

ARCHDIOCESE OF LOUISVILLE CATHOLIC SCHOOLS
DELAYED OPENING/EARLY DISMISSAL POLICIES
 September 2014

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. Secondary school information can be found on page 6.

JEFFERSON COUNTY ELEMENTARY SCHOOLS

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 emergency weather information through emails and will post on Rediker.
Holy Spirit	9:50 a.m. (Doors open 9:25 a.m.)	✓	Announcements will be sent through emails, posted on Rediker, and automated voice mails will be sent.
Holy Trinity	9:55 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 the 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	9:45a.m. (Doors open at 9:00 a.m.)	✓	On early release days, Nativity remains in school until 3:15 p.m. There is no Extended Day Program when early release is called. Nativity also uses social media and phone calls to notify parents of early release situations.

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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 p.m. dismissal day, the 12:30 dismissal will be canceled and classes will be dismissed at the normal time of 2:40. If a delay is called on an 11:00 a.m. dismissal day, NDA will not have school.
Our Lady of Lourdes	10:00 a.m. (Doors open at 9:30 a.m.)	✓	
Pitt Academy	9:00 a.m. (Doors open at 8:30 a.m.)	✓	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 Rediker, the school information system.
Saint Andrew Academy	9:50 a.m.	✓	St. Andrew Academy will keep parents informed through the school's website, Sycamore site, and through the school's Facebook page.
Saint Athanasius	9:50 a.m. (Doors open at 9:10 a.m.)	✓	If there is a delayed start, please listen to the radio/tv announcements. Classes will begin at 9:50 a.m., with the doors opening at 9:10 a.m. Please see the handbook for detailed information. In case of an extreme emergency, parents will be contacted via the Community Safe Notification System.
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. This is true for all noon dismissal days except the one in January set for conferences; we must still dismiss at noon in order for conferences to take place as scheduled.
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	9:45 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. Please check the school website on inclement weather days for updates.

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Jefferson County (continued)

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Leonard	9:30 a.m. (Doors open 8:50 a.m.)	✓	The principal, in consultation with the Superintendent, determines whether an early dismissal is warranted. If such a determination is made, due to inclement weather or some other emergency, parents will be contacted through the Reach Alert System, a group email, and a posting on our website as well as on Sycamore Education. Students will not be released early unless parents have been contacted.
Saint Margaret Mary	10:00 a.m.	✓	All announcements will be made through the school's notification system. Details will be posted on the school website.
Saint Martha	9:50 a.m. (Doors open at 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. (Doors open at 9:20 a.m.)	✓	Parents will be informed of an emergency closing via the Sycamore Text Alert system by receiving a text and/or email. If weather conditions worsen, parents may pick up their children.
Saint Michael	9:25 a.m.		Parents will be informed of emergencies through School Reach, the emergency notification system. Communication will be received through texts, emails, and phone calls/voice messages. The school will post announcements on its website, Facebook, and Twitter.
Saint Nicholas Academy	10:00 a.m.		The principal, in consultation with the superintendent, determines whether an early dismissal is warranted. If such a determination is made, due to inclement weather or some other emergency, parents will be contacted through the Reach Alert System, a group email, and a posting on our website. Students will not be released early unless parents have been contacted.
Saint Patrick	9:45 a.m. (Doors open at 9:00 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 at 9:00 a.m.)	✓	Should school be dismissed early, parents will be notified through the Reach Alert System and Edline. Students will not be released early unless parent has been contacted.
Saint Rita	Classes start at 9:45 a.m. (Doors open at 9:00 a.m.)		Early dismissal will be communicated through Rediker.
Saint Stephen Martyr	9:00 a.m. (Doors open at 8:30 a.m.)	✓	If a winter storm or other emergency develops after the children are in school, and the central office advises early dismissal, the announcement will be aired on the radio and TV. The school also will notify parents through our website and our Reach Alert System about any changes to our school day. Monitoring of children will be provided until all have left the building safely. In case of an early dismissal, parents who have children enrolled in daycare can keep their enrolled children there if necessary. If the school is on a delayed schedule, the day care will be open for pre-K students only at 7:00 a.m. There will be no before school care for older children.

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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 Nelson County	

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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, "instant alert," and/or automated phone system.

WASHINGTON COUNTY

SCHOOL	DELAYED OPENING START TIME	NO EARLY RELEASE; PARENTS MAY PICK UP	COMMENTS
Saint Dominic (Springfield)	9:00 a.m.	Same as Washington County	Follow closings/delays according to Washington Co. public school system; announcements on local radio, and Louisville TV stations.

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FOR SECONDARY SCHOOLS IN JEFFERSON COUNTY: If inclement weather develops during the course of a school day, the superintendent’s office will make a decision regarding an early dismissal for Catholic high schools in Jefferson County. If an early dismissal is necessary, the superintendent's office will contact the high schools and the radio and television stations with the announcement, “Catholic high schools in Jefferson County will dismiss at 1:30 p.m.” If inclement weather conditions necessitate a change in the 1:30 p.m. early dismissal time, the superintendent’s office will make that decision and communicate the dismissal time to the high schools and the radio and television stations.

JEFFERSON COUNTY

SCHOOL	DELAYED OPENING START
Assumption High School	Classes begin 9:45 a.m. (Doors open at 9:00 a.m.)
Saint Francis DeSales High School	9:30 a.m.
Holy Cross High School	9:30 a.m.
Mercy Academy	9:30 a.m.
Presentation Academy	9:30 a.m. (Doors open 9:00 a.m.)
Sacred Heart Academy	9:40 a.m.
Trinity High School	9:30 a.m.
Saint Xavier High School	8:50 a.m.

NELSON COUNTY

SCHOOL	DELAYED OPENING START TIME	EARLY DISMISSAL TIME
Bethlehem High School	Same as Nelson County	Same as Nelson County