



# **PARENT/STUDENT HANDBOOK**

**St. Aloysius Catholic School**

751A Academy Drive  
Bessemer, AL 35022  
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[www.MySaintSchool.com](http://www.MySaintSchool.com)

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?” - St. John Chrysostom***

Welcome to St. Aloysius Catholic School! In choosing St. Aloysius, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Aloysius Catholic School. Please read this document carefully and sign the attached agreement and return it to your child’s homeroom teacher by the first Friday. This agreement states that you intend to abide by the policies of St. Aloysius School during the school year.

The faculty and staff of St. Aloysius Catholic School look forward to working with you to promote academic excellence and spiritual development of your children.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in cursive script, appearing to read "Mrs. Stephanie Burke".

Mrs. Stephanie Burke  
Principal

## **St. Aloysius Catholic School**

St. Aloysius School is a pre-Kindergarten through 8th grade Catholic Elementary and Middle School under the auspices of the Diocese of Birmingham Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Aloysius, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Alabama guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **History**

St. Aloysius Catholic School was established in the fall of 1900 by the Sisters of Mercy who were brought in to staff the school by the pastor, Rev. Joseph A. Wright. The brick building was built in 1912 by pastor, Rev. Malachi E. Kitrick and was officially established as the first school of its kind in North Alabama. St. Aloysius Catholic School has proudly served the Birmingham area residents for over 100 years.

### **Mission Statement of St. Aloysius Catholic School**

To teach, inspire, encourage and support every child through the display of the love of Christ in our words, example and actions, so that all will grow spiritually and academically.

### **Student Mission**

We will grow ever closer to God through daily prayer. We will live and expand our faith by sharing, loving, and respecting one another. We will shine by giving our best effort in all of our schoolwork so that we can succeed today and contribute to a better world tomorrow.

### **Philosophy and Purpose**

St. Aloysius School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Education Department of the Diocese of Birmingham.

St. Aloysius serves the community by producing students who have been taught to think independently and objectively, and to make valid judgments. Survival of our way of life in America depends upon the quality of leadership our schools are able to produce. The Catholic School has the opportunity and responsibility to make our nation a better place.

With the goal of high school preparedness for all students, the objective of St. Aloysius School is excellence in a Christian academic atmosphere, namely:

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, service, and which includes solid intellectual and moral training, so that each child will grow and develop in the Christian way of life and endeavor to reach his/her eternal goal.
3. To aid students in the evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or gender. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic/Christian citizens and leaders of tomorrow.

## **POLICIES**

### **Absence**

**When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of all students.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. A doctor's note should be provided excusing the illness and releasing the student to return to school.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Three (3) tardies or three (3) early withdrawals is considered a one-half day absence.**

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

**Excessive absence (10) days or the equivalent of 20 days including tardies,** can be cause for a student to be retained in the current grade for another year.

***Absence During the School Day***

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

***Academic Information***

***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of Alabama guidelines, are followed for the teaching of all secular subject areas. St. Aloysius Catholic School follows the Core Knowledge Curriculum for grades 3k through 8th which meets and exceeds all national and state standards.

St. Aloysius School offers students opportunities for growth in the following major subjects:

***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation for those students who are Catholic. Liturgical services are held each Friday for the entire school community. Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in April.

***Computer Literacy***

Word , Excel, Powerpoint, and Integration with Curricular Subjects will be introduced according to our Technology Plan where age appropriate.

***Fine Arts***

Music, Choir, Visual Arts and Art

***Handwriting***

Students in Grades 5 through 8 are expected to submit all handwritten work in cursive.

### ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

### ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I

Teachers utilize the EnVision Math Program (K-6) and Pearson Math (7-8) for Pre-Algebra and Algebra.

### ***Physical Education***

Physical fitness programs appropriate for each grade.

### ***Science***

General Sciences and Laboratory Experiences.

### ***Social Studies***

History, Geography, Economics, State History, and Current Events.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

### **Accreditation**

St. Aloysius School is accredited through the Southern Association of Colleges and Schools.

### **Admission Information**

#### ***Nondiscriminatory Policy***

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

Children entering Pre-K4 must be four (4) years of age by September 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness.

At the time of registration, all new students seeking admission to St. Aloysius School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish or church affiliation/stewardship
- \*Health Records

- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP if applicable

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Aloysius School will meet the educational needs of the students. An interview with the student may be part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Aloysius School.

**Financial Obligations**

**TUITION SCHEDULE**

***KINDERGARTEN - GRADE EIGHT***

**Tuition charge for St. Aloysius School.....\$3,900.00**

**PRE-KINDERGARTEN (3 and 4 year olds)**

**Tuition charge for St. Aloysius School .....\$3,400.00**

**FINANCIAL ASSISTANCE IS available through Scholarships for Kids or Alabama Opportunity Scholarship Fund during the early registration window which occurs yearly in early Spring. Notice of the application time frame will be provided to parents as information becomes available. These scholarships are based on financial need and for those that are zoned for a failing public school.**

**Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by July 1
- Enroll in the FACTS® Tuition Management Service. Payments begin in July.
- Please note that you may pay in full for one child and utilize FACTS® for another.

**Enrollment/Re-Enrollment**

- The \$175.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.

- Returning students must reserve their spot by paying the Enrollment Fee by the date designated. (After this date – late fees will be applicable).
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Aloysius School that do not clear the bank.

**FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$46 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Your enrollment into FACTS® must be completed with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Aloysius School for the entire amount of tuition no later than July 1. You may drop off your payment to the school office.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school and meet with the Principal. All fees and tuition through the current month is NON\_REFUNDABLE. Only pre-paid tuition (for future months will be refunded).
- The school will not forward records for students who withdraw with an outstanding balance.

**SCHOOL YEAR MATERIALS/TECHNOLOGY/SUPPLIES FEE  
(NON-REFUNDABLE FEE)...\$455.00 (grades 5k-8<sup>th</sup>)...\$185.00 (3k and 4k)**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; technology maintenance and upgrades; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.), GRADUATIONS or other after school activities.

**5k GRADUATION FEE.....\$50**

**8<sup>TH</sup> GRADE GRADUATION FEE .....\$75**

**Allergy Policy**

St. Aloysius School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school secretary who has had asthma training.

Training is updated as needed.



### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled primary & spare reliever inhaler. All inhalers must be labeled with the child's name by the parent and have the proper prescription label.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Aloysius Catholic School, parents are asked to submit a child's medical update form. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies.

### **4. Food Allergy Policy**

St. Aloysius School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Aloysius School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school secretary will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The teachers have easy communication with the school secretary.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **AWARDS**

### ***St. Aloysius Christian Leadership Award***

Grades Pre-K through Grade 2: One boy and one girl in each grade.

Grades 3 through 8: One student per grade.

\*Student exemplifies the spirit of the mission of St. Aloysius Catholic School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

### ***Pope John Paul II Award for Excellence in Religion***

Grades 2 – 8 (one per grade)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm
- +Participates reverently and fully in Mass and prayer

### ***St. Vincent de Paul Service Award***

Grades 6 – 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom Faith and Life projects

### ***St. Cecelia Award for Excellence in Music***

Grades 2 – 5 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +In Academic Good Standing
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

***St. Francis of Assisi Award for Excellence in Science***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Thomas More Award for Excellence in Social Studies/History***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Thomas Aquinas Award for Excellence in Math***

Grades 2 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Paul Award for Excellence in Language Arts***

Grades 2 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Sebastian Award for Excellence in Physical Education***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +In Academic Good Standing
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Joseph Award for Excellence in Art***

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +In Academic Good Standing
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Clare Award for Excellence in Computer***

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +In Academic Good Standing
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

***St. Aloysius Outstanding Educator Award - nominated by peers***

Criteria:

- +Spiritual *Leadership*
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and  
spiritually
- +Creates an instructional environment that supports diverse  
learning styles
- +Uses multiple instructional strategies
- +Collegial, positive relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

***Birthday Observances***

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls in the summer or holidays). In addition, birthday treats may be brought to school for students in **Grades Pre-K through Grade 1 only**.

***Blogs***

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Buckley Amendment**

St. Aloysius School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

### **Bullying and Cyberbullying**

St. Aloysius School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or in-person or online**) face detention, suspension, and/or expulsion.

### **Car Pool**

All cars must hang the carline tags provided by the school for student pick up. The carline tags are distributed at the back to school night prior to the start of school. Students will be called to the appropriate pick-up area by their name. It is important that students listen attentively for their name to be called.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers or student helpers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

### **Child Abuse Laws**

St. Aloysius School abides by the Child Abuse laws of the State of Alabama. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Crisis Plan**

St. Aloysius School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Soccer Field
2. Off Campus – across Academy Drive to the parking area between the tire store and Sonic Drive-In

### **Curriculum Assistance**

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such intervention organization intervention will meet with a designated staff member at 3:00 PM each day for a period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students who need this program beyond the anticipated six weeks, may be encouraged to seek other out of school organizational programs.

### **Discipline**

A disciplined environment is essential for the school to achieve its education and faith formation goals. Through positive discipline we seek to positively motivate students, guiding them to identify and choose what is good and just. We use positive discipline to motivate the student to understand, value, and internalize these expectations that reflect virtue, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Positive discipline requires more time and effort than simple punitive discipline. Most importantly, it requires personal attention to the student. This means assisting the student to understand their actions and to learn how to put into practice what is right for themselves and others. It allows students to experience the good feeling of doing what is right which will encourage this choice consistently throughout their life. Positive discipline is only possible with the ongoing cooperation between parents and the school.

- Communication with the parents is timely and consistent. Positive results are achieved with the faculty, students, and parents working in unity towards the same goals-- ultimately what is best for the student. This requires dedication, consistent and continuous positive motivation, and commitment to the student.
- The Principal is responsible for maintaining overall positive discipline within the school; teachers are directly responsible for the positive discipline and management within the classroom.

### **Student Conduct**

St. Aloysius holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. St. Aloysius expects students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). Faculty and staff may counsel and correct a student when appropriate at any place in the school.

The essential behavioral expectation for our students is that they will conduct themselves in a mature and dignified manner at all times, as follows:

- Students will arrive to school in the appropriate full uniform which is clean and pressed. Any mended areas need to be neat and unnoticeable. A student's personal presentation should be well maintained. Students should be clean and well groomed.
- Students are at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he/she should raise her/his hand and wait until the teacher asks her/him to speak.
- Students will keep classrooms and personal belongings clean and well ordered.
- Students are expected to conduct themselves in a respectful manner in class and during class transitions, both in the school and on the school grounds. Student conduct in the school halls will be appropriate and quiet.
- Students are expected to greet religious, school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students are expected to conduct themselves in a controlled and respectful manner at lunch and during recess periods, as well as keeping our grounds clean and litter-free.
- Students will respect one another as he or she would want to be respected.
- Students will keep personal belongings in good form. Uniform items, books, binders, folders, jackets, or backpacks are kept free of inappropriate writing, graffiti, or décor.
- Middle school lockers must be kept free of food, stickers or writing. They will be cleaned by the student at midyear and end of year and at any other time deemed necessary.
- Students must adhere to standard norms to be practiced in the cafeteria at all times. Good table manners, proper dining etiquette, cafeteria lines, and cleaning up after one's self makes for a pleasant dining experience for all.
- Food and beverages are to be consumed only in designated areas. Chewing gum and bubble gum are not allowed on the premises.

### ***Misconduct***

Following is a list of serious misconduct. This list is not meant to be all inclusive; however, it will serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including suspension or expulsion from St. Aloysius.

- Profanity, vulgarity, or abusive verbal or body language.
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers.
- Constant failure or refusal to comply with disciplinary measures or habitual violation of school norms.
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff.
- Grave mistreatment of school property or destruction of such property, including intellectual property, books, furniture, lab equipment, audio-visual equipment, etc.
- Theft of any kind, from the school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily classes.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.

- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating).
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Inappropriate displays of affection; sexual misconduct of any kind.
- All forms of harassment, including sexual harassment and false accusations of harassment.
- Use, possession, or trafficking of tobacco, alcohol, drugs, firearms, knives, or other weapons on or off campus.
- Improper conduct outside school hours, especially when actions may cause dishonor or damage to the school's reputation.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### ***Student Conduct Off Campus***

At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. St. Aloysius expects students to exhibit personal integrity in their actions at all times. \*Off-campus behavior that reflects badly on the school will be subject to disciplinary action at the discretion of the Principal. This includes cyber-bullying and online behavior.

### ***Disciplinary Measures***

Depending on the seriousness of the misconduct, a range of disciplinary measures may be applied including work assignments, detention, suspension, or expulsion. The behavioral misconduct will be communicated to parents via telephone or by a written report. If there is a serious breach in student conduct, the Principal will ask to meet with the student's parents to address the situation.

Examples of disciplinary measures may include:

- Academic exercise (written exercises, question sheets, etc.) aimed at reinforcing the knowledge students are acquiring at school, to reaffirm the academic skills most emphasized by the school, or to gain the better understanding of the virtue required
- Acts of virtue aimed at encouraging the development of the virtue that opposes the vice that precipitated the initial misconduct
- Detention, suspension, or expulsion (see below)

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**



### ***Suspension***

Students who are given an in-school suspension will be required to report to school each day and may be required to work with a substitute teacher paid for (\$60.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Aloysius School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Aloysius School.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held monthly. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Emergency Lockdown drills are held monthly. The procedures are:

1. Upon the lockdown signal, classroom doors are closed and locked.
2. Students move in silence directly to the most secure place in the classroom (teacher directed)
3. Students sit silently until signal for lockdown lift is given.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for grades 5K-8 when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip will be sent home in the take home folder. This is the only format that may be used to allow a student to leave school during school hours. **Note:** a fax cannot take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class (if applicable). Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings or pets on the field trip.
17. All chaperones must be 25 years of age or older.

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## Grading Scale

*A = 93 – 100*

*B = 84 – 92*

*C = 74 – 83*

*D = 65 – 73*

*F = 64 or below*

## Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day or during carpool.

## Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Aloysius School uses a Thursday folder system. Official envelopes containing all correspondence are sent home on Thursdays and should be returned the following school day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. **There is a \$5.00 replacement charge for envelopes that are lost.** Information is not sent home if the Thursday folder has not been returned. Official school-wide emergency communications are sent using the OptionC® phone & email system.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.** However, middle school students may expect weekend math homework.

## Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **Library**

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Lunch Program**

St. Aloysius School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

**Parents should not bring lunches or drinks from carry-out restaurants.** Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Secretary in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication

- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Secretary with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Out of Uniform Guidelines**

#### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than one inch above the knee
- \*skirts/skorts no shorter than one inch above the knee
- \*sweatshirts
- \*jewelry
- \*dresses
- \*slacks

#### **Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up or nail polish
- \*low cut blouses/tops
- \*clothing that is too tight
- \*hats (unless designated as a special hat day)

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

### **Parents As Partners**

As partners in the educational process at St. Aloysius School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school in a timely manner;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass or their particular church and teach the Christian faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers/administrators with respect and courtesy in discussing student problems

### **Parent's Role in Education**

We, at St. Aloysius School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Aloysius Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Aloysius School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive

results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parent Teacher Organization**

St. Aloysius Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

### **Parties**

Students are permitted two class parties a year: Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these two parties. We request that treats be already prepared into individual servings.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Aloysius School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Aloysius School.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, lunch fees, library fines, or Before/After School Care Program fees are not current.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher or coach.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Aloysius School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Hours**

Grades Pre-K through 8<sup>th</sup> grade: 7:45 AM – 3:00 PM. Students not in the gym at 7:55 AM are considered tardy.

At St. Aloysius School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:00 AM for early morning care (cost is \$1/day). Students arriving at that time will go to the cafeteria until they are dismissed to the gym at 7:45 AM.

Prayer and morning announcements begin at 7:55 AM each day. Please check the school calendar for early dismissal dates.

St. Aloysius School offers an After School Care Program. Students who are enrolled in the program must pay a \$25.00 deposit at the time of registration. Cost is \$8 per day. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time (3:00 p.m). Students who are not picked up by 3:15 PM will be dismissed to after school care and be charged the after school rate of \$8 per day.

Once in After School Care – if your child is repeatedly not picked up by 6:00 p.m., you will receive one of the following:

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$8.00 for using this program.



### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. **No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.**

### **School Safety**

St. Aloysius School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest, in-person or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in one pre-planned service project per year. A parent coordinator (room parent) will help their assigned class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6<sup>th</sup> through 8<sup>th</sup> grades** will participate in projects directed toward the hungry and homeless.

### **Sexting**

Students involved in possession or transmission of inappropriate photos or texts on their cell phones or other electronic devices face suspension and/or expulsion.

### **Student Directory**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Student Records**

St. Aloysius School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or faxed directly. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Aloysius School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she must bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion and electronics will be collected and returned on the **last day** of the school year.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher during lunch/recess only. **The office phone is a business phone and students are permitted to use it only in case of an emergency.** **Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home.

### **Testing**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills (ITBS) is given in Grades 1 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Uniforms and Dress Code**

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through Dennis Uniforms® at the Dennis store located in the Wildwood Shopping Center or to order online at [www.dennisuniform.com](http://www.dennisuniform.com). These are the only uniforms permitted.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. The uniform for St. Aloysius Catholic School is listed on the **DennisUniforms®** website.

### **Uniform Guidelines (Dress Code is included at the back of this handbook)**

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### **Volunteers**

A Volunteer Handbook is provided by PTO. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check and Youth Protection 1.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

**Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone/cell phone, and e-mail account listed on a student's file via the OptionC® system.

**Right to Amend**

St. Aloysius Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder or through e-mail communication.

# TELECOMMUNICATIONS USE AGREEMENT

## *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St Aloysius Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

## **UNIFORM/DRESS CODE**

St. Aloysius School believes strongly that the dress and appearance of students plays an important role in the overall atmosphere of the school program. Students are expected to be neat and clean at all times. All students are required to wear the approved uniform. Untidy or unkempt clothes are never permitted.

Please print your child's name on all articles of clothing worn to school. **Only uniforms purchased from Dennis Uniform are allowed. Clothes purchased elsewhere will not be permitted.**

### **GIRLS**

#### **Grades 3K-2**

- Plaid Jumper
- White or Yellow Knit Shirts with a school logo (all) Must be tucked in at all times.
- Yellow blouse 3k-2 under jumper only
- Navy Pants (no shorts) 3k-5

#### **Grades 3-5**

- Plaid Skort or Skirt
- White or Yellow Knit Shirts with a school logo (all) Must be tucked in at all times.
- White blouse with ¾ sleeve with school logo (5-8)
- Navy Pants (no shorts) 3k-5

#### **Grades 5-8**

- Plaid Skirt
- White or Yellow Knit Shirts with a school logo (all) Must be tucked in at all times.
- White blouse with ¾ sleeve with school logo (5-8)
- Khaki pants (no shorts) 6-8

### **ALL GIRLS**

- Black Belt ONLY and must be worn.
- Bike shorts (black) must be worn beneath all skirts for all grades.
- Navy SACS jackets, sweater vests or sweaters **only**
- Winter coats on cold days may only be worn outside of the school & church building.
- Solid white or navy socks must be worn. Must be tights, knee highs or roll top ankle sock only.
- No no-shows, logos or ankle socks are permitted.
- Shoes** - Solid Black Only – If shoelaces are worn, they must be black. No lace up boots/hightops of any kind. No snow boots allowed unless snow is on the ground and is more than ¼ inch in depth. Mary Janes or lace up shoes only. No ‘ballerina slipper’ types permitted.

### **BOYS**

#### **Grades 3k-5**

- Navy Shorts or Pants
- White or Yellow Knit Shirts with a school symbol (Solid white T-shirts may be worn underneath). Must be tucked in at all times

#### **Grades 6-8**

- Khaki Shorts or Pants only – must fit correctly. No baggy or sagging clothing permitted.
- White or Yellow Knit Shirts with a school symbol

(Solid white T-shirts may be worn underneath). Must be tucked in at all times

### **ALL BOYS**

- Black Belt ONLY and must be worn each day
- Navy SACS jackets, sweater vests or sweaters only
- Coats**-Winter coats on cold days may only be worn outside of the school & church building.
- Socks** -No no-shows, logos or ankle socks are permitted. Crew socks only for boys.
- Shoes** - Solid Black Only – If shoelaces are worn, they must be black. No snow boots allowed unless snow is on the ground and is more than ¼ inch in depth. All shoes must have a back and a toe.

**MASS dress is required for School Mass days (Fridays) as well as Holy Days of Obligation or other days as announced.**

**Grades 5-8 girls** must wear skirts with white blouses (3/4 sleeve) with logo.

**All boys (K-8)** must wear pants, collared button down shirt with logo and school uniform tie.

**Jewelry:** All earrings should be no larger than a dime. Earrings on boys are not allowed. Necklaces, bracelets, rings, and watches must be conservative (i.e. small chain with small cross, locket or charm only). Plastic, novelty jewelry is not permitted.

**Hair:** Hair should be clean and well-groomed at all times. Hair should be above the eyes, above the ears and above the collar for boys. Boys hair must be cut regularly to maintain neat appearance. Girls must have hair neatly styled above their eyes or pulled back for girl’s longer styles. No ponytails or braids on boys.

Hair barrettes, head bands, hair clips, and pony tail holders are allowed provided that they are small in size and are navy, dark green or white only. Dennis uniform has acceptable hair accessories.

No neon, fluorescent, or metallic hair ornaments are allowed. Sculptured hairdos and/or hair cuts are not allowed. Bandannas are not allowed. Hair coloring and/or bleaching is not permitted.

### **Miscellaneous:**

No make-up is allowed. No nail polish is allowed. No artificial fingernails.No perfume, cologne, or after-shave is allowed. No hair spray is allowed at school.No Hologram Contact Lens. No visible tattoos.

### **General Grooming and Hygiene Tips:**

Clean clothes should be worn every day. Shoes must be washed or polished frequently. Children should bathe every day. When needed, deodorant should be used.

Principal and Teachers reserve the right to guide students on proper uniform requirements. If a student is out of compliance repeatedly, notice will be sent to the parent(s). Consequences of repeat uniform violations can include: warnings, phone calls, detention, suspension, etc.

## *Signature Page*

I have read the Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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Student signature

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Date

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Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO HOMEROOM TEACHERS NO LATER THAN  
Sept 1st.**