

# Catholic High School Youth Minister Lunch Visit Policies/Standards

(As of August 2016)



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## Assumption High School (2170 Tyler Lane, Louisville, KY 40205)

- **Visitor Policies (check-in, etc.):** We have a few visitor parking spaces near the front entrance in the Tyler Lane parking lot. Guests should come to the left door and ring the doorbell to be admitted. Then guests need to go up the steps and turn right to get to the main office. There, they sign in at the front desk and get a visitor badge. Someone there can direct them to the cafeteria.
- **Proper Attire:** "Business Casual," so to speak. On Mondays, we have "spirit wear" days where students and faculty can wear jeans with an AHS t-shirt or sweatshirt, so jeans and tennis shoes are okay on Mondays. But the rest of the week, jeans and shorts are not allowed, and open-toed shoes are never allowed for safety reasons.
- **Regular Lunch Periods (not alternate schedules):** On regular days, we have 5 lunch periods that last for 30 minutes (including transition time). The first lunch period begins at 11:15, and the last one ends at 1:20. Naturally, this shifts earlier or later on days with alternate schedules.
- **Point of Contact:** Mary Ann Steutermann, Campus Minister, (502)271-2602, [maryann.steutermann@ahsrockets.org](mailto:maryann.steutermann@ahsrockets.org)
- **Other Notes:** There are a couple tables on the side of the café where a youth minister could be stationed or to place any materials to pass out.

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## Bethlehem High School (309 W. Stephen Foster Ave., Bardstown, KY 40004)

- **Visitor Policies (check-in, etc.):**
- **Proper Attire:**
- **Regular Lunch Periods (not alternate schedules):**
- **Point of Contact:** Stuart Hamilton, Campus Minister, (502)348-8594, [sthamilton@bethlehemhigh.org](mailto:sthamilton@bethlehemhigh.org)
- **Other Notes:**

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## DeSales High School (425 W. Kenwood Drive, Louisville, KY 40214)

- **Visitor Policies (check-in, etc.):** Visitors will find a sign-in sheet in the front office, gather there, and Chad will escort the youth ministers to the cafeteria
  - **Proper Attire:** Business casual (khaki's, polo, that sort of thing)
  - **Regular Lunch Periods (not alternate schedules):** There are four lunch periods from 10:33am-12:13pm, with each grade eating together
  - **Point of Contact:** Chad Bader, Campus Minister, (502)368-6519, [chad.bader@desaleshs.com](mailto:chad.bader@desaleshs.com)
  - **Other Notes:** As long as Chad knows when the group is coming he can make sure he's not subbing that day.
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## **Holy Cross High School** (5144 Dixie Hwy., Louisville, KY 40216)

- **Visitor Policies (check-in, etc.):** Please use the front door and sign in at the office before going to the cafeteria
  - **Proper Attire:** Just clean and neat
  - **Regular Lunch Periods (not alternate schedules):**
    - o 1<sup>st</sup> Lunch is 11:03-11:26am (1<sup>st</sup> & 3<sup>rd</sup> Quarter is 11<sup>th</sup> & 12<sup>th</sup> grades, 2<sup>nd</sup> & 4<sup>th</sup> Qtr is 9<sup>th</sup> & 10<sup>th</sup> grades)
    - o 2<sup>nd</sup> Lunch is 12:10-12:33pm (1<sup>st</sup> & 3<sup>rd</sup> Qtr is 9<sup>th</sup> & 10<sup>th</sup> grades, 2<sup>nd</sup> & 4<sup>th</sup> Qtr is 11<sup>th</sup> & 12<sup>th</sup> grades)
  - **Point of Contact:** Sr. Maryann Tarquinio, Campus Minister, (502)447-4363, [mtarquinio@holycrosshs.com](mailto:mtarquinio@holycrosshs.com), or Danielle Wiegandt, Principal, (502)447-4363, [dwiegandt@holycrosshs.com](mailto:dwiegandt@holycrosshs.com)
  - **Other Notes:** Lunches do change with different days so it is important to check ahead
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## **Mercy Academy** (5801 Fegenbush Lane, Louisville, KY 40228)

- **Visitor Policies (check-in, etc.):** Check in at the atrium office at the front circle. We have a sign-in sheet and visitor badges for all guests. The campus ministry office is at the top of the front stairs in the atrium. Youth ministers can store coats, bags, and other items here.
  - **Proper Attire:** Our faculty wears business casual or professional. We ask youth ministers to do the same. Ties are optional for men. Shoes should be closed. No shorts or jeans.
  - **Regular Lunch Periods (not alternate schedules):** Lunch is from 11:10 to 1:05 on our standard schedule. Thursdays are different, but both visits are scheduled on a Monday this year (Nov 7, 2016, & Mar 6, 2017).
  - **Point of Contact:** Ned Berghausen, Campus Minister, (502)296-8421, [nberghausen@mercyjaguars.com](mailto:nberghausen@mercyjaguars.com)
  - **Other Notes:** None
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## **Presentation Academy** (861 S. Fourth St., Louisville, KY 40203)

- **Visitor Policies (check-in, etc.):** Visitors report to the front office where you will sign in (and out) and get a visitors pass
  - **Proper Attire:** We do not have a policy about dress, but preferably no shorts or sweats.
  - **Regular Lunch Periods (not alternate schedules):**
    - o First Lunch is 10:35-11:00am (9<sup>th</sup> grade)
    - o Second Lunch is 11:04-11:29am (10<sup>th</sup> grade)
    - o Third Lunch is 11:34-11:59am (12<sup>th</sup> grade)
    - o Fourth Lunch is 12:03-12:28pm (11<sup>th</sup> grade)
  - **Point of Contact:** Sr. Amina Bejos, (502)583-5935, [abejos@presentationacademy.org](mailto:abejos@presentationacademy.org)
  - **Other Notes:** None
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## **Sacred Heart Academy** (3177 Lexington Road, Louisville, KY 40206)

- **Visitor Policies (check-in, etc.):** We ask that visitors check in at the front desk to obtain a temporary ID
- **Proper Attire:** No attire restrictions other than what the Archdiocese already suggests (i.e. good sense, appropriate, and modest)
- **Regular Lunch Periods (not alternate schedules):**
  - o First Lunch (mostly Seniors, some Juniors) is 11:15-11:40 Mon-Thu, 10:55-11:20 on Fri
  - o Second Lunch (mostly Juniors, some Seniors and Sophomores) 11:45-12:10 Mon-Thu, 11:25-11:50 on Fri
  - o Third Lunch (mostly Sophomores, some Juniors and Freshmen) 12:15-12:40 Mon-Thu, 11:55-12:20 on Fri

o Fourth Lunch (mostly Freshmen, some Sophomores) 12:45-1:10 Mon-Thu, 12:25-12:50 on Fri

- **Point of Contact:** Andrea Hoback, Campus Minister, (502)897-6097, [ahoback@shslou.org](mailto:ahoback@shslou.org)
  - **Other Notes:** If youth ministers would you like to do a lunch visit to Sacred Heart Model School, please contact Andrea for times. There are several kids in who are active in their parish Youth Ministry who do not attend their parish school.
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### **St. Xavier High School** (1609 Poplar Level Rd., Louisville, KY 40217)

- **Visitor Policies (check-in, etc.):** Visitor parking in the main entrance. Must come to the reception area, sign in, and receive a name badge.
  - **Proper Attire:** Casual business attire - dress shirts and pants for men, no tie necessary; no jeans, t-shirts, etc.
  - **Regular Lunch Periods (not alternate schedules):** Four lunch periods - the first begins at 10:00 and the last ends at 1:15. Lunch periods are 45 minutes with 4 minutes in between.
  - **Point of Contact:** Cathy Reynolds, Director of Campus Ministry, (502)637-4712x234, [creynolds@saintx.com](mailto:creynolds@saintx.com)
  - **Other Notes:** We have appreciated having only 3-4 adults at a time as our cafeteria doesn't allow for much space. Youth Ministers generally come on multiple days and that has worked out well. We also invite Youth Ministers to send a photo to us so that we can post their visit on our computer screens in the cafeteria as well as announce them prior to their visit. We have sent Youth Ministers a list of students from their parish and we sent the students an announcement that their youth minister will be visiting our school. That helped a great deal with the connections being made during lunch.
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### **Trinity High School** (4011 Shelbyville Rd., Louisville, KY 40207)

- **Visitor Policies (check-in, etc.):**
  - o Park in visitor spots in the lot on the corner of Shelbyville Rd. and Sherrin Ave.
  - o Use the Rotunda entrance across from the parking lot
  - o Sign in at the Rotunda desk and the receptionist will provide access to the cafeteria
- **Proper Attire:** "Business casual" – similar to student dress code
  - o Nice casual slacks (or skirt for women). Please avoid: jeans, worn/torn/faded/frayed pants, fatigue/military pants, pants that are too tight or too loose.
  - o Dress shirt – collared shirt (e.g. Polo or Oxford style), tucked in
  - o Dress shoes – dress-style shoes. Please do not wear sandals, flip-flops, or slippers
- **Regular Lunch Periods (not alternate schedules):**
  - o Mon/Tues/Thur/Fri – 10:35am-12:30pm
  - o Wed – 11:35am-1:25pm
- **Point of Contact:** Mary Emrich, Director of Campus Ministry, (502)736-2134, [emrich@thsrock.net](mailto:emrich@thsrock.net), or Chris Luken, Assistant Campus Minister, (502)736-8231, [luken@thsrock.net](mailto:luken@thsrock.net)
- **Other Notes:** None