

St. Aloysius Catholic School

Family Handbook 2018-2019

14607 Bluffton Rd.
Yoder, IN 46798

www.saintaloyusiyoder.info

Phone: 260-622-7151

Fax: 260-622-7961



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Tina Voors

St. Aloysius Catholic School

Vision Statement

Through the integral academic and spiritual formation of each child, St. Aloysius Catholic School enables all children to realize their God-given potential to be successful now and in the future.

Mission Statement

As a student, I will take responsibility for my education, and I will know Christ, meet Him in the sacraments, and evangelize through acts of love and works of mercy.

Accreditation

St. Aloysius Catholic School is accredited through and State of Indiana and AdvancEd: North Central Association Commission on Accreditation and School Improvement.

Prayer to St. Aloysius

O God, the giver of all heavenly gifts, who in the angelic youth, Aloysius, didst join wondrous innocence with equal penance; be entreated by his merits and his prayers, and grant unto us who have not followed him in his innocence the grace to imitate him in his penance.

Through Christ our Lord, Amen.

PHILOSOPHY

"I have come that you may have life — "life in all its fullness. **John 10:10** We participate in the redemptive mission of the Catholic Church by providing faith formation for our children in partnership with St. Aloysius Catholic School, and by assisting them to integrate faith and VALUES into their contemporary life experiences. We recognize that each of us is created in God's image as a unique mosaic of talent and potential. Called through Baptism and incorporated into Christ's life, we embark on a journey of bringing God's love to the world.

Through the ministry of education, with the help of God's grace, we seek to accept the call of Christ to love and serve God and one another. We embrace all that is good, true, and beautiful in human culture. We nurture faith, that opening of the heart and mind to God's word, and elicit each child's response to Christ by providing opportunities for total formation. We strive to integrate our student's spiritual, intellectual, emotional, moral and social lives.

Our schools are communities of faith with the Eucharist as their life-giving center. Through the sacramental life and liturgical year, love of God and neighbor becomes a focal reality, transforming attitudes, actions and relationships. We continually challenge our students and one another to participate in Christ's victory over sin and evil with lives of love, compassion, and observance of the law of God and our Church. Through witnessing our faith and working together, we call our students to recognize the love of God in their midst and to contribute their talents in service to others, especially those in need.

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 Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Family Handbook reflects the policies of St. Aloysius Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Aloysius Catholic School during the 2018-2019 school year.

The faculty and staff of St. Aloysius Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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



HANDBOOK OVERVIEW

It is our goal to provide an excellent academic setting for all students at St. Aloysius Catholic School. This goal is achievable through prayer and a cooperative, positive partnership between home and school. Together, we will provide the children with an optimal learning environment and the knowledge they need to excel in the future.

This handbook is intended to provide parents and students with detailed information about school policies, procedures, and expectations. It also contains relevant diocesan policies (A complete copy of diocesan policies is available in the school office). If you have any questions about the content of this handbook, please contact the principal for clarification.

Enrollment in St. Aloysius Catholic School is subject to the approval of the school administration and the diocese. Unfortunately, there are rare instances where, for the best interest of a given student, or the other students, or the fulfillment of the school's mission, the school is forced to rescind approval for enrollment. Some specific instances where this may occur are addressed later in the handbook.

Updates, additions, and changes are highlighted in yellow.

Amendments to the Handbook

Due to unforeseen or unusual circumstances that may occur during the course of the school year, the principal retains the right to amend the Family Handbook for just cause, at any time. If any changes are made, parents/guardians will be given prompt notification in writing.

There is an acknowledge form at the back of this handbook. In order to make sure that the contents of the handbook were received, reviewed, and understood, every school family is required to complete and return the acknowledgement form to the school office by Friday, AUGUST 31st, 2018.

ABSENCES

All absences (other than tardiness) are categorized according to the length of time absent and the reason for the absence.

Length of Absence –

1. Students attending school less than 2 hours are **absent all day**.
2. Students arriving after 10:20 a.m. are **absent ½ day, a.m. only**.
3. Students leaving school before 1:00 p.m. are **absent ½ day, p.m. only**.
4. Students arriving after 8:10 a.m. are considered tardy. **5 tardies = 1 unexcused absence.**

Reason for Absence –

1. Absences Counted as Present
 - A. Serving as a page in the Indiana General Assembly

- B. Court appearances
 - C. Visitation day by 8th graders
 - D. Religious observances
2. Excused Absences
- A. Illness (with written note from parents/legal guardians and/or doctor)
 - B. Death in/out of family with parental permission
 - C. Out-of-School Suspension
 - D. Medical, dental and legal appointments
 - E. Head lice (first day only)
 - F. Lack of proper immunizations (one day only)
3. Unexcused Absences
- A. No parent/legal guardian contact prior to or the day of an absence
 - B. No doctor's excuse for absence of 5+ days
 - C. Absences not addressed in preceding two categories (Absences Counted as Present, Excused Absences)
 - D. Family Vacations

Families are asked to schedule vacations according to the school vacation schedule. If a student must miss school due to a family vacation, the teacher and principal must be consulted *at least one week prior to the absence*. **Teachers are not obligated to give students their work in advance. Missed work may be given when the student returns to school at which time a due date determined by the teacher will be given. By law the school is not authorized to approve absences for reasons such as travel or vacation trips. (P4040) [These will also result in unexcused absences]. Additionally, the teacher is not obligated to reteach any missed work due to vacation absences.**

Completion of Assignments Due to Any Absence

Any day a student is absent from school, regardless of the reason, the student will be given the opportunity to make up the work. All make up work is the student's responsibility. The normal expectation for completion of work will be: the number of days missed, PLUS one day. A maximum of ten days will be allowed for make-up work by a student who has had an extended absence.

Missing Student Work

Students are expected to complete all work according to the guidelines and expectations of the classroom teacher. *Any late work will result in zero points for that assignment*; however, if the family experiences unforeseen circumstances that prevent the student's ability to complete work, the family is required to contact the teacher via email to arrange adjustments. This does not apply to adjusted due dates caused by absences defined above, numbers 1 and 2 under Reason for Absence.

Diocesan Policy P4040: Attendance

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if

they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

1. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
 - 2. at the exit interview the student provides written acknowledgement of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years...whichever occurs first.

2. Absences from School

Absences from school shall fall into one of the following categories:

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indian General Assembly;
 - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - 3. Court appearances pursuant to a subpoena;
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
 - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/guardian or doctor)
 - 2. Funerals
 - a. for death in the immediate family

- b. for persons outside of the immediate family with parental permission
- 3. Out-of-school suspension
- 4. Medical and legal appointments – Such appointment should be scheduled after school hours when possible.
- 5. School/college visits (2 days) – Parents/guardians need to check with the individual school’s policy when arranging such visits.

C. Unexcused Absences

- 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
- 2. No physician’s note to excuse an absence once more than 5 days of absence has occurred (see Frequent or Prolonged Illness below).
- 3. Family vacations.
- 4. Absences other than those defined as excused or absences counted as present.

3. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

4. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

5. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school.

6. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

7. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

School Notification Policy

1. Unless the school has been previously notified in writing, a parent/ legal guardian must call the school office prior to 9:10 a.m. on any day that a student is absent.
2. Absences longer than one day require a written excuse from the parent/legal guardian. This note must be sent to the child's teacher and school secretary on the day the child returns to school. This note should indicate the specific reason(s) the child was absent.
3. In case of communicable disease, a student needs a doctor's slip to return to school.

Appointments

Whenever possible, personal appointments should be made after school hours. For pre-scheduled, excused absences such as doctor/dental appointments, students who will arrive late on a given day should present a notice to the teacher one day before the appointment. Students who need to be dismissed early should bring a note the day of the appointment.

Irregular Attendance Policy

After a student is absent six (6) days, the principal will make contact with the family by mail or phone. After a student is absent twelve (12) days, a conference will be held. An attendance contract will be established. **After** fifteen (15) days, the parents/legal guardians will be contacted and a referral may be made to the Juvenile Probation Department.

Truancy

A student is truant when he/she is absent from school without the permission of his/her parent/guardian and the school. Students who are habitually truant will be reported to the

juvenile authorities in accordance with state law and diocesan policies.

Pick Up as Convenience

Parents are encouraged to refrain from picking up siblings of a child who is leaving school for an appointment. Learning time is important and should not be cut short for convenience.

ACADEMIC INFORMATION

Curriculum

St. Aloysius Catholic School curriculum is based upon the Indiana State Standards, and Standards and guidelines from the Diocese of Fort Wayne/South Bend.

State and Diocesan approved textbooks are used. Instruction is given in the following subjects: Catholic Religion, Math, Language Arts, Science, and Social Studies. Art, Music, Physical Education, Aerospace Connections in Education, and Library and other enrichment classes will be offered when possible. We also utilize websites and programming that the school has purchased to support individualized learning. Indiana Academic Standards of 2014 are utilized in every subject at every grade level.

ISTEP+ achievement testing is given to the specified grade levels 3-8. ISTEP+ results and their implications will be shared with parents/guardians. iRead-3 for reading in 3rd grade is also a standard. If the parent would like to see the materials used in any grade level, the parent is asked to contact the school to make an appointment for review and/or discussion of materials.

Religion

The Roman Catholic Faith is taught at every grade level according to the Guidelines of the Diocese of Fort Wayne / South Bend: Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Every student enrolled at St. Aloysius Catholic School participates in this class daily. Sacramental preparation is carried out through this class supported by other classroom experiences. All students will have the opportunity to learn about and/or serve at Mass in various roles. Various service/outreach projects may be fostered through this curriculum.

The material used is published through Our Sunday Visitor, Sadlier, Ascension Press, and Matthew Kelly and approved by the Diocese of Fort Wayne / South Bend.

Math

Pearson's *Go Math!* is the program used at all grade levels Kindergarten through 6th grade. Glencoe Pre-Algebra and Algebra I are used in 7th and 8th grades.

Science

Pearson's *Interactive Science* is used at all grade levels with hands-on lab components in middle school levels. Specialized equipment will be provided by the school when necessary.

Social Studies

Houghton Mifflin Harcourt's series *Kids Discover Social Studies, 2018* will be used in grades Kindergarten through 5th. 6th through 8th grades use a publication that specializes in US

History.

Reading/English Language Arts

Pre-Kindergarten through 2nd grade uses *Superkids* literacy program by Zaner-Bloser. 3rd through 6th grades use *Journeys* by Houghton Mifflin Harcourt. 7th and 8th grades utilize various novels and other genres to enrich literacy skills. 6th through 8th grade classes will also focus on writing and grammar skills through a high-level, college preparatory text. 3rd through 8th grade students will also be enhanced by speech preparation and delivery and spelling challenges, perhaps in a public forum.

Enrichment Classes

When available, certain enrichment subjects will be offered one day per week. These vary year to year. Students are responsible for exhibiting proper behavior, effort, and work ethic as there is an indicator placed on the grade card at the end of each term. Quality of performance is not assessed. The student's ability to carry out the expectations of the teacher and to live out the mission of the school are of utmost importance.

Online Programming

Students will be working online often in reading, math, spelling, research, and creation of products. The purpose of such programming is not only educational, but also for benchmarking and progress monitoring of student performance in reading and math. A few programs may be accessible from home, but are not required. Any online work done for class will be done at school. Please refer to the Acceptable Use of Technology policy in this handbook and in Diocesan policy for guidance on technology and network use.

E-Learning and Online Student Information

We do not engage in e-learning procedures, but some work may be made accessible by the teacher and offered for further work at home. Technology and internet at home are not requirements of the classroom of St. Aloysius Catholic School students and families.

Powerschool, however, makes available grades and other classroom information online to parents at any time. Login credentials and site information will be provided by the school at the beginning of the school year to families.

Grading Scales

Diocesan Grading Scale, 3rd – 8th

| | |
|-----------|----------|
| A+ 97-100 | C+ 77-79 |
| A 93-96 | C 73-76 |
| A- 90-92 | C- 70-72 |
| B+ 87-89 | D+ 67-69 |
| B 83-86 | D 63-66 |
| B- 80-82 | D- 60-62 |
| | F 0-59 |

Diocesan Grading Scale, PK – 2nd

| |
|-----------------------------|
| O 95-100 (Outstanding) |
| S+ 87-94 (Satisfactory +) |
| S 80-86 (Satisfactory) |
| S- 70-79 (Satisfactory -) |
| N 60-69 (Needs Improvement) |
| U 0-59 (Unsatisfactory) |

Homework

The work assigned is the responsibility of the child, not the parent. If the child

continuously asks for help and appears to be struggling, please make an appointment with the teacher.

Students in grades 3-8 are given a daily assignment book that is to be used on a daily basis. This is a good way for parents to be informed of all assigned work given to students. Please look at the assignment communication daily. A reasonable amount of time spent on homework should be about 10 minutes per a student's grade level. (Ex: 3rd graders should spend approximately 30 minutes on homework.

Students in all grades are expected to have all assignments submitted when they are due. A grade of zero (0) will be given to any assignment that is late.

Teachers of grades 5-8 will provide students with a copy of their homework policy at the beginning of the school year. It is a student's responsibility to be familiar with this policy and the associated deadlines/penalties for late and/or missing work.

Student Performance Data

Each student will be taught a system that the student will use to track academic and behavior progress. This information is designed to be used by the student to inform him or herself, the parent, and the teacher about personal progress and goal success. Student Performance Data study is a method the student will use to live out the Mission Statement of St. Aloysius Catholic School: **As a student, I will take responsibility for my education, and I will know Christ, meet Him in the Sacraments, and evangelize through acts of love and works of mercy.**

ACADEMIC PROBATION / INELIGIBILITY

In order to participate in the activity season, a student must maintain in all subjects at least an overall average of 77% or higher with no grade of "F" in any subject with the exception of conduct: No Conduct grade may be lower than a B. If the student's grades fall outside of this standard, the student will be ineligible for the activity in-season for a period determined by the principal. Ineligibility is defined for the student as no practice, no games, no meetings, no activity with the sport or organization: no participation of any kind.

The principal will be checking grades at **midterm** to determine each student-athlete's or participant's status. Parents are expected also to check PowerSchool or contact the teacher for their student's status in each subject. The principal will then inform teachers, students, parents, coaches, and advisors if the student has become ineligible. The principal in consultation with the teachers will also discern student participation following reported patterns of inappropriate behaviors during the school day.

If the student is determined to be ineligible, the student will refrain from all associated extracurricular activities for **one week**. The principal will then revisit the student's grades and behavior reports to determine **either reinstatement or if further ineligibility is required.**

ACCREDITATION

St. Aloysius Catholic School is fully accredited by the State of Indiana through AdvancED. We are a Roman Catholic School as designated by the Bishop of the Diocese of Fort Wayne / South Bend, Kevin C. Rhoades.

ADMISSION

General Information

St. Aloysius Catholic School shall follow and promote an open enrollment policy, accepting students according to Diocesan Policy 4010 and Parish guidelines. St. Aloysius Catholic School is open to families of all Christian faiths. We provide a Christ-centered environment where both parishioners and non-parishioners are welcome.

In the event that a grade level may reach capacity for any given school year, enrollment in that class will be open to parishioners and siblings of current students for an initial time period. After the initial time period, enrollment will be open to everyone.

We strive to make our educational ministry available to all children. This must always be balanced with keeping an optimal Catholic Christian environment where current students can continue to thrive. For this reason:

1. All admissions are subject to approval by the pastor and principal. The pastor and principal may deny admission to any student who has been expelled, suspended, or had disciplinary issues at his/her previous school. If a student is enrolled at St. Aloysius Catholic School and information regarding serious disciplinary issues later come to light, we reserve the right to dismiss the student according to policy.
2. St. Aloysius Catholic School may implement a probationary period and/or probationary contract for any newly admitted students. If a probationary student continually fails to comply with classroom/school rules, or if the student's needs are so specialized that the school cannot provide appropriate services, it may be necessary to dismiss the student (see Special Needs).
3. We will request the records of all newly admitted students from their previous school within fourteen (14) days of enrollment. In addition, we require the names and addresses of all previously attended schools if requested.
4. St. Aloysius Catholic School may deny admittance to a student if his/her family is not in good financial standing with their previous school and/or church. We do our utmost to make sure that no student is ever turned away solely due to financial circumstances. Individual situations will always be prayerfully considered by the principal and pastor, and financial assistance is available through several avenues for families that qualify.
5. All students must have the minimum immunizations required by state law. Sixth grade students are required to have a measles booster. Immunizations must be up to date and records given to the school office by the first day of school. Student(s) will not be allowed to attend class until proof of immunization is provided. Students who enroll after the start of the school year have ten (10) days to provide proof of immunization.
6. St. Aloysius Catholic School will comply with all applicable state laws and

policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of communicable diseases, unless required by applicable state law or health policy.

Diocesan Policy 4010: Enrollment

1. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

2. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonable accommodate the disabled in its educational programs.

3. Placement

All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

4. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

5. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students. A

child entering kindergarten must be five years old on or before August 1, or date set by the state. A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

6. First Grade Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

7. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

8. Students or prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Admission Policy - Students with Special Needs

We welcome children with exceptional educational needs, if we, also with the child's parents/legal guardians have a *reasonable degree of confidence* that we will be able to meet those needs. If we are unable to meet the needs of a given child, the principal and/or pastor will discuss the situation with the child's parents/ legal guardians and may request that the child be enrolled in another school that can more readily meet his/her needs.

When a diocesan school cannot reasonably accommodate the exceptional needs of a child, recommendation for placement will be made to the parents/legal guardians by the principal after consultation with the child's teacher(s) and other involved personnel. If the parents/legal guardians do not accept the school's recommendation, they will be required to state this in writing and give a copy to the principal. There will be a follow-up conference with all involved

parties and the parish priest.

The parents/legal guardians will be required to withdraw the child if the child's continued presence, in the opinion of the school personnel, would not be in the best interest of the child, would place an undue hardship on the operation of the school, or pose a threat of harm to the student, other students or school personnel.

Nondiscriminatory Policy

St. Aloysius Catholic 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.

Enrollment Requirements

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records

+All students entering St. Aloysius Catholic School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

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 Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview may or may not include the student's parent.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period of not less than one quarter in which to prove himself/herself both socially and academically. A student may be asked to withdraw his/her attendance at St. Aloysius Catholic School. The recommendation and decision of the school is final. St. Aloysius Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Aloysius Catholic School cannot accommodate students who have *extraordinary* learning differences. Non-Catholic students whose parents accept the philosophy of St. Aloysius Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Financial Obligations

Enrollment into a Catholic school is indeed a sacrifice. The family and the school partner together to work to Form Saints and Scholars in Christ. We are called to have at the heart of all we do the mission and ministry of Jesus Christ. We also are called to provide a rigorous academic program promoting academic growth and formation in the student. The family supports the work of the school and brings to light that which will help bring up the child in the best possible way. Communication and partnership between home and school are essential.

Fees and Tuition

Parents/guardians of St. Aloysius students will maintain contributions to St. Aloysius. St. Aloysius is a tithing parish, therefore it is expected that 5% of the family gross income will be contributed in the weekly parish collection envelopes. An additional 5% should go to other non-profit organizations such as charities, school tuition, Bishop's Appeal, etc.

Parishioners and Non-parishioners with students attending the school are also expected to contribute their time and talent to the school through volunteerism and other means. Each person can have a very powerful impact on the lives of our students and the vitality of our school. All of the school families must work together to ensure that St. Aloysius Catholic School is able to continue in its educational mission.

Large families may apply to the Diocesan Large Family Assistance Fund. Applications are available in the school office. Any family applying for this fund must apply for assistance at the elementary level first.

Limited parish financial assistance for tuition is available to active registered parishioners of St. Aloysius Catholic Church. Before any assistance is given from the parish, a family **must** complete all of the necessary financial aid information requested by the school.

No student will be allowed to register for the following school year if tuition payments are outstanding or unattended from the previous year.

The State of Indiana offers School Choice Scholarships to eligible families whose students qualify for one of eight pathways into the program. This information is updated annually and distributed to families by the school. In order to maintain proper documentation, it is vital that the family submit information as requested by the principal in a timely manner.

St. Aloysius Catholic School collects all tuition and fees in the school office.

St. Aloysius Catholic School reserves the right to take actions necessary to collect unpaid tuition and fees.

Family and School Financial Partnership

While there are indeed many facets to this commitment, financial stewardship is key. The family is given the tuition schedule and parish member rates for the current year in which is described actual total cost and scholarships for which the family may be eligible. It is of utmost importance that, while the school is expected to deliver to the best of its ability a quality education and formation, the family is also expected to maintain its commitment to the school financially. Together, school and family partner to form young people along a path pleasing to God, Our Father.

ALLERGENS: THE SCHOOL ENVIRONMENT

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. St. Aloysius Catholic School makes no claim to be a peanut-free or other allergen-free school.

The school will make every effort to partner with the family regarding self-carry medications: insulin, inhalers, and Epi-pens according to Diocesan Policy and directives.

ATHLETICS

The mission of the Athletic Booster Club (ABC) is to provide athletics for students attending St. Aloysius Catholic School in grades 3-8. It is our objective as coaches and parents to teach not only the play of the sport, but also sportsmanship and self-discipline. It is also important for students to learn to manage their time between studies and sports.

Athletic Program

1. The athletic director(s) and the principal will regulate the athletic program.
2. The rules and regulations of the Catholic Youth Organization (CYO) govern all sports programs.
3. CYO parental consent forms are required for student participation in a sport. These forms will be given out by the coaches and they only need to be signed once per school year.
4. All students participating in athletics must have a signed physical consent form completed by a physician. This form is due to the school office by August 1st. This form **MUST** be completed before practice begins. A copy must be kept on file in the school office.
5. Coaches are required to turn in a completed roster to the school office/athletic director before the first game.
- 6. Participation in athletics at St. Aloysius Catholic School is made affordable. There is an annual per-student/per-activity fee of \$25.00 This fee is payable to the St. Aloysius ABC and must be paid before a student-athlete will be allowed to compete in any practices or games for their sport.**
- 7. All physicals must be complete and documents submitted to the school before participation in practices/games.**
8. If St. Aloysius is unable to have a team due to student numbers, all efforts will be made to combine with another school.
- 9. In order to keep the family fee for athletic participation low, we do require all parents/legal guardians of athletes to assist in the operation of the concession stand. We also ask that all parents/legal guardians volunteer and contribute to all ABC fundraisers.**

Athletic Committee

The Athletic Committee consists of the Athletic Director(s) and all coaches. If a parent/legal guardian has any questions or concerns that cannot be addressed by the coach, the Athletic Director(s) will be happy to be of assistance. If the Athletic Director(s) is unable to

address the issue, the principal should be consulted.

Student Participation

1. All students in grades 5-8 will be eligible to participate in the athletic program, as long as they meet the academic and conduct eligibility requirements established by St. Aloysius Catholic School. In the event of low student numbers, the Athletic Director(s) may ask students in grade 3 and/or 4 to participate in sports. These students will be held to the same standards.
2. Students participation in all practices and games depends on:
 - a. If the athlete is present for all practices, unless excused for illness or another acceptable reason as determined by the coaching staff.
 - b. If the athlete is not under ineligibility suspensions for reasons of conduct or grades.
 - c. If the athlete is conducting him/herself in a Christian manner.
3. St. Aloysius has a “no-cut” policy; therefore, all students will be eligible as long as they meet the school academic/disciplinary requirements.
4. Varsity teams who cannot complete a team because of insufficient number of players may use 5th and 6th graders with the mutual consent of the parents and coaches.
5. All athletes all responsible for the upkeep and care of their uniforms during the season. The uniforms must be turned in at the assigned time and in good condition or the student/family will be billed for a replacement.
6. All athletes must leave the gym and equipment used in good condition.
7. An athlete MAY NOT practice or play with the team if he/she was absent from school the day of practice or game.
8. If school is cancelled or dismissed early due to weather conditions, there will be no practice or game.
9. No student athlete is allowed in the gym until the coach or designated adult is present.

Parents

Any questions, complaints or concerns from parents should initially be addressed to the coach. If this does not resolve the issue, the parent should contact the athletic director(s). If the issue has still not been resolved after following the steps above, then you should contact the school principal.

Parents are expected to work with each child participant to teach time-management and personal organization. We believe that all children can benefit from participation in extracurricular participation. However, the student must maintain his or her academic level and attendance as well. Administration and classroom teachers will determine the student's eligibility as needed.

Coaches

1. The Athletic Director(s) must approve all coaches.
2. All current coaches will be given the first option of returning to coach the next season.
3. Head coaches will select the assistant coaches.
4. Coaches will be responsible for collecting the CYO consent forms, fees and verifying

- that all physicals are turned in. The roster will not be signed until all forms are complete.
5. All coaches must have the approval of the athletic committee or director(s) prior to the purchase of any equipment or uniforms.
 6. The proper parish staff members must approve all gym times.
 7. It is the responsibility of the coach to see that his/her players are not in the gym without adult supervision.
 8. The purpose of Junior Varsity sports is to teach fundamentals of the sport. Athletes learn game strategy, wholesome competition and peer interaction. Therefore, every effort should be made to play all athletes if they have been faithful to practices and the rules of the coach.
 9. All coaches will adhere to all policies of St. Aloysius Catholic School and are responsible to the ABC.
 10. The CYO recommends that a coach of the same game gender be represented at games and practices for the individual sports programs.

ATTENDANCE IN RELIGION PROGRAM

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend all liturgical functions. Non-Catholic students may not participate in the Sacraments.

AWARDS

Each quarter students in grades 4-8 are recognized for their academic achievements. Three types of certificates are awarded at the end of each school year to students who have met the honor roll requirements.

Gold honor roll certificates are awarded to those students who have met the high honors requirements for three (3) or more quarters.

Blue honor roll certificates are awarded to those students who have met the honors requirements for three (3) or more quarters. The blue certificate is also issued to students who have a combination of honors and high honors for three (3) or more quarters.

An **Honors** certificate is awarded to any student who has met the high honors or honor roll requirement for at least one quarter.

High Honors Requirements –

- A's in all subjects
- Conduct grade no lower than A-
- No Specials grade lower than 87%

Honors Requirements –

- A's and B's in all subjects,
- Conduct grade no lower than a B. (not B-)
- No Specials grade lower than 80%

8th Grade Valedictorian and Salutatorian

These students are selected for each 8th grade class. These students are determined by their grade point averages starting in grade 6 to the mid-term of the 4th quarter in their 8th grade year. Only students enrolled at St. Aloysius Catholic School for their entire 6th, 7th and 8th grade years will be considered for this honor.

President's Award for Educational Excellence

Each year eighth grade students are eligible for this award if they meet the following requirements:

- Students must earn a cumulative grade point average minimum of 90 on a 100-point scale during their sixth through eighth grade years.
- Students must pass ISTEP+ in both Language Arts and Math on their last date of assessment prior to graduation. Students must earn a Pass+ in either Language Arts or Math.

President's Award for Educational Achievement

Each year eighth grade students are eligible for this award if they meet the following requirements:

- Students must earn a cumulative grade point average of 80 on a 100-point scale during their sixth through eighth grade years.
- Students must pass ISTEP in both Language Arts and Math on their last date of assessment prior to graduation.

ACNPSA Award

An award may be given each year to two eighth grade students from the Allen County Nonpublic Schools Association. The students are rated by each teacher on a scale from 1-5 in the following categories: Christian Attitude, Respect, Academics, and Extracurricular Activities.

Perfect Attendance

Students with excused tardies qualify for perfect attendance. Students with unexcused tardies do not qualify for perfect attendance.

BLOGS

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

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. Aloysius Catholic School Facebook® page is the one created and monitored by the St. Aloysius IT Specialist. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

THE BUCKLEY AMENDMENT

Please see Diocesan Policy P4170. St. Aloysius Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of noncustodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, noncustodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

BULLYING AND CYBERBULLYING

St. Aloysius Catholic 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, in jest or online**) face detention, suspension, and/or expulsion.

BUS SERVICE

Fort Wayne Community Schools (FWCS) may provide limited bus service to St. Aloysius Catholic School. Eligibility is determined annually by FWCS. Students who ride a FWCS bus are under the authority of FWCS and must obey all applicable rules. The bus driver has the authority to suspend bus privileges, if necessary.

CAR POOL - PICK UP AND DROP OFF

The school day begins at 8:10 a.m. and ends at 3:00 p.m. Students may arrive at 7:50 a.m. They should be dropped off at the basement entrance on the north side of the school. For the safety of your child(ren), please do not drop off before 7:50 a.m. unless special arrangements have been made through B.A.S.I.C.S. - if your child is on campus before 7:50 and/or after 3:25, you will be responsible for fees incurred for care according to published rates: if your child is still in the building at 3:25 after pick-up, he or she will be sent to the basement under B.A.S.I.C.S. supervision when fees begin. Please refer to B.A.S.I.C.S. documentation for more detailed information. **DO NOT drop off your child/ren at school without school personnel present. The parent is responsible for ensuring that school personnel have the student directly in their care before the parent departs.**

Students who ride the bus will be dismissed from the basement area. Students who leave by car will be dismissed from door #1, the main entrance to the building. Drivers should enter the school grounds via the south, church parking lot entrance and proceed around the end of the activity center. Family numbers will be given to each family at the beginning of the year. These numbers should be placed in the car where teachers will be able to see them clearly from the school's front door. **When you have your child/ren in your vehicle, but the line is not moving, please do not exit the line early. Please remain until all cars can move away beginning with the most forward vehicle.**

In order to ensure as safe and orderly a departure as possible, all cars will leave the school parking lot via the far north exit.

No student will be allowed to leave the building with someone other than the parent/guardian or designated bus service, unless the school has been notified either in writing or by phone to designate another person. For safety reasons, adults other than parents/guardians picking up students may be asked to show some form of photo I.D. to school personnel before students will be released to them.

No child will be dismissed early from school without a written request and/or phone call from a parent/ legal guardian. All children with an early dismissal must be picked up in the school office and **signed out** by the person picking them up. The student is not allowed to sign him/herself out.

CELL PHONES

Students are not to use mobile phone for personal use during school hours. Administration understands that family circumstances may require a student to have a mobile phone for activities outside of school hours, and so must carry one to school. **IF THIS IS THE CASE**, the student **MUST** place the mobile phone in his or her locker in the basement or give it to his or her classroom teacher in the morning by **8:00**.

Any electronic device brought to school is done at the family's own risk. All devices must be returned to book bags/lockers by 8:00 each day and not used again until 3:20. BASICS has its own expectations.

If during the school day an adult finds a mobile phone/gaming device on a student's person, or in the classroom, the mobile phone/gaming device will be confiscated and the PARENT must retrieve the mobile phone/gaming device in person at his or her earliest convenience. The student will not be given directly the mobile phone/gaming device in this case.

The administration reserves the right to search the contents of a confiscated cell phone.

CHEATING

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing (a student who allows another student to copy from his or her work) of information, plagiarism and all other forms of academic dishonesty. (The

consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses may be directed to the principal and the pastor).

1. **First offense** results in the student receiving a zero on the graded assignment, quiz, test, project, paper, etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence. **A detention will be given to any student breaking this rule.**
2. **Second offense** results in a zero on that particular graded assignment plus one day in-school suspension. The parent/guardian will be notified and a conference will be held.
3. **Third offense** results in the student being asked to withdraw or student expulsion as determined by the administration and associated team.

CHILD ABUSE

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

CLASSROOM RULES AND PROCEDURES

Every teacher has the right to establish a classroom structure that provides optimal learning, and requires appropriate student behavior. Parents/guardians play an integral role in ensuring that this optimal learning environment is achieved by maintaining a cooperative relationship with teachers whenever behavioral issues arise.

CONDUCT

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students spiritually and academically realize their God-given potentials.

1. Students are expected to treat others in a Christian manner as they expect to be treated.
2. Students are expected to demonstrate respect for all faculty and staff members, volunteers, other students, and self.
3. Students are expected to respect all property.
4. Students are expected to actively participate in school liturgies.
5. Students are expected to follow all guidelines as outlined in the Family Handbook.
6. Students are expected to be responsible for their education by participating fully in their educational experience.

7. Students are expected to exhibit orderly behavior while in school and at school functions. These expectations apply to a student's conduct on and off school grounds, en route to and from school, and at any time or place that the principal determines could cause harm to other students, employees, property or the reputation of the school.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

DISCIPLINE

**Gum is not allowed to be chewed during the school day unless otherwise directed by the teacher.

Disruptive Behavior

These are the suggested steps for handling less serious infraction. The principal is the final authority on consequences for any action. The consequences may include in no particular order, but are not limited to:

1. Performing community service
2. Exclusion from school sponsored activities
3. Exclusion from extracurricular activities
4. Detention
5. Suspension
6. Expulsion

Detention Procedures

For the 2018-2019 school year, very specific procedures will be in place as noted by the issuing teacher/administrator. When a detention is given, the parent/guardian will be notified by a detention form which will be sent home, in addition to a phone call from the student to the parent. The form will give a brief explanation for the detention. The parent will need to sign and return the form to school the following school day. Detentions will be served each MONDAY in a designated classroom or office area. Unless prior arrangements have been made, students must be picked up promptly after the detention has been served.

PK – 4 ... 3:15 – 3:45

5 – 8 ... 3:15 – 4:00

A **second** detention given for misbehavior will follow the same procedure, or if the first detention is missed.

A **third** detention will require a conference be held with the parent/guardian, student,

teacher and administrator as soon as possible.

Detention is not a time to work on homework or other curricular projects. The teacher or principal may assign another related task, or the student will sit in silence. This will be determined at the time of detention service.

Offenses that Merit Detention, but not limited to:

1. Deliberate disobedience, defiance, or disrespect toward any person in authority, such as teachers, teacher assistants, secretaries, maintenance personnel, cafeteria personnel or other volunteers.
2. Habitual disruptive behavior such as inappropriately speaking out, excessive talking, causing deliberate distractions, and/or inappropriate behavior on parish property.
3. Use of profane or offensive language.
4. Deliberate disregard of school rules.
5. Ridiculing or teasing another person, including bullying behaviors through any transmission method.
6. Insubordination to the teacher and/or choosing to avoid class work.
7. If the original detention is not served by the date recorded, an additional detention will be added where both must be served as documented.

Overriding the Detention Process

If a student's misbehavior continues, a student may be assigned an in-school suspension. A conference will be held with the parent/guardian and student as soon as possible. Some possible recommendations could be writing a behavioral contract, counseling, or pastoral intervention. Refusal to meet with an administrator for any reason will be an automatic out-of-school suspension until a conference is held.

Habitual misbehavior or disregard of school rules will result in notification to parents/legal guardians that the student's behaviors do not conform to the standards of appropriate Christian behavior, and the student may be asked to withdraw or may be expelled.

Habitual offenders may be defined as students who have received five (5) or more detentions or who have received two (2) or more in-or-out-school suspensions within the same school year. School records in such a case will be prepared for the student's transfer out of St. Aloysius Catholic School. A conference will be held as soon as possible with parents/legal guardians, student and any school employees deemed necessary to determine next steps.

Suspension Procedures

1. Suspensions will be served as soon as possible following the offense.
2. In-school suspensions will be supervised by a hired substitute or administrative designee. An administrator may decide that it is necessary to assess fees for substitute teacher wages to the parent/guardian.
3. In-school suspension time will be served in academic pursuits. Students will not bring any non-school related items, such as cell phones, laptops, pad-style computers, CD players, hand-held video games, radios/MP3 players, etc. If items are brought to the

assigned in-school suspension room, they will be confiscated and the parent/guardian must retrieve the device in person at his or her earliest convenience.

4. Students must bring a book to read if assignments are completed before the school day is over.
5. Students will not be allowed to participate in any school sponsored activities, including all extracurricular events, during or after school on the day of the suspension or for a longer period of time determined by the administration.
6. The student will attend the parish/school morning Mass. If the suspension is assigned on an all-school Mass day, the student will be allowed to participate, but will not sit with his/her class.
7. The student may bring his/her lunch or may participate in the hot lunch program, but will not sit with his/her class.

Offenses that Merit Automatic Suspensions, but not limited to:

Automatic suspensions are given for the following violations:

■ Bullying behavior:

- Indiana Code 20-33-8-0.2 defines bullying as: A. Overt – repeated acts or gestures, including: Verbal or written communications transmitted; Physical acts committed; or Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. B. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically it is repeated over time. It may take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email or other electronic means (cyber bullying). It is abuse – not conflict.

1. Fighting with another student
2. Retaliation against another student for an aggressive action
3. Biting another student
4. Bringing to school or having on his/her person matches, lighters, firecrackers, or bringing any other incendiary item
5. Actions that fall under the categories as listed in Diocesan Policy P4520
6. Racial or sexual statements directed toward another person verbally, electronically, or in writing via any transmission method

Diocesan Policy 4520: Grounds for Suspension or Expulsion of Students

1. The grounds for suspension or expulsion below apply to a student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function or event;
 - C. Traveling to or from school or a school activity, function or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the Diocese.

2. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other student to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the Gun-Free School Policy of the Diocese.
 - G. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
 - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
 - I. Failing in a substantial number of documented instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
 - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
 - L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
 - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school

purposes or an educational function.

Disciplinary Review for Students P4530

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal, in consultation with the pastor, shall be responsible to make a final decision on all matters. The principal's decision shall be final and binding on all parties.

Behaviors with Specific Consequences

The following behaviors are addressed individually and have more specific consequences due to their serious nature and their opposition of the Catholic Christian faith:

Diocesan Policy 4560: Gun-Free Schools

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Catholic Schools Office annually concerning the following:

1. a description of circumstances surrounding any expulsions imposed under the policy;
2. the number of students expelled from the school under the policy; and
3. the types of instrument concerned.
4. For purposes of this policy, the term "firearm" means:
 - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - B. the frame or receiver of any such firearm; or
 - C. any firearm muffler or firearm silencer.
5. For purposes of this policy, the term "destructive device" means:
 - A. any explosive, incendiary, or poison gas;

- B. bomb;
 - C. grenade;
 - D. rocket having a propellant charge of more than four ounces;
 - E. missile having an explosive or incendiary charge of more than one-quarter ounce;
 - F. mine;
 - G. device similar to any of the devices described in clauses;
 - H. any type of weapon by whatever name known which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter; or
 - I. any combination of parts, either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled.
6. For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that is in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

Pornography

Students are prohibited from possessing or generating material using any type of media or information transmission electronically or via paper that is lewd, suggestive or pornographic in nature. Students may not bring material from email that fits this category. Student may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administration.

1. **First offense** results in a one day in-school suspension and meeting with the administration.
2. **Second offense** results in the student being asked to withdraw or student expulsion as determined by the administration.

Tobacco

The use of or possession of, sale of, distribution of or providing to another, any tobacco product on school grounds during school hours or at school functions is prohibited. (Tobacco is an illegal substance in regard to minors.)

1. **First offense** results in the student calling the parent/guardian in the presence of the teacher. The student will serve a one-day in-school suspension. Authorities will be notified that a minor is in possession of an illegal substance.
2. **Second offense** requires a meeting as soon as possible after the offense with the administration, the parents/guardians and the student. The student will serve a two-day in-school suspension. Authorities will be notified that a minor is in possession of an illegal substance.
3. **Third offense** will result in expulsion.

Diocesan Policy P4420: Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance I.C. 31-34-1-7, and, in that case, the matter shall be referred to the Department of Child Services.

Student Accused of a Non-School Related Criminal Act: P4550

When a student is accused of a non-school related criminal act, the school shall follow Diocesan Policy P4550.

EMERGENCY PROCEDURES AND PREPARATIONS

1. Each fall an emergency contact form is given to parents to complete. Please fill out all sections complete. These should be returned promptly to the office.
2. In case of a change of address or work or home telephone number, please notify the school office immediately.
3. Parents should make provisions to have children picked up in the event of illness or unexpected dismissals when parents are not available. These names should be listed on the emergency form.
4. Silence and order are to be observed during a fire, tornado, evacuation, or lockdown drills.
5. *Reach Alert* contact system will be utilized by the principal to inform school contacts of any change in schedule or other needs. All messages originate from the principal only.

Emergency procedure information for each student must always be available for quick reference. An emergency card on each student or a student data form must be current and readily accessible to the principal and staff. (Diocesan Policy 4140)

Facebook® and OTHER SOCIAL MEDIA POSTINGS of STUDENT PHOTOGRAPHS

St. Aloysius Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St Aloysius Catholic School adheres to these laws in its attempt to protect the privacy rights of all students.

As a result, the parents of students enrolled at St. Aloysius Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on any of their personal social media platform. Such postings are a violation of St. Aloysius Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Aloysius Catholic School.

EXTRACURRICULAR ACTIVITIES

St. Aloysius Catholic School offers athletic and non-athletic extracurricular activities. Extracurricular activities can play a major role in the formation of healthy students with strong moral character. Because participation in these activities is an earned privilege, not a right, there are standards to which the student must adhere at all times. Our student athletes and organization members represent not only themselves, but also the entire St. Aloysius Catholic School and church community. Students and their parents are expected to maintain respect for themselves, teammates, opponents and guests at any activity on or off campus at all times. Any manner of disrespectful behavior including language at any time by the student will be grounds for the athletic director, coach, advisor, or principal to pull the student from participation immediately. Thereafter the principal will decide reinstatement of the student. These standards are the same for athletic and non-athletic activities.

FIELD TRIPS

All school sponsored field trips at St. Aloysius Catholic School must adhere to Diocesan Policy P4320.

Field trips are educational opportunities provided for the students. They are not a right but a privilege. A student showing conduct which does not prove him/her trustworthy on such occasions will not be allowed to go. Field trips are school days and students not accompanying their class are expected to be in school. An alternative assignment will be given for a learning experience. A parent/guardian's signature on the standard school field trip permission form is required before a student will be allowed to go. Verbal permission by phone is never permitted.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of students via private means unless an invitation is being given to every student in the entire grade.

GOD'S GIFT OF HUMAN SEXUALITY

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

On the high school level, students will attend a one semester course focusing on reverence for life in their freshman or sophomore years.

HARASSMENT

It is the policy of the Catholic schools of Fort Wayne/South Bend to maintain a learning and working environment that is free from sexual or racial harassment. The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

It shall be a violation of this policy for any employee of the Catholic schools to harass another employee or student through conduct or communications of a sexual nature as defined in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee through conduct or communications of a sexual nature as defined in Section I of the Procedure or of a racial nature as defined in Section II of the Procedure. The use of the term "employee" in this policy also includes non-employees and volunteers who work subject to the control of school authorities.

Diocesan Policy 4580 : Sexual/Racial Harassment Prohibition

This policy and procedure covers situations in which a student claims to be the victim of harassment (see Policy 3630 and accompanying Procedure relating to employees who claim to be victims).

1. Sexual Harassment

A. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.

B. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.

C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

2. Other Forms of Harassment

A. Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, gender, or other protected area.

Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.

B. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion, national origin, age, disability, or other protected trait.

C. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

3. Complaint Procedures for Students

A. Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complaint procedure explained below in Section 3, C is followed.

B. The right of confidentiality, both of the complaint and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.

C. All complaints of harassment shall be handled in the following manner:

1. Complaints must be made by student, and parent/guardian if under age 18, in writing on forms supplied by the school office.

2. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section 1 or 2, respectively.

- a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;

- b. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:

- (1) Complete the Investigative Report of Alleged Harassment;

- (2) Conduct any necessary follow-up, gather information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;

- (3) Contact the parents of all students known to be involved

3. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;

4. The principal is responsible for the decision in the matter but may establish a Discipline Board assist. The report and results of the investigation will be utilized by the school to:
 - a. determine appropriate disciplinary action;
 - b. determine need for counseling referral; and,
 - c. determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

D. Sanctions for Misconduct

A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the pastor/principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.

E. False Reporting

Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

HEALTH SCREENING

Vision, hearing, and scoliosis screening are required by state law and by the Allen County Board of Health. If a parent/guardian does not want their child to participate in any or all of these screenings, a written objection should be submitted to the school office and will be kept on file. A written note/form from a qualified medical professional must be sent to the school office to be kept on file.

HISTORY OF THE SCHOOL

The first schoolhouse was a small frame building initially used for school only two or three months of the year. It was used primarily to prepare children to receive their First Holy Communion. On October 17th, 1876, Father Ferdinand Koerdt opened a regular parochial school with 38 students. In 1882 the two-story brick schoolhouse was erected at a cost of \$4,000.

As this building worsened, bids were received to construct a 4-classroom building at an eventual cost of \$98,000 and opened to students for the 1955-1956 school year. As enrollment continued to grow, plans were made to construct an addition in 2001 for \$1.5 million to add five new classrooms, a library, an office area and a gym/parish activity center. When the construction was complete and the building addition was opened, Bishop John D'Arcy presided over the blessing of the new building.

Our 28th pastor is serving our parish and school since 1859. Additionally, there have been 13 principals to date. St. Aloysius Catholic School is the oldest, continuously running diocesan school. Generations rely on our school to Form Saints and Scholars in Christ.

HOME & SCHOOL COMMUNICATION

Good communication is vital to a successful school. Teachers, parents/guardians, and students should all work together as a team. We are always looking for suggestions to improve in this area. The following are some avenues of communication that are currently available:

1. Communications from the school will be sent home weekly via the Family Envelope. This envelope will be sent home every Thursday with the oldest child in the family. This envelope should be returned to school by the next school day.
2. A school calendar is distributed at the beginning of the school year. Parents will be informed of coming activities via the Gator Goings-On newsletter and through our website: **a new address is forthcoming.**
3. A school newsletter is sent home once a week via email and in print.
4. Weekly classroom news may be sent home to inform parents/guardians of classroom information.
5. If a child is experiencing classroom/discipline difficulties, use these sequential steps:
 - contact the teacher
 - contact the principal
 - contact the pastor, if necessary.
6. Suggestions or comments on the improvements of educational programs should be sent to the principal.
7. No list of school personnel or student roster will be handed out without approval from the principal.
8. Custodial parents should notify the office indicating the preference for sending information and reports to the non-custodial parent.
9. Proper legal documentation must be on file in the school office indicating who has legal custody of the child/ren. If this is not honored, the rights of all natural parents will be honored.

*****our new school/parish website will contain the uploaded Gator Goings-On (newsletter). You will be able to see the newsletter in addition to other timely information. PLEASE CHECK THIS SITE OFTEN.**

INSURANCE

This fee is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after

this point should be between the plan administrator and the parents. Completed claim forms must be submitted within ninety (90) days of the date of injury.

ITEMS BROUGHT TO SCHOOL

St. Aloysius Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

LOCKERS AND OTHER AREAS

Student Lockers

Students in grades PK to 4 will have hooks on designated areas of walls to store personal belongings throughout the school day. Students are not to interact with other students' belongings at any time. These areas are the property of the school and are subject to Diocesan Policy P4590.

Students in grades 5-8 will be assigned a locker located in the basement. This locker is to be kept clean, neat, and the door closed when not in use. The locker is the property of the school and is subject to Diocesan Policy P4590.

Inspections: Diocesan Policy P4590: Student Locker and Vehicle Searches

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

1. Persons and Personal Belongings

The school reserves the right to examine the contents of the student's pockets, purses, backpacks, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

2. Student Lockers

All lockers, school desks, cloak rooms etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school only. The lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an educational function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect at any time the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

St. Aloysius School shall follow this procedure:

1. The principal may inform the student of the locker, clothing pockets on his or her person, or personal belongings container search.
2. The student may be present during the search.
3. The principal shall have a witness also present during the search.
4. The principal reserves the right to remove from that locker, pocket or personal belongings container anything determined by the principal to be harmful or inappropriate to the school environment in any way as described above.

3. Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

4. Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

LOST & LEFT

All items will be collected and kept in a designated area for retrieval by the family. Any items left at the close of the school year will be donated or made available for resale.

LUNCH

Hot lunch and/or milk can be ordered on a weekly basis through FWCS lunch services. A menu is sent home from the school office for two weeks at a time. Lunch orders are due to the school office each Monday. Late orders cannot be accepted. All charged items must be paid for promptly – no more items may be charged beyond the 5th item until all charges are paid in full to the school.

LUNCHROOM BEHAVIOR

Those who serve as lunchroom supervisors are volunteers who monitor student behavior and the coordination of clean up. *Students are expected to act with respect and cooperation to each supervisor by following directions as they would with any other faculty or staff member.* The principal will discipline students referred to the office.

1. Students will be seated as assigned.
2. All students are to clean up after themselves.

3. Students should line up so that lunch “check off” can be done quickly and accurately.
4. Grades Pre-K – 4 lunch times are from 11:10– 11:35 a.m.
Grades 5-8 lunch times are from 11:35 – 11:55 a.m.
5. Throwing food is NEVER allowed. This type of behavior will result in a detention.
6. **DO NOT** send food that needs to be heated or kept in the refrigerator.
7. NO soft drinks are allowed.
8. Restrooms should not be used during the lunch period except in an emergency. Students can use the restroom before coming to lunch.
9. All students will follow the lunch procedures posted in the lunchroom.
10. Please refrain from bringing lunch to the student during lunch time under normal circumstances. It can pose a disruption to the environment. An exception may be a special lunch planned ahead of time with the administration for a special event for the child.

MEDICATIONS AND MEDICAL

Medications

Indiana state law requires that schools observe certain regulations in administering medications to students. Written permission of a parent/legal guardian or physician is required for all medications. In order to administer medicine to your child, the following procedures must be followed:

1. Over-the-counter medication requires written permission from a parent/legal guardian stating the amount of medication, the hours for administering, and the period of time medication is to be continued. Apply the child’s name and the date to the original bag or container.
2. Prescription medication must be in the ORIGINAL CONTAINER. The label will meet the requirement for the physician’s signature, and a parent/legal guardian must send in a permission note with his/her signature.
3. No medications can be sent home with the student. A parent/legal guardian **MUST** pick them up in the office.

Medical Emergencies

In case of serious accidents, the parents/legal guardians will be notified. If it is impossible to reach the parents/legal guardians, the family doctor or emergency services will be called via 911.

OFF-CAMPUS CONDUCT

The administration of St. Aloysius Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

OFFICE RECORDS

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

PARENTS AS PARTNERS

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

To set rules, times, and limits so that your child - (examples):

- 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; and
- Has lunch money or nutritional sack lunch every day.

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

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; these notes are kept on file for the school year.

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

To meet all financial obligations to the school;

To inform the school of any special situation or changes 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, consult the school's website, Google calendar, and Facebook page as often as possible;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

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

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

PARENTS' ROLE IN EDUCATION

St. Aloysius Catholic School considers 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 Catholic 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. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. 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 CONCERNS PROCEDURE: DIOCESAN POLICY P2310

To facilitate and promote the orderly and efficient resolution of concern, parents wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing)
- Step 2: Address the issue with the Principal
- Step 3: Address the issue with the Pastor (elementary schools only)
- Step 4: If the issue is not satisfactorily resolved, then the parent should place his/her concerns in writing to the person involved and his/her supervisors (e.g., Pastor and Principal)

Parents should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g., Harassment).

PARENT – TEACHER CONFERENCES

To discuss a student's performance, problems and progress please telephone the school to arrange conference or request a call back from a teacher or the principal. Teachers will return phone calls at their earliest convenience. A conference, however, is better for longer discussions. To assure the appropriate setting and time, it is necessary to arrange a conference appointment in advance.

Please do not disrupt the learning environment by interrupting with a "stop in" visit. Teachers have requested that they be contacted through the school office, by note, or via email. They are normally at school until 3:30 p.m.

Pre-K and K

Conferences will be held each fall and spring. Conference times/dates will be sent home via the family envelope. Parents are expected to attend each conference.

Grades 1-8

Conferences may be requested by the teacher, principal or parent as necessary at any time during the school year. Fall conferences are scheduled at the end of the first grading period. Parents are expected to attend the fall conference. *Students* in grades 5-8 are expected to attend the fall conference. Spring conferences may be required by the classroom teacher if necessary.

PROMOTION AND RETENTION POLICY

A student may be placed, promoted or repeat a particular grade level for a variety of reasons as determined by the principal, teacher(s) and parents.

Promotion and Retention

The following MAY be reasons for retention:
Grades 1-4 – an average of “F” in Reading and Math.
Grades 5-8 – an average of “F” in 3 major subjects.

Conditional promotion/placement with tutoring:

Grades 1-4 – an average of “F” in Reading
Grades 5-8 – an average of “F” in 2 major subjects

A student in grades K-5 may repeat a particular grade level for the benefit of maturity, lessening pressure or other reasons deemed beneficial by the concerned parents, teachers and principal.

RECESS

Students are expected to conduct their behavior during recess with a high degree of respect for the playground supervisors and fellow students. Uncooperative students will be sent to the office. RECESS MONITORS HAVE AUTHORITY IN CONCERT WITH THE PRINCIPAL.

Outside Recess Rules

1. Students are not to re-enter the building once they are outside unless they have permission from the playground supervisor.
2. No things such as rocks, sticks, mulch, snowballs, etc. are to be thrown.
3. No food or candy is allowed on the playground. Chewing gum is not permitted.
4. Students should stay away from all parked cars.
5. No rough games are allowed that might cause injury to a student or damage clothing.
6. **Students may be outdoors for recess unless the wind chill is below 15 degrees. Students should dress appropriately for the cold weather as the school has no items to lend.**

Inside Recess Rules

1. Indoor recess will only be held on days of extreme weather.
2. Students will be in the gymnasium or the classroom.
3. No food, candy or gum is allowed.
4. No rough games are allowed.
5. When the gym is not available, teacher designated activities may be played in the classrooms.

RELIGIOUS ISSUES: Diocesan Policy P4410

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

REPORT CARDS

Progress Reports Pre-K

Report Cards will be issued at the end of each quarter.

Progress Reports K-8

Midterms and Report Cards dates are published yearly on the school calendar. Midterms are issued as an informational tool which gives parents an insight into the child's current progress. These are not recorded on the permanent record, but they are used to determine instructional support and remediation.

Report Cards are issued at the end of each quarter. A copy of the report card will be filed in the student's permanent record. An average of all four (4) quarters is recorded on the student's permanent record and is used for a student's promotion or retention. Parents may also view their child's grades at any time from home by accessing the **PowerSchool** website.

SACRAMENTAL PREPARATION

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Aloysius Catholic School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 7 or 8. In accordance with the diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Holy Communion.

Parents are 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. Consult the Pastor for further guidance.

SAFETY

St. Aloysius Catholic 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, in jest 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. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Safety Plan

To ensure the safety of all students, St. Aloysius Catholic School and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year we will conduct drills for fire and severe weather as well as lock down drills.

Visitors to the School

School doors will remain locked during normal school hours. All visitors to the school, including volunteers, are asked to enter through door #1. Visitors should first report to the office where they will be asked to sign in and take an I.D. badge to wear. Before leaving the building, all visitors/volunteers will be asked to sign out of the office and return their I.D. badge. NO unauthorized visitors are permitted in the building. This is strictly enforced for the safety of all children. For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building. **(Diocesan Policy P2410)**

Teachers, students and faculty/staff must wear an I.D. badge. Anyone not wearing a St. Aloysius Catholic School I.D. badge may be stopped and escorted to the office. Visitors who do not cooperate will be asked to leave. The school reserves the right to call 911 for assistance. Volunteers are required to complete a Volunteer Application Fact Sheet from the Diocese of Fort Wayne/South Bend and must permit a background check before they can begin volunteering. **(Diocesan Policy P2430)**

SCHOOL HOURS

8:10 Door to the basement is closed and locked. Announcements and prayer in the basement
 8:30 Mass: Tuesdays = 5th through 8th grades, Thursdays = PK through 4th grades, Fridays = all
 11:15 Dismissal for ½ day Pre-K
 11:10 – 11:35 / 11:35 - 11:55 Lunch/Recess for Pre-K – 4th Grade
 11:10 – 11:35 / 11:35 – 11:55 Recess/Lunch for Grades 5th – 8th
 3:00 Instruction ends – students pack up and go to gym for dismissal and all-school prayer
 3:10 Release students for pick up

The last Wednesday of every month is designated as Professional Development for Teachers: there will be an automatic ONE-HOUR early dismissal for all students unless otherwise indicated by administration. Please refer to our school calendar on Google for specific dates.

The office will be open from 7:30 to 4:00 daily.

If the student must return to school after dismissal to retrieve an item(s), the parent is to accompany the student into the building while a faculty or staff member helps the student retrieve the item(s).

SMOKE-FREE ENVIRONMENT

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children as required by the Diocese of Fort Wayne-South Bend. (P5000 Series)

All faculty, staff, and volunteers are to avoid smoking in their vehicle while on school property followed by returning to the building. E-cigarettes or other similar devices are also

prohibited.

SPEECH THERAPY AND SPECIAL SERVICES

Speech therapy and individualized private school service plan arrangements are available to St. Aloysius Catholic School students through the Fort Wayne Community Schools. Sessions are held during school hours. All special education services are limited and will be individually considered. Priority of the use of Resource materials is given to those students identified with special needs.

STEWARDSHIP AND SERVICE

The purpose of the stewardship program for students in Pre-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 service projects of various kinds.

Parents are encouraged to partner with the school in suggesting, coordinating, and helping to carry out the project so as to serve others in the best ways possible while teaching students that service takes much effort and a dedicated heart.

STUDENT RECORDS

St. Aloysius Catholic 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. 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 Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling may 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.

SUBSTANCE ABUSE: Diocesan Policy 4570

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

TECHNOLOGY CONCERNS

St. Aloysius Catholic School is blessed to have updated technology in every classroom for use by teachers and students. While technology is necessary in this modern time, it is not the only tool used to increase and support learning. We do not utilize e-learning methods. In the classroom there are laptops or desktops with various other technology pieces available. Students are expected to care for the equipment and use as directed by the faculty and administration.

Internet Usage

St. Aloysius Catholic School provides internet service for classroom activities. Each student is required to read and complete an internet user agreement. **Please be aware: your child may have a designated folder on the school network. This folder and any other electronically stored data are subject to inspection by administration without notice to students or parents.**

Diocesan Policy P4620: Diocesan Internet Acceptable Use Policy

1. Background

The internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Social networking sites are not to be used to portray the school, the faculty or staff, students, families or the St. Aloysius community in any negative or harmful way. Individuals will be held responsible for publishing or transmitting inappropriate material.

Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

2. School’s Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These annual written agreements are to be signed by students, their parents/guardians, and teachers. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of online behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. A sample policy is provided for all schools by the Catholic Schools Office.

All use of Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others under proper supervision. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner. Regardless of the device used to access the internet in school or the use of electronic files or programs of any kind, the students, teachers, families, and community members must adhere to responsible, modest, and honorable electronic behavior. Additionally, each person should be prudent regarding electronic behavior even when outside of the school.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or online resources; for personal property used to access school corporation computers, networks, or online resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

3. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

A defined network etiquette is followed.

4. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. There is no exception to the method of transmission of information: any device that is used to access the

internet stands within this description. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
 - B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
 - C. Using violent, abusive, obscene or sexually explicit language.
 - D. Harassing, insulting, bullying or attacking others.
 - E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
 - F. Violating copyright laws.
 - G. Unauthorized use of another's password.
 - H. Trespassing in others' folders, works, or files.
 - I. Intentionally wasting resources.
 - J. Employing the network for commercial purposes
 - K. Downloading or the transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.
- Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

5. Consequences for Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media.

Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not specifically previously approved and included as part of the school's budget.

Parents/guardians are required to sign an annual Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this annual expressed permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

6. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide training in the proper use of the network through personal example and the computer applications class when applicable. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. In some schools a limited precaution has been taken to restrict access to controversial materials by using special software (for example, Surfwatch or Cybersitter).

The technology facilitator is responsible for determining and uncovering incorrect usage of the Internet and also for informing school authorities and the student in question. The facilitator reserves the right to inspect accounts when there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

TELEPHONE USE

Students will not be allowed to use any school phones during the school day. If a student forgets a lunch, homework, or gym clothes, or other necessary item, he/she will accept the consequences of forgetting.

Students do not have the authority to alter their dismissal arrangements. Only a phone call or note from the parent can alter the student's regular routine for dismissal.

UNIFORM / DRESS CODE

Our primary goal is that the appearance of all students should enhance our Christ-centered learning environment. Clothing/appearance of students should never distract or detract from the education environment, and are intended to reflect modesty and simplicity. This is intended to teach personal responsibility and add to a strong work ethic. We take this seriously. **The 3rd Uniform Infraction during the school year will result in a Detention.**

Tops:

Uniform shirts, sweatshirts, and fleece must be ordered through the designated website or the school office. Long sleeve and short sleeve are available. A student may wear a shirt under the uniform shirt, but it must be a solid color: **white, black, navy blue, or gray only**. Spirit wear items are ordered through our online store during three time frames throughout the year. Date ranges and the site will be published. **SPIRIT WEAR is allowed on MONDAYS only. TEAM JERSEYS/TOPS are considered spirit wear and are allowed on Mondays only.**

Students are to wear a uniform shirt under sweaters and school sweatshirts: If the student wishes to remove the sweater, he or she has the option of the uniform shirt remaining. School uniform-approved fleece is allowed during school hours. No other jackets or coats are allowed during the school day unless the teacher decides they are appropriate for the environmental temperature.

BARE SHOULDERS ARE NEVER ALLOWED, EVEN ON DRESS-UP OR DRESS-DOWN DAYS.

All polo-style uniform shirts must be tucked in at all times.

St. Aloysius Catholic School students may wear the uniform shirts or the Spirit Wear items any day of the school year. ***All spirit wear items will be welcome only on Mondays. Uniform items only will be allowed on Tuesdays through Fridays. Any special circumstances will be relayed by the school.***

Sweaters

Solid navy blue or black pullover or cardigan style sweaters are allowed to be worn over the regular uniform shirt. It should be plain with no print.

Pants

Students in grades 1-8 must wear plain, modest, dress style navy blue, khaki, or black pants. **Denim material is not allowed.** The length of pants should be no longer than the top of the shoe heel. Students in Pre-K, Kindergarten or 1st or 2nd grades may modify the above criteria by wearing pants that are appropriate for the developmental level of the child. These pants must be khaki, navy blue, or black. **No pant should fit skin-tight for boys or girls. A looser fitting, dress-style pant is welcome. Cargo style pants are not allowed.**

Shorts

Students may wear navy blue, khaki and black walking length shorts from the first day of school through September 30th (or a date to be determined) and from May 1st (or a date to be determined) until the end of the school year. Shorts must be near the knee in length. Shorts must meet the same criteria for type of material and style as outlined in the Uniform Pants section.

Skorts, Skirts, Jumpers

Girls may wear navy blue, khaki or black. *These may be worn all school year.* Skorts, skirts and jumpers must be at the knee or longer in length. **If leggings under skorts/skirts are desired, they must be of a plain, solid color: white, black, navy blue, or gray only.**

Capri Pants

All girls are allowed to wear navy blue, khaki or black capri pants from the first day of school through September 30th (or a date to be determined) and from May 1st (or a date to be determined) until the end of the school year. Capris must meet the same criteria for type of material and style as outlined in the Pants section.

Belts

Belts are not required. If desired, it must be plain black, brown, or navy blue solid design.

Shoes

Gym/Athletic shoes are the only style allowed: no sandals, boots, loafers, dress-slip on, slides, flip-flops, etc. Snow boots may be worn to and from school in inclement weather, but students must change into regular gym shoes once they arrive at school. They must fasten by lace or Velcro.

Socks

Socks must be worn at all times and must be of a solid color: **white, black, navy blue, or gray only. They must match.**

Make-Up

A light application of makeup is acceptable and a privilege for girls in **grades 7 and 8 only**. Any girl not abiding by this will be told to wash or take off the make-up and will receive a dress code violation. Light shades of nail polish are welcome for girls in all grades.

Earrings

Earrings are permitted for girls only. Earrings must be of a post type or small hoop style. No dangling or large hoop style earrings will be permitted. Other styles will be considered on an individual basis.

Hair

Boys and Girls: A student's hair should be clean and hairstyles must be appropriate. Hair accessories that function to control hair are allowed, but must be minimal in size and modest.

Boys: Facial hair must be kept shaven when necessary. "Mohawk" hairstyles are not allowed.

Gym Clothes

Gym clothes (uniform shirts and bottoms) are a requirement for grades 3-8. Gym shirts, sweats and shorts must be ordered through our uniform order process. This gym uniform must be worn each gym class day of the year, unless otherwise directed by the teacher.

Proper uniform is figured into the grade. Students may choose to wear the shorts or sweats throughout the year.

Outerwear

Outerwear may not be worn in the classroom unless permission is given by the teacher for special circumstances. Uniform Fleece may be worn at any time unless otherwise directed by the teacher.

Hygiene/Appearance

If any hygiene/hair/appearance becomes a distraction, it will be dealt with on an individual basis by the teacher and/or principal.

Head Lice

Upon discovering evidence that head lice exists, the student is not allowed in school. If it is discovered at home, the parents must contact the school to inform administration. If it is discovered at school, the child's family will be contacted to take the student home immediately. The student must remain out of school until the child is nit-free for 24 hours.

Uniform/Dress Code Violations within the same school year:

If at any time it is determined by the faculty or administration that a repeated violation is deliberate, it may be seen as defiance or deliberate disobedience and will be treated as a behavior violation subject to regular discipline procedures.

**** The classroom teacher reserves the right to excuse an inappropriately dressed student to the principal's office where the student will remain until his/her parents bring proper uniform items for that day. Any work that is missed during this time is still the student's responsibility to complete per the teacher's instructions.**

*The principal retains the right to amend the uniform/dress code at any time. *

Non-Uniform Days

Occasionally for holidays, spirit week, spirit days, etc. students will not have to wear their uniform. Instructions for what may be substituted for the uniform will be given by the teacher/principal at the appropriate time.

***** If special circumstances exist that require clothing adjustments for the student, the parents/guardians must discuss with the principal the needs and details of the situation.**

VISITORS TO THE SCHOOL: DIOCESAN POLICY 2410

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building.

VOLUNTEERS: DIOCESAN POLICY 2430

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background.

All volunteers performing services for a school on a regular or recurring basis must successfully complete the Diocese of Fort Wayne-South Bend **Volunteer Application** and the Safe Environment Training. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

WEATHER, SCHOOL DELAYS AND CLOSINGS

School closing and/or delays will be announced on Fort Wayne television stations 15. 21 and 33, along with radio stations WOWO 1190 (AM), and FM stations WAJI 95.1, WMEE 97.3, and WLDE 101.7.

Whenever school is canceled due to weather or other local emergency, all after-school activities scheduled for that day will also be canceled.

IMPORTANT: All closings/delays will be announced as **St. Aloysius (Catholic) School**.

The Principal will also use the automated system call REACH ALERT to your personal contacts of choice in addition the above systems.

WITHDRAWAL 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 the family's financial responsibilities have been settled.**

ADDITIONAL POLICIES NOT LISTED IN OUR HANDBOOK

The following Diocesan policies have not been included in the language of the handbook, but are relevant to parents, students, faculty, and staff, and so are listed for referral. The policies are located in the school office. Request for policies must be submitted to the principal.

- P2110 School Support Organizations
- P2120 School Involvement – Fundraising
- P2130 School Involvement – Solicitations
- P2210 Student Publications and Performances
- P2310 Parent/Guardian Concern Procedures
- P2510 Recruitment in Elementary Schools by Public Schools
- P2520 Recruitment in Elementary Schools and Parishes by Diocesan High Schools
- P4020 Student Transfers
- P4030 Reporting Missing Children
- P4050 Release of and Access to Students During the School Day
- P4110 Curriculum and Grading Modifications
- P4120 Reporting Curriculum and Grading Modifications
- P4150 Student Permanent Records
- P4160 Student Data
- P4170 Access to Official Student Records
- P4210 Administration of Medication
- P4320 Field Trips
- P4410 Religious Issues
- P4420 Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding
- P4510 Parent/Student Handbook
- P4540 Student Discipline and Driving Privileges
- P4550 Students Accused of a Non-School Related Criminal Act
- P4610 U.S. Department of Education: Surveys of Students and Parental Review
- P4630 Student Use of Internet Off Campus
- P4640 Religion Assessment Program

St. Aloysius Catholic School
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, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
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, or games 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.
4. 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.
5. 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.
6. As a user of a network, I will not use bulletin boards or 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.

7. Parents must realize that their students may encounter material on a network 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.

8. 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.

St. Aloysius Catholic School: Parent Acknowledgement of Handbook Documents

After you have read the Family Handbook and have received answers to your questions, please sign each section below in acknowledgement that you received the policies, procedures, and information contained therein. Please keep the Family Handbook accessible all year. Changes will come to you in writing from the principal.

Return to school pages 57 and 58

FAMILY HANDBOOK RECEIPT

The parents' signature below acknowledges receipt of the 2017/2018 Parent/Student Handbook, and that its contents have been reviewed with student(s). Be advised as well that the failure of the parent or student to sign or return this form has no effect upon the applicability of the handbook's provisions.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature (Grade 7 or 8 only)

Date

Student signature (Grade 7 or 8 only)

Date

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

TELECOMMUNICATIONS USE AGREEMENT
Telecommunications Use Agreement
 Adapted from NCEA's From the Chalkboard to the Chatroom.

Parent Name: _____

Signature: _____

Date: _____

PHOTO-VIDEO RELEASE

I hereby give permission for my son(s)/daughter(s) _____, _____, _____, _____ to be photographed or videotaped at St. Aloysius Catholic School. I realize that the photo may be published in the newsletter, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Aloysius Catholic School.

** OR **

I do NOT give the school permission to use images as suggested above.

Parent Name: _____

Signature: _____

Date: _____

FAMILY CONTACT INFORMATION

Please list below any cell numbers and/or emails that you would like to make available to the school. These contacts will only be used for school business and will not be given out without your permission.

| Name | Cell | Email |
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