The student agrees 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 arranged by Saint Gabriel Staff. This policy applies to the school-issue case as well.

Deductibles for Repairs:

- $50 dollar deductible per claim (unwarranted)
- Full cost of repair if not covered by insurance (see What doesn't insurance cover?)

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.
- Spills
- 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.
- All Mechanical or Electrical Failures
- Touch Screen Failure
- Display Failure - We cover dead pixels, white lines, or total blackouts that can make an LCD screen unusable.
- Won't Power On - 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 Suite for Education account.

BRING YOUR OWN DEVICE (BYOD) POLICIES AND PROCEDURES

Saint Gabriel the Archangel school provides wireless network access in order to provide students with 21st century learning opportunities. This BYOD policy 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 Saint 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.
- Saint 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.

BYOD 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 Saint Gabriel is not liable for any damage, loss, theft or malfunction of a device that is brought to school.

SOCIAL MEDIA POLICY

The Social Media Policy of the Archdiocese of Louisville Catholic Schools outlines the expectations for ethical and responsible use of social media by students, teachers, staff, volunteers, and parents. Key points include:

1. **Digital Citizenship**: Users should positively represent the school and its values online. Students 13 and above are expected to be good citizens with social media and will receive assistance in making good choices. Younger students will practice skills to navigate social media.

2. **E-Safety**: Personal information should be safeguarded. All members of the school community are responsible for reporting inappropriate behavior.

3. **Cyberbullying Prevention**: Cyberbullying is strictly prohibited.

4. **Privacy Protection**: Respect for personal information and privacy is crucial; sharing requires permission.

5. **Professionalism**: Teachers and staff should maintain professionalism and avoid endorsing anti-Catholic views.

6. **Educational Use**: Social media for educational purposes needs approval; content must align with school guidelines.

7. **Reporting and Consequences**: Inappropriate use must be reported and may lead to disciplinary action, including suspension or expulsion or in the case of employees, termination.

The policy includes specific guidelines for administrators, teachers, and volunteers on maintaining separate professional and personal social media accounts and for parents on modeling responsible social media behavior.

It emphasizes that students should be taught responsible use from kindergarten through high school, with annual training sessions.

Faculty should also have annual training sessions on responsible use of technology and social media in the fall of the school year.

The policy addresses the appropriate use of social media for different age groups, stressing the importance of online safety, truthfulness, and kindness in online interactions.

The full Social Media Policy for the Archdiocese of Louisville Catholic Schools can be found at http://tiny.cc/ArchlouSocialMediaPolicy

STUDENT ARTIFICIAL INTELLIGENCE POLICY

Purpose

At St. Gabriel School, we believe technology can enhance learning when used responsibly. Artificial Intelligence (AI) tools—such as chatbots, language translators, and study helpers—can help students explore ideas, check understanding, and express creativity. This policy explains how students may use AI tools in ways that support learning, uphold honesty, and protect safety and privacy.

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1. What Is Artificial Intelligence (AI)?

Artificial Intelligence (AI) is technology that allows computers to generate or respond to information in ways that resemble human thinking and communication.

Examples include:

- Chatbots that answer questions or summarize text (ChatGPT, Gemini, Copilot, Khanmigo)
- Writing or grammar assistants (Grammarly, QuillBot)
- Tools that create images, videos, music, or other content from written prompts

AI can be helpful—but it can also make mistakes, provide inaccurate information, or reflect bias. Students must always think critically and verify information before using it.

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2. Guiding Principles for AI Use

All AI use at St. Gabriel School must follow the same standards of faith, integrity, and respect that guide all technology use.

- **Learn with integrity.** AI can assist but never replace your thinking.
- **Be honest.** Always acknowledge when AI helped you.
- **Be safe.** Never share personal, family, or school information with AI tools.
- **Be kind.** Use AI to support learning—not to harm or mislead others.
- **Be wise.** Check AI responses for accuracy, fairness, and reliability.

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3. Acceptable Use of AI

Students may use AI tools for the following purposes when approved by a teacher:

- Brainstorming ideas for projects or writing
- Asking for explanations of class concepts
- Practicing skills, vocabulary, or math problems
- Checking grammar, sentence structure, or word choice
- Translating text or summarizing notes for study support
- Exploring creative ideas under teacher guidance

AI use is encouraged as a learning support, not as a replacement for original thinking.

Students may only use AI tools that have been approved by St. Gabriel School and are appropriate for their age level.

Teachers may establish additional expectations or restrictions regarding AI use within their classrooms. Students are expected to follow the specific AI guidelines provided for each assignment.

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4. Unacceptable Use of AI

Students may not use AI tools to:

- Generate essays, reports, projects, or assignments that are turned in as their own work
- Complete quizzes, tests, or take-home assessments unless specifically authorized
- Submit AI-created writing, images, videos, audio, or computer code without permission or proper acknowledgment
- Enter names, photographs, personal information, or confidential school information about themselves or others
- Create or share harmful, false, inappropriate, or misleading content
- Use AI to bully, harass, threaten, embarrass, or impersonate another person
- Create images, videos, audio recordings, or other media that falsely represent another person or event
- Create fake communications, announcements, screenshots, messages, or social media content intended to deceive others

Using AI dishonestly or in violation of these rules is considered academic misconduct.

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5. Academic Integrity

Artificial Intelligence is a learning tool, not a substitute for learning.

Students may use approved AI tools when permitted by their teacher and when such use supports their understanding of the material. However, work submitted for credit must reflect the student's own learning, thinking, and effort.

Students are expected to be able to explain, discuss, and demonstrate understanding of any work they submit. AI-generated content should be used to support learning—not replace it.

Teachers may establish specific expectations regarding AI use for individual assignments, projects, assessments, or courses. Students are responsible for following those expectations.

Using AI to complete work without permission, misrepresenting AI-generated content as original work, or relying on AI in a way that replaces the learning process may be considered academic misconduct and addressed under the school's Academic Honesty Policy.

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6. Student Responsibility

Students remain responsible for any content they create, submit, share, or publish using AI tools.

AI-generated information may be inaccurate, incomplete, biased, or misleading. Students are expected to review, verify, and revise AI-generated content before using it for school-related purposes.

The use of AI does not transfer responsibility for academic work from the student to the technology. Work submitted by a student must reflect the student's understanding, effort, and learning.

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7. Privacy and Safety

Students should never upload or share personal details, photographs, school records, passwords, or confidential information in AI programs.

- Use only school-approved AI tools on school-managed devices.
- Report any inappropriate, unsafe, inaccurate, or biased AI output to a teacher immediately.
- Remember that AI interactions may be stored or reviewed by the service provider and should never be considered private.

Protecting personal privacy and the privacy of others is a shared responsibility.

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8. Responsible Digital Citizenship

AI use is part of becoming a responsible digital citizen. Students are expected to:

- Treat all digital tools with respect.
- Verify facts and recognize potential bias.
- Respect copyrights and original creators.
- Communicate honestly and responsibly.
- Use technology in ways that honor Catholic values and the mission of St. Gabriel School.

Students should strive to use technology in ways that promote truth, kindness, and respect for the dignity of every person.

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9. Accessibility and Learning Supports

St. Gabriel School recognizes that certain AI-supported tools may assist students with documented learning needs.

Students with documented accommodations may use approved AI-supported accessibility tools when authorized through their accommodation plan, teacher, or administration.

The use of accessibility tools must align with the expectations established for each assignment and learning activity.

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10. Consequences for Misuse

Misuse of AI—including dishonesty, unsafe sharing, inappropriate content creation, or harmful behavior—will result in disciplinary action consistent with the school's Acceptable Use Policy and Academic Honesty Policy.

Consequences may include, but are not limited to:

- Completing the assignment again or completing an alternate assignment without AI assistance
- Loss of technology privileges
- Parent notification
- Academic penalties as appropriate
- Further disciplinary measures as determined by administration

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11. Growing in AI Literacy

St. Gabriel School is committed to helping students understand and responsibly use emerging technologies.

Students will learn:

- How AI works
- How to question and fact-check AI responses
- How to recognize bias and misinformation
- How to use AI ethically, responsibly, and safely
- How AI can support learning while preserving human creativity and critical thinking

Our goal is for every student to use technology with wisdom, creativity, and responsibility.

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12. Emerging Technologies

Artificial Intelligence technologies continue to evolve rapidly.

St. Gabriel School reserves the right to update expectations, approved tools, procedures, and guidelines as needed to support learning, protect students, and address new developments in technology.

Partnership with Families

Families are encouraged to discuss responsible AI use with their children and support the school's efforts to promote safe, ethical, and productive use of emerging technologies.

Working together, families and educators can help students develop habits of integrity, responsibility, and good digital citizenship.

Faith-Based Commitment

As followers of Christ, we are called to use all gifts and tools responsibly. Artificial Intelligence can be a valuable resource when used with wisdom, honesty, and respect for human dignity. St. Gabriel School seeks to prepare students to engage with emerging technologies in ways that reflect our Catholic values, commitment to truth, and respect for the dignity of every person.

UNIFORMS

FALL/SPRING UNIFORM		
August-October & March-May	**Girls**	**Boys**
SHORTS	Black or khaki uniform shorts Must have belt loops (grades 1-8)	Black or khaki uniform shorts Must have belt loops (grades 1-8)
SHIRTS	White, black or St. Gabriel blue polo shirt with St. Gabriel logo or white, collared blouse. Undershirts must be solid white or black. Shirts must be tucked in.	White, black or St. Gabriel blue polo shirt with St. Gabriel logo or button-up short-sleeve shirt with St. Gabriel logo. Undershirts must be solid white or black. Shirts must be tucked in.

SKIRTS OR SKORTS (K-8)	Plaid, black, or khaki uniform skirts or skorts **that must be to the top of the knee**	Not permitted
JUMPERS (K-5)	Plaid or khaki jumpers. Must be to the top of the knee.	Not applicable

WINTER UNIFORM		
November-February	**Girls**	**Boys**
SHIRTS	White, black or St. Gabriel blue polo with St. Gabriel logo or white, collared blouse. Undershirts must be solid white or black. Shirts must be tucked in.	White, black or St. Gabriel blue polo with St. Gabriel logo or button-up shirt with St. Gabriel logo. Undershirts must be solid white or black. Shirts must be tucked in.
PANTS	Black or khaki uniform pants. Must have belt loops (grades 1-8)	Black or khaki uniform pants. Must have belt loops (grades 1-8)
SKIRTS (K-8)	Plaid, black or khaki uniform skirt. Must be to top of the knee.	Not applicable
JUMPERS (K-5)	Plaid or khaki jumpers. Must be to the top of the knee.	Not applicable
LEGGINGS/TIGHTS	Solid white or black	Not applicable

ALL YEAR		
August-May	**Girls**	**Boys**
SOCKS	White or black (must show above the shoe)	White or black (must show above the shoe)

SHOES	Close-toed shoes that adhere tightly to the foot. No sandals, clogs, slip-ons or Crocs. Shoes must be tied so they can't slip off. Tennis shoes must be worn for PE.	Close-toed shoes that adhere tightly to the foot. No sandals, clogs, slip-ons or Crocs. Shoes must be tied so they can't slip off. Tennis shoes must be worn for PE.
BELTS	A black, brown, or navy solid color belt must be worn with shorts or pants (grades 1-8)	A black, brown, or navy solid color belt must be worn with shorts or pants (grades 1-8)
SWEATERS/SWEATSHIRTS	Black or St. Gabriel blue sweatshirt or cardigan with St. Gabriel logo (K-8)	Black or St. Gabriel blue sweatshirt or cardigan with St. Gabriel logo (K-8)
QUARTERZIP PULLOVER (5-8)	Black with St. Gabriel logo (5-8)	Black with St. Gabriel logo (5-8)
PE UNIFORM (optional) school uniform is acceptable)	On designated PE days- St. Gabriel PE t-shirt, shorts with St. Gabriel logo (summer uniform policy), or pants with St. Gabriel logo. Tennis shoes must be worn.	On designated PE days- St. Gabriel PE t-shirt, shorts with St. Gabriel logo (summer uniform policy), or pants with St. Gabriel logo. Tennis shoes must be worn.
HAIR	Distracting or nontraditional hairstyles, including but not limited to spiked hair, razor cuts on the sides, back or top of head are not permitted. 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. No headbands with "ears". Hair must be out of the face and eyes.	Distracting or nontraditional hairstyles, including but not limited to spiked hair, razor cuts on the sides, back or top of head are not permitted. 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. Hair must be out of the face and eyes, above eyebrows, to the middle of the ear and above collar.
EARRINGS	Two piercings are allowed. Earrings may only be in the	Not Permitted.

	earlobe (not cartilage). Girls' earrings should not be larger than a dime. No exceptions will be made for newly pierced ears.	
JEWELRY	One small necklace. Necklaces must be religious medals or cross. One bracelet may be worn. Watches are permitted. No Smart Watches, Apple Watches, Fitbits with internet, etc.	One small necklace. Necklaces must be religious medals or cross. One bracelet may be worn. Watches are permitted. No Smart Watches, Apple Watches, Fitbits with internet, etc.
MAKE-UP	Simple foundation is allowed. No eye make-up or lipstick. This includes uniform break days.	Not applicable or permitted
NAIL POLISH	No fake nails may be worn. Polish is acceptable.	Not applicable or permitted
SPIRIT DAY	Each Friday unless otherwise specified will be designated as a school spirit day. Students are permitted to wear a St. Gabriel spirit wear shirt with official St. Gabriel logo. Students will be allowed to wear their sports shirts, jerseys, etc. on this day. **PE or uniform bottoms ONLY may be worn on Spirit Days.**	
UNIFORM BREAK POLICY	Dress on uniform break days/Picture Day dress 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, or inappropriate wording/pictures 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 or PE uniform shorts may be worn for a uniform break during the months of August, September, October, March, April and May. Sweats of any kind cannot be worn, including nylon, on a uniform break day. No dresses, leggings, or skirts 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.	
PICTURE DAY	Dresses are permitted. Follow all other uniform break guidelines.	

MASKS	Saint Gabriel School follows the Archdiocese of Louisville masking policy. Masks are optional.

UNIFORM VIOLATIONS

A 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.

Any additional violations or failure to return the uniform violation form the following school day will result in a conduct referral.

VISITORS

All non-school employees must sign in and be issued a visitor's badge at the school office before going to any room. Visitors must be escorted during the school day. Parents and other visitors are not to interrupt daily activities before, during, or at the end of the school day. Any important message or items will be delivered to the student through the school office. Anyone needing to speak with a teacher must check with the school office. Family members may attend lunch with their child on designated days.

VOLUNTEERS

All volunteers are welcome! Volunteers must enter through the main school entrance and sign in at the office, as described in the visitor section of this handbook. Anyone who would like to volunteer their time and/or

talent for the benefit of Saint Gabriel students is encouraged to do so. It is the teacher's discretion as to appropriateness of volunteers in the classroom during class time.

Volunteers for any of the school or parish ministries and activities that have regular contact with children, for example: PREP, Children's Liturgy of the Word, Coaching, Scouts, Youth Ministry, or Classroom Committees, must complete the required background check forms and Honor Thy Children Safe Environment Training. These requirements help ensure that all school volunteers have been properly screened prior to working with our children.

For safety and security reasons, all school visitors (volunteers, parents, etc.) must sign in at the front office. All visitors and/or volunteers are required to wear a designated badge that is given at sign in.

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the administration.

Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff, and seek clarification when necessary. Children's restrooms are not to be used by volunteers. There are adult restrooms located in the building.

Volunteers should be proactive when supervising the children. Problems should be referred to the teacher(s) on duty or the office should be notified as soon as possible.

WEATHER POLICIES

CLOSINGS/ DELAYED OPENINGS

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" – Saint Gabriel is open.
2. "Catholic Elementary Schools in Jefferson County will be open, but on a delayed schedule." Saint Gabriel will be on a two-hour delay. Buses will run two hours late. Classrooms 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." – Saint Gabriel is closed. In the case that Saint Gabriel is closed, Saint Gabriel Preschool will make every effort to offer full-day care for registered participants. Notification will be sent separately.

All morning activities, including detention, are cancelled for that day. Detention will be served the following scheduled day. You will also be notified via the Saint Gabriel Reach Alert program. It is the parent's responsibility to sign up for Reach Alert and to make any changes to their account.

We will have 1 regular snow day before Distance Learning days start. You will be notified via the Saint Gabriel Reach Alert program.

EARLY DISMISSAL

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 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. Parents will be notified via Parent Alert.

APPENDIX A: ASBESTOS AWARENESS

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

SUBJECT: Asbestos Awareness

In keeping with Federal and State regulations, we are hereby advising all employees, parents, and friends of Saint 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.

SAINT GABRIEL SCHOOL

TECHNOLOGY ACCEPTABLE USE POLICY

As part of its commitment to maintaining a twenty-first century learning environment, Saint Gabriel School offers students access to technology for educational purposes. It is our policy that all technology – that which is the property of Saint 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. Saint 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. Students participating while hybrid or remote learning is taking place may be part of classroom video, streamed and/or recorded by the teacher for the express purpose of teaching and learning. Students may not use the teacher's or other students' images from these recordings.

5. The use of Personal Electronic Devices (PEDs) for educational purposes may be allowed for students 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 Saint Gabriel School, NOT any satellite/ tower (3G, 4G, etc.) access built into the device. Saint 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.

6. 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

7. 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.

8. No student or parent/ guardian shall create or maintain a public electronic presence (blog, Facebook page, website, etc.) that may in any way link to or publicize Saint Gabriel School without the express permission of the school. This includes but is not limited to:
   - Saint Gabriel athletic or school logos
   - Links to Saint Gabriel's website (www.stgabriel.net)
   - Inappropriate photos or content containing any form of Saint Gabriel identification
   - Blogs, online journals, or content pertaining to Saint Gabriel School
   - Images and names of Saint Gabriel students identifying them as such without permission from parents/ guardians
   - Creation of Facebook pages or websites in the name of Saint Gabriel School, its athletics or educational programs, or individual grades or classrooms

Parent/student pages on electronic devices using Saint Gabriel's name are not condoned or sanctioned by this school or its employees. Private communications between teachers and parents/ guardians should not be shared. Valid information will be on the school's website or through official school communications.

By signing the handbook agreement form, I agree to the following:

I grant permission for my child to access networked computer services such as Electronic Mail, the Internet and to use software and websites that relate to classwork such as Brain Pop, Brain Pop, Jr. Google Docs, Sheets, Forms, Classroom, etc. The school also has my permission for my child to participate in all classroom activities including live streaming and video recording of the class for the purposes of teaching and learning.

I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

Saint Gabriel School has permission to use my child's name, photograph, and/or video image in for instructional streaming/videos. I do further certify that I am of full legal capacity to execute the foregoing authorization and release.

APPENDIX C: ALLERGY ACTION PLAN

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

Symptoms:			**Give Checked Medication**:** **(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

STEP 1: TREATMENT

†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. *Dr:* Phone # :
3. *Parent/ Guardian:* Phone # :
4. Emergency contacts:

Name/Relationship Phone # :

a._____1.)_____2.) _____

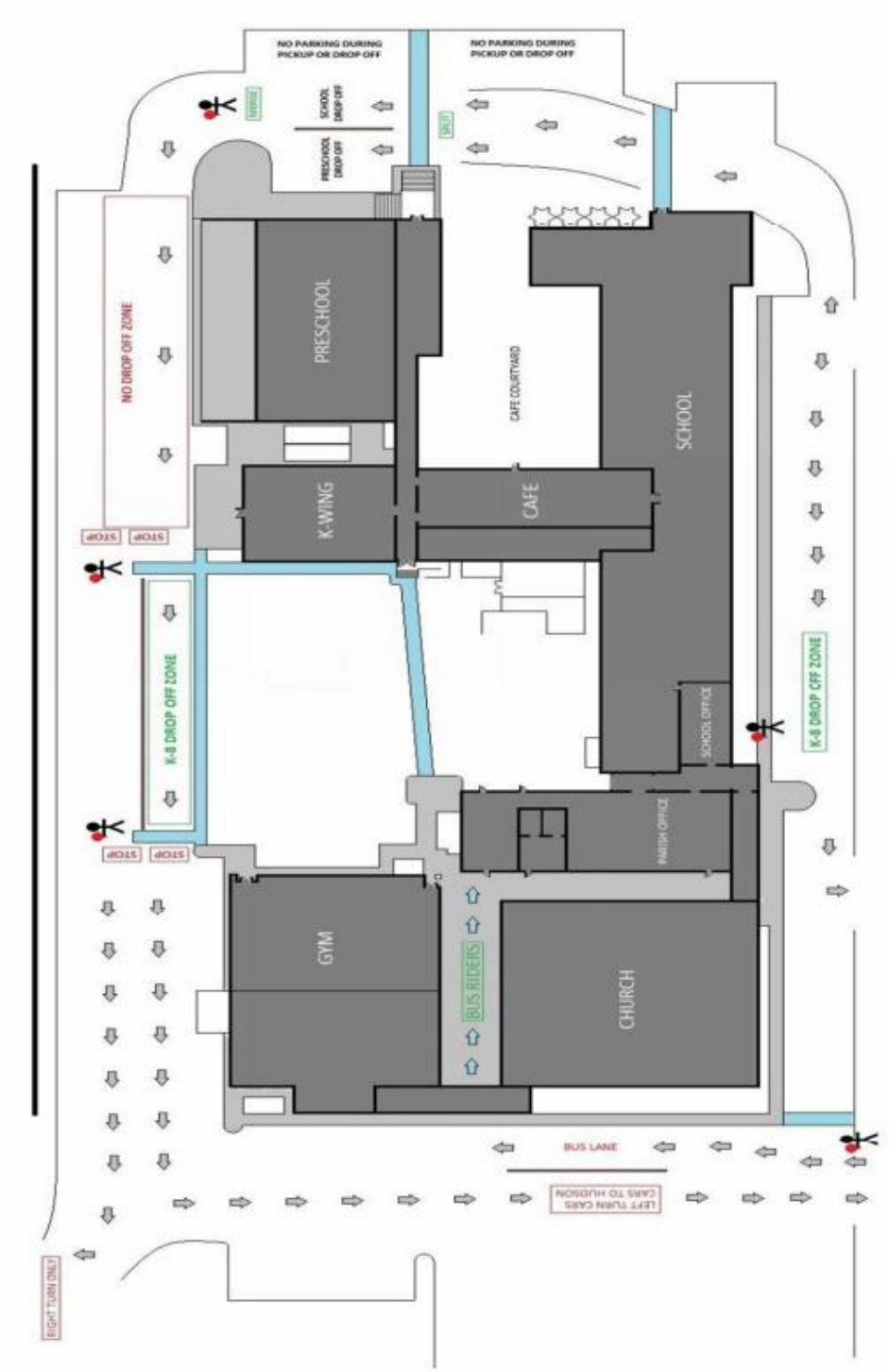
b._____1.)_____2.) _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

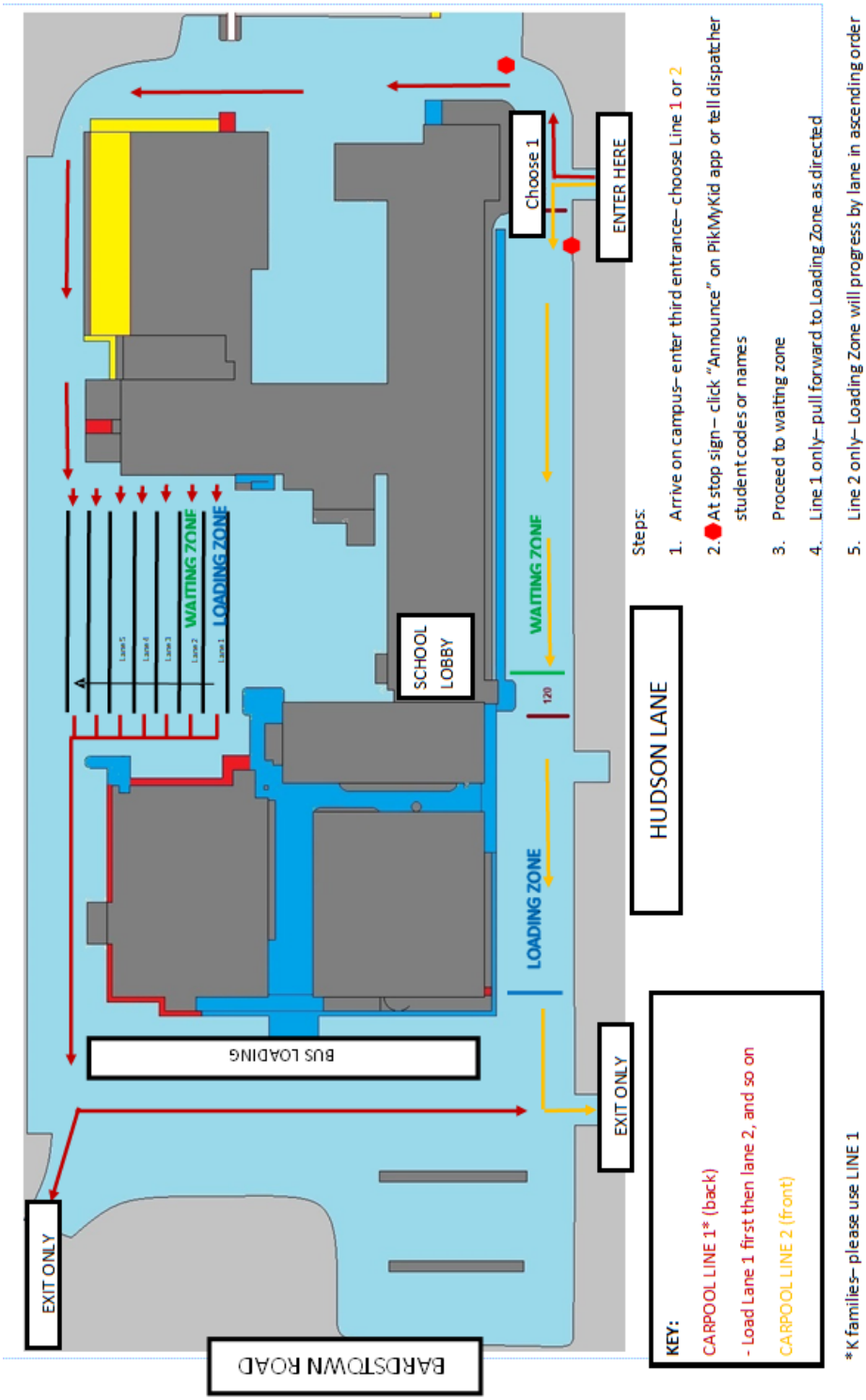
Parent/Guardian's Signature _____ Date: _____

Doctor's Signature _____ Date: _____

APPENDIX D: ARRIVAL



APPENDIX E: DISMISSAL



APPENDIX F: DISTANCE LEARNING PROTOCOL

Saint Gabriel administration and faculty have developed online school plans to be used in case that school needs to be closed. Distance Learning days will be used in case of school closure. *Distance learning (sometimes referred to as NTI) refers to instruction during required closure. Closure is indicated by short-term or long-term as determined by the school.

Short-term Closure Guidelines (1-5 days) e.g. Snow Days, Electrical Outage, or Other Emergency:

1. Distance learning days will be announced by Parent Alert.
2. Distance learning days will begin on snow day #2. You will receive a Reach Alert reminder on that day.
3. There can be a maximum of 5 online snow days counted during this school year.
4. If a student is sick, parents/ guardians should report this as usual through the absentee line or email at absentee@stgabriel.net. It will be counted as a day absent. Assignments can be made up as usual for a sick day. Completing and turning in assignments will count students as present for attendance.
5. Assignments will be posted on Schoology by 10 a.m. Students will have assignments for all classes they would have attended had they been in school. This includes special area classes. Please check Schoology for a list of assignments.
6. Assignment due dates will be indicated when the assignment is assigned.
7. Assignments should be submitted online through Schoology. Teachers will indicate the file type accepted.
8. Instructional hours for teachers will be from 9 a.m. to 3 p.m. and check email periodically throughout the evening. Questions may be submitted by Schoology, email, and/or phone as designated by the teacher. Teachers will respond within 24 hours. The principal and assistant principal will be checking emails throughout the day.
9. If a student is unable to complete work because of lack of internet access (no computer, power outage, etc.), the homeroom teacher should be notified when possible, and accommodations will be made.
10. Teachers are informed of all guidelines. Parents/ guardians will be informed of assignments through Schoology.

Long-Term Closure Guidelines (e.g. 5 or more days):

1. Distance learning days will be announced by Parent Alert.
2. When possible, iPads will be available for students to borrow.
3. If a student is sick, parents/guardians should report this as usual through the absentee line or email at absentee@stgabriel.net. It will be counted as a day absent. Assignments can be made up as usual for a sick day. Completing and turning in assignments will count student as present for attendance.

4. Assignments will be posted on Schoology by 6 p.m. the evening prior. Students will have assignments for all classes they would have attended had they been in school. This includes special area classes. Special areas may be incorporated into core content classes.
5. Assignment due dates will be indicated when the assignment is assigned. It is recommended that students have at least 2 school days to complete an assignment.
6. Assignments should be submitted online through Schoology. Teachers will indicate the file type accepted. Late work policy may be revised as needed.
7. Instructional hours for teachers will be from 9 a.m. to 3 p.m. Teachers will rotate evening office hours. Questions may be submitted by Schoology, email, and/or phone as designated by the teacher. Teachers will respond within 24 hours. The principal and assistant principal will be checking emails throughout the day.
8. Teachers will utilize recorded videos and/or live video sessions (e.g. Zoom) to make contact with students daily. Students will join live video sessions as available.
    1. Security
        1. Password protect video conference meeting invitations.
        2. Whenever possible, email or send video conference invites through Schoology. Avoid posting invitation information on public sites.
        3. Make sure video conference software is updated so new security settings are in place.
        4. Students/ parents/ guardians are encouraged to use the Google Calendar feature so students can track their invitations. (This is accessible with student.stgabriel.net accounts.)
    2. Video lessons expectations
        1. Students should be on time.
        2. Students should enter the session on mute.
        3. Students should focus on the session and avoid distractions and non-related activities.
        4. Appropriate classroom behavior is expected.

If a student is unable to complete work because of lack of internet access (no computer, power outage, etc.), the homeroom teacher should be notified, and accommodations will be made.

Please refer to the Technology Troubleshooting guidelines as needed.

Teachers are informed of all guidelines. Parents/ guardians will be informed of assignments through Schoology.

FAMILY GUIDE TO DISTANCE LEARNING

It is important to note that in the event of distance learning, good communication needs to take place between the school and the home. We both share an interest in your children and want to make the transition to remote learning to be as smooth a transition as possible, facilitating your child's success in school no matter where it might meet.

GLOSSARY OF TERMS

Terms	Where would you see this term?	Definition :
Aim or Objective	Teacher lesson plans	Aims or objectives are what teachers (and learners) want to achieve in a lesson or a course. These are the things students should be able to know and be able to do at the end of the learning. A lesson aim could be for learners to be able to solve a specific type of equation in math class.
Assessment	Teacher resources or lesson	An assessment is any activity, quiz, essay, or discussion that helps the teacher to understand what the students know or don't yet know about the topic.
Asynchronous	Communications about instruction	Where students can learn in their own time. Students receive materials in the form of readings, videos, websites. Students complete work on their own time. Students can submit work according to deadlines established by the teacher.
Blended	Communications about instruction	Where the teaching and learning combine aspects of synchronous and asynchronous instruction.
Student Email	Work submission, communication with school	This email address has been provided by the school for the use of the student in communicating with teachers and for submitting work.

E-learning	Teacher resources or lessons	Learning using the internet and computer technology.
Learning Management System (LMS)	Communications about instruction	A teacher/student shared platform for assignments. Saint Gabriel's LMS is Schoology.
Literacy	Communication about instruction	When students are asked to read, write, or speak, concerning text or media across multiple content areas.
Office hours	Communication from the teacher or during a remote lesson.	The times a teacher is available for student questions and to help students with assigned material outside of synchronous class meetings.
On task	Communication from the teacher or during a remote lesson.	The student is doing what they have been assigned to do whether on or offline.
Online platform	Communications from schools or teachers	An app or website accessible via the internet.
Online learning	Teacher resources or lesson	Learning using technology devices and the internet.
Post	Communications from schools or teachers	Publishing an assignment to a specific location specified by the teacher, usually the learning management system.

Stream	Communication about instruction	Obtain video via the internet for assignments. This can be played anytime, anywhere.
Synchronous	Communication about instruction	Teaching and learning are happening in real-time. Students join live sessions online at a specific time. Materials are presented through screen share, video, or presenting slides. Sessions can be recorded to be reviewed at a later time.
Upload	Communication about assignments	Moving a file from on-site to the LMS or other location online.
Download	Communication about assignments	Moving a file from an online location to on-site.
Virtual	Communication about instruction	Instruction not occurring face-to-face in a bricks and mortar classroom.
ONLINE PLATFORMS		
Terms	**Where would you see this term?**	**Definition:**

Schoology	Teacher resources or lessons	This is the Learning Management System the school will use to post assignments and communicate with students.
Google Drive	Teacher resources or lessons	Students can create documents, slides and spreadsheets. They can store them in Google Drive.
FACTS	Communication from school	The student information system is where student attendance and grades are found.
Zoom	Student/family resources from the school	An online videoconferencing service that connects the teacher with students in either video and audio or only audio. This service allows the teacher to conduct classes online as well as have chats with different sized class groups.

TEACHING AND LEARNING CHECKLIST

1. Give your child positive feedback when they accomplish work. Recognize what they have completed.
2. Encourage your child to self-advocate if they do not understand or need support.
3. If possible, sit down with your child to review at least one assignment per day – have them show you their work and ask questions about it. Even 10 minutes helps!
4. Space children apart from one another to avoid disruptions in individual work. Find time for them to come together.
5. Help children know that taking breaks is good and needed, but they should set a timer to limit those breaks.
6. Help children find a designated, quiet spot to work or read.
7. Keep in touch with your child's teachers, whether to check on student progress, asking for support, or asking what you can do as a parent/ guardian.

APPENDIX G: TROUBLESHOOTING YOUR TECHNOLOGY

Problem	Action
The device borrowed from school will not turn on.	Check to make sure the device is charged. If not, charge it.
The device borrowed from school will not turn on and it has been charged.	Contact the school for technology assistance at support@stgabriel.net.
The device borrowed from school has been damaged.	Contact your homeroom teacher and complete iPad repair request form.
The device cannot access the internet.	Reset the router and try to connect again.
The device cannot access the internet, and I have reset my router.	Remove the access point from the list and add it again. Be sure you have the correct password for the network.
The device cannot access the internet, and I have done all of the above.	Contact the school for technology assistance at support@stgabriel.net.

APPENDIX H: FIELD TRIP PERMISSION FORM

Saint Gabriel the Archangel
CATHOLIC SCHOOL

Field Trip Permission Slip

I request that Saint 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).

In consideration of the making of arrangements for the trip by Saint Gabriel/Preschool, I hereby release and save harmless Saint Gabriel School/Preschool, Fern Creek, Kentucky, and any and all personnel of Saint 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

_____

DAYTIME TELEPHONE NUMBER

APPENDIX I: MEDICATION PERMISSION FORM

2026-2027 PERMISSION FORM FOR PRESCRIBED MEDICATION

SAINT GABRIEL THE ARCHANGEL SCHOOL
5503 BARDSTOWN ROAD
LOUISVILLE, KY 40291
Office: (502) 239-5535 Fax: (502) 231-1464

SAINT GABRIEL CHILD CARE
5503 BARDSTOWN ROAD
LOUISVILLE, KY 40291
Office & Fax: (502) 239-1298

Student Name: _____ Date of Birth/Age: _____

Grade: _____ Homeroom Teacher: _____

To be completed by the physician or authorized prescriber:

Reason for medication: _____ Name of medication: _____

Medication Dosage:_____Time or PRN parameters: _____

Route/Form of Medication/Treatment

□ Tablet □ May crush (if applicable) □ Liquid □ Inhaler * □ Nebulizer

□ Blood sugar monitor/check □ Blood sugar guidelines: ___

Instructions (Schedule and dose to be given at school):

□ Start date:_____□ End date:_____

□ For episodic/emergency events only □ Other dates/duration: ____

Restrictions and/or important effects:

□ None anticipated □ Yes. Please describe:_____

Special storage requirements:

□ None □ Refrigerate □ Other, describe: _

Please indicate if you have provided additional information:

* Inhaler release form for carrying on person More information on back of this form Other Attachments

_____ _____

Date DOCTOR'S SIGNATURE

Physician's Name (Please Print): _____ Address: _____ Phone Number: _____

Fax Number:_____

To the school: Please report concerns about medication or disease to the above physician.

To be completed by parent or guardian:

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy. (Schools require parent/guardian to bring medication in in its original container. If the dosage changes, a new form must be filled and bottle must state correct dosage.)

Signature: _____ Date: _____ Relationship: _____

Parent/Guardian Phone Numbers: _____

APPENDIX J: NOTICE OF PEST CONTROL

Dear Parents/ Guardians,

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

Principal