

ARCHDIOCESE OF LOUISVILLE CATHOLIC ELEMENTARY SCHOOLS
DELAYED OPENING/EARLY DISMISSAL POLICIES
November 2011

INCLEMENT WEATHER The decision to close schools due to weather conditions will be announced via radio and TV for the Catholic schools of Jefferson County. Catholic schools outside Jefferson County will follow the local public school announcements or their own announced procedure. One of the following announcements will be made:

1. All Catholic elementary and high schools in Jefferson County are **OPEN**;
2. Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE**;
3. All Catholic elementary and high schools in Jefferson County are **CLOSED**.

DELAYED SCHEDULE Each administrator, after consultation with the local school board or equivalent decision-making group, will determine a **DELAYED SCHEDULE** for the individual school. Written notice about how the school will react to all inclement weather announcements will be given to all persons affected by the decision. Please see the chart below for the delayed schedule start time for each Catholic elementary school.

EARLY DISMISSAL-ELEMENTARY SCHOOLS 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.

Please see information about the delayed opening and early dismissal policy of each Catholic elementary school in the chart below.

Elementary schools are listed by county.

JEFFERSON COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Ascension	9:55 a.m. (Doors open 9:10 a.m.)	✓	Ascension will send emails and post information to PowerSchool to alert parents.
Holy Family	9:30 a.m. (Doors open 9:00 a.m.)		Announcements will be made through the school notification system, ReachAlert.
Holy Spirit	9:50 a.m. (Doors open 9:25 a.m.)	✓	
Holy Trinity	10:00 a.m.		School has an automated calling tree and will notify parents through voice and text when school will be let out early.
John Paul II	9:55 a.m.	✓	If Archdiocese makes a decision to release schools early, all parents/guardians will be contacted. Sufficient personnel remain on property until all students are picked up.
Nativity Academy	9:45 a.m. (Doors open 9:00 a.m.)		Nativity uses social media and phone calls to notify parents of early release decisions.

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Jefferson County (continued)

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Notre Dame Academy	10:00 a.m. (Doors open 9:15 a.m.)	✓	If a delayed start occurs on an already scheduled 12:30 dismissal day, the 12:30 dismissal will be canceled and classes will be dismissed at the normal time of 2:40.
Our Lady of Lourdes	10:00 a.m.	✓	
Pitt Academy	8:40 a.m. (1-hour delay)	✓	In the event of extremely inclement weather developing during the course of a school day, school may be dismissed early. If this becomes necessary, parents/guardians will be called by Pitt staff members to pick up their children. There will be no after-school care if school is dismissed early.
Sacred Heart Model School	9:30 a.m.		When high schools dismiss early, Sacred Heart Model dismisses at the same time.
Saint Agnes	10:00 a.m.	✓	When warranted due to inclement weather or any other emergency, parents will be contacted through the emergency alert system. On days when there is a Delayed Opening the doors will open at 9:15 AM. Buses will also be on a two hour delay.
Saint Albert the Great	8:50 a.m.	✓	St. Albert will keep parents informed with the Reach Alert System.
Saint Andrew Academy	9:50 a.m.	✓	
Saint Athanasius	8:50 a.m.	✓	
Saint Bernard	10:00 a.m. (Doors open 9:00 a.m.)	✓	On delayed opening days, school doors open at 9:00 a.m. and classes begin at 10:00 a.m. There is no supervision before 9:00 a.m.
Saint Edward	9:30 a.m.	✓	Doors open at 9:00 a.m. No supervision before 9:00 a.m.
Saint Francis of Assisi	10:00 a.m. (Doors open 9:30 a.m.)	✓	If a delayed start occurs on an already scheduled noon dismissal day, the noon dismissal will be cancelled and classes will be dismissed at the normal time of 3:00 p.m. The noon dismissal day will not be rescheduled.
Saint Gabriel	10:00 a.m.	✓	All announcements will be made through the school's notification system. If a delayed start occurs on an already scheduled early dismissal day, the early dismissal will be cancelled, and classes will be dismissed at the normal time.
Saint James	9:00 a.m.	✓	Preschool and pre-K begin regular time. Parents with children in day care must call and check to see if staff has arrived before dropping children off.
Saint Leonard	9:30 a.m. (Doors open 8:50 a.m.)	✓	Any announcements will be on the parish/school website, on the school's Edline, and through each grade's phone tree.
Saint Margaret Mary	10:00 a.m.	✓	All announcements will be made through the school's notification system. Details will be posted on Edline.
Saint Martha	9:30 a.m.	✓	All announcements will be made through the school's notification system. On delayed opening days, the doors open at 9:30 AM and there is no supervision before that time.
Saint Mary Academy	10:00 a.m.	✓	Parents will be informed of an emergency closing via our Reach Alert system by receiving a phone call, text, and/or email. If weather conditions worsen, parents may pick up their children.

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Jefferson County (continued)

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Michael	9:25 a.m.		If St. Michael must dismiss early as an individual school, parents will be notified via the "Community Safe Emergency Call System." In this event, students will be dismissed at 1:00 p.m. All parents are required to fill out and sign the form in the registration packet that designates the child's destination for an emergency/early dismissal.
Saint Nicholas Academy	10:00 a.m.	✓	If a delayed schedule is announced for an early dismissal day, SNA will cancel the 11:00 a.m. dismissal and dismiss at the regular 3:00 p.m. time. If school is cancelled due to bad weather, all extra-curricular activities also are cancelled.
Saint Patrick	9:50 a.m. (Doors open 9:15 a.m.)		The principal determines whether an early dismissal is warranted after consulting with the pastor and superintendent. When it is warranted, due to inclement weather or to any other emergency, parents will be contacted via our emergency alert system.
Saint Paul	9:00 a.m.	✓	Parents may call the school and make arrangements to pick up their children if desired.
Saint Raphael	9:30 a.m. (Doors open 9:00 a.m.)	✓	Please do not call the office seeking early dismissal information. Any change in dismissal time will be published in Edline News. Please check Edline periodically to see if the situation changes. In extreme emergency, St. Raphael will place an announcement on Edline News and a blanket e-mail will be sent. Students will not be released early unless the parent has been contacted.
Saint Rita	Classes start at 9:45 a.m. (Doors open 9:00 a.m.)		If Catholic high schools dismiss early, St. Rita will dismiss one hour later. Check Edline emails for additional information.
Saint Stephen Martyr	9:00 a.m. (Doors open 8:30 a.m.)	✓	If a winter storm or other emergency develops after the children are in school, and the central office advises us to leave early, an announcement will be aired on the radio and TV. The school also will try to reach parents to let them know what is happening. Monitoring of children will be provided until all have left the building safely.

BULLITT COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Aloysius (Shepherdsville)	Same as Bullitt County		In the event of early dismissal we will notify parents by email. Since we follow the Bullitt County schedule, early dismissals and closings will also be listed on the local television stations.

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HARDIN COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint James (Elizabethtown)	Time Announced by School		Parents are notified of delayed openings, early dismissals or school cancellation through the "On Call" system.

MARION COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Augustine (Lebanon)		Same as Marion County	

NELSON COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Ann (Howardstown)		Same as Nelson County	
Saint Catherine (New Haven)		Same as Nelson County	
Saint Gregory (Cox's Creek)		Same as Nelson County	
Saint Joseph (Bardstown)		Same as Bardstown Schools	

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OLDHAM COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Aloysius (Pewee Valley)	10:00 a.m.	✓	Announcements regarding early dismissal will be sent via the school website, newflash, and/or automated phone system.

WASHINGTON COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Dominic (Springfield)		Same as Washington County	Follow closings/delays according to Washington Co. public school system; announcements on local radio, and Louisville TV stations.