

St. Aloysius Parish School

STUDENT-PARENT HANDBOOK

This handbook contains certain policies and procedures of the School. The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal. STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL.

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ADMINISTRATION

**Pastor
Principal**

**Father Joseph L. Maloney
Mrs. Bonnie Delciotto**

**610-326-5877
610-326-6167**

**“Go therefore and make disciples of all nations.
Baptize them in the name of the Father, and of the Son, and of the Holy Spirit.
Teach them to carry out everything I have commanded you”**

INTRODUCTION

Spiritual formation of students is the defining purpose of Saint Aloysius Parish School and the primary reason you chose to enroll your child/children. In addition to providing an elementary education of academic excellence, Saint Aloysius Parish School exists to witness to the Roman Catholic faith, to educate young people in its tenets, and to entrust the faith to future generations. The spiritual formation you have begun at home and which we continue to foster at Saint Aloysius Parish School, in addition to the technical and academic skills we teach, help to fashion a new generation of God’s people who will continue to build Christ’s Church and a better world.

MISSION STATEMENT

The foundation of Saint Aloysius School has been rooted in the Catholic faith since 1912. We continue to be dedicated to the timeless mission of Jesus Christ while learning through a solid academic curriculum in an organized and safe environment.

In a faith-filled atmosphere where respect and values are nurtured, we are encouraged to take our faith to a higher level. This is accomplished by our participation at school liturgies and contributions to society through service.

Being an active learner is vital to our academic success in the 21st century. Through cooperative learning, advanced technological skills, and the ability to communicate ideas, we at Saint Aloysius have the ability to be successful today and prepared for the challenges of tomorrow.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

ADMISSION

New Families

St. Aloysius School welcomes students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Pupils will be admitted to Kindergarten if they are five (5) years of age by September 1st. Saint Aloysius Parish School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The necessary forms and certificates for admission are:

- Birth Certificate
- Baptismal certificate (if the student has been baptized at another parish other than St. Aloysius Church)
- The most recent report card
- The most recent standardized testing report (PSSA, TerraNova)
- A **certificate of immunization** that must be updated and available for confirmation.
- Payment contract
- Early Intervention Paperwork (if applicable)
- Court documents describing custody arrangements (if applicable)
- New Student Registration form

Once all the required forms are submitted, new families and their student(s) will be issued a Family ID number and a temporary Student ID number. The permanent Student ID number will be issued once the current school year is completed and the OptionC system is set up for the upcoming school year.

A copy of the New Student Registration form and the payment contract will be sent to our business office. The information will then be entered into the FACTS tuition management system. Parents will be sent an introduction letter about the FACTS system with instructions on how to set up their account in FACTS. When the account is active, you will need to make the registration fee payment. Once that has been completed, your student is officially registered for the upcoming school year. (For additional information or help in setting up your account, call the St. Aloysius business office. For technical support for FACTS, please call 866.441.4637.)

Acceptance Policy

It is our philosophy that students be placed in an educational environment where they will succeed. Saint Aloysius may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted. If your child is accepted into Saint Aloysius Parish School, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid.

Current Students

Families already attending St. Aloysius Parish School are required to register annually. Registration information for the following year is sent home with each current student prior to the start of Catholic Schools Week. There is a non-refundable re-registration fee. All financial obligations must be current before registration can be processed. Registration is not complete until the registration fee is paid.

Because Saint Aloysius Parish School is a parish school, parishioners will be given preference to admission. If there are vacancies, Catholics from other parishes and non-Catholics may apply.

Kindergarten and First Grade

Age and Health Requirements

1. Children entering Kindergarten or First grade must be five or six respectively by September 1 of the desired school year of admittance. As required by the Office of Catholic Education of the Archdiocese of Philadelphia, the school nurse and/or Principal shall ascertain, prior to admission to the school for the first time, **that every student has been immunized against such diseases as the Pennsylvania Secretary of Health may direct. There are no exceptions.**
2. Children must be lavatory independent in order to attend Saint Aloysius School.

Academic and Conduct Requirements

1. Any child seeking entry to Kindergarten or First grade shall complete the required testing before formal admission into the school.

Any student exhibiting behavioral problems once the school year begins that impedes the academic and social progress of the student and/or class may be asked to seek an alternative educational program.

Second through Eighth Grades

Health Requirements

The school nurse and/or Principal shall ascertain that every student prior to admission to Saint Aloysius Parish School has been immunized against such diseases as the Pennsylvania Secretary of Health may direct.

Any student exhibiting behavioral problems once the school year begins that impedes the academic and social progress of the student and/or class may be asked to seek an alternative educational program.

Admission of Non-Catholics

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students, so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- The permission of the Pastor is obtained.
- Without denying the admission of eligible Catholic students based on adequate facilities and space availability.
- The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school's program.
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree in writing to assume responsibility for financial obligations.

Academic and Conduct Requirements

The principal shall review the information provided by the Application/Registration form and other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following:

1. proof of promotion to the grade to which the student is seeking entry;
2. results of mathematics and language arts testing;
3. any prior academic or conduct records;
4. the student's and parent's reasons for seeking admission to the school; and
5. the prior identification of any behavioral problem or learning disability.

If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence.

All students are admitted on probationary status.

Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be required.

TRANSFER OF STUDENTS

When a student is about to transfer to another school, parents are to notify the office several days in advance with the following information:

1. reason for the transfer
2. name and address of new school

Records of students cannot be transferred until:

3. all tuition, fees and accounts have been satisfactorily settled
4. all school-owned textbooks and property have been returned
5. a request from the new school is received stating that the student has been enrolled
6. a St. Aloysius Student Withdrawal form is completed by the parent or guardian and submitted to the school office.

TUITION

Tuition is determined before registration for the following school year. The school also may impose fees for other items, such as extracurricular activities, field trips, books, and registration.

Parents are expected to keep all tuition payments, which includes fees, contributions, etc. up to date. Both parents are jointly responsible for tuition and other fees charged by the School. The pastor and administration review the tuition records on a regular basis. The student report card will not be released if the student's account has an outstanding balance, unless the parent has met and made suitable arrangements with the business office. In addition, the school reserves the right to take further action, which may include but is not limited to dismissal and withholding of school records, if tuition payments are not made in a timely manner.

As of the 2021 – 2022 school year, all tuition payments and other fees are to be paid through the tuition management system known as FACTS. When enrolling / re-enrolling your child(ren) you are required to set up an account and select your payment option through FACTS. Questions regarding FACTS can be directed to our business office. Technical support for setting up your FACTS account can be reached by calling 866.441.4637.

ACADEMIC POLICIES

General Curriculum

Saint Aloysius Parish School is fully accredited by the Middle States Association of Colleges and Schools. Saint Aloysius Parish School follows the curriculum set by the Office of Education for the Archdiocese of Philadelphia in accordance with the standards of the Commonwealth of Pennsylvania.

Religious Formation

Every student enrolled in Saint Aloysius Parish School will participate in the religious education program designed by the school. Saint Aloysius Parish School exists to teach the Catholic faith. Within the realm of religious education, the moral and spiritual development of Christian values is promulgated. Religious education is not limited to class work. It is integrated throughout the school day and takes many forms. Examples include classroom prayer, school Masses, Para-liturgical prayer services, Stations of the Cross and Marian devotions.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All textbooks must be covered. All covers must be neat, clean, and free from inappropriate material. Books, copybooks, and materials are to be properly

identified with a child's name, school, address, and room number. The student and parents/guardians must pay for all lost or damaged books. A charge will be made at the rate at which the school purchased the books.

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a consequence appropriate to the grade level.

The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade. All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

1. Give attention and respect to the teacher at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2 -----	30 minutes
Grades 3 and 4 -----	60 minutes
Grades 5 and 6 -----	90 minutes
Grades 7 and 8 -----	120 minutes

The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, formal assessments should be made up upon the student's return to school. A teacher may grant an extension depending on the circumstances.

Each elementary grade will distribute their homework policy at the beginning of the school year.

In middle school (grades 5-8), a homework infraction (1 point) is given when a student does not turn in an assignment, turns in an incomplete assignment, turns in an assignment after the due date, or does not return signed paperwork on time. Students are responsible for submitting homework assignments that are complete, accurate, and submitted by the due date. Homework may also be graded at the teachers' discretion, whether announced or unannounced. Projects that are late will be deducted 10% per day from the student's grade. After 4 homework violations have been accumulated, the student must stay after school for an hour of study. All homework violations are cumulative throughout the school year.

Conferences

Parent-teacher conferences are scheduled during the first trimester for all grades. Requests for parent-teacher conferences at other times can be made to accommodate both parties when necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority – the teacher, the principal, or the pastor.

Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, tests are to be signed by parents and returned promptly.

Standardized Tests

The Terra Nova Test is administered each year to students in Grades 2, 3, 4, 5, 6, and 7. The results are communicated to parents and are utilized by the school for curriculum planning. School attendance on Terra Nova testing days is required.

Report Cards

Report cards are issued three times a year to students in all grades. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the requirements of the course, which may include:

1. Major tests
2. Quizzes
3. Oral and written reports
4. Independent classroom work
5. Active participation in classroom lessons and activities
6. Class/individual project
7. Homework

Honor Roll

Students in grades 5-6-7-8 can achieve honors for each trimester when the following criteria is met:

- First Honors: an average of 93 or higher in every subject
- Second Honors: an average of 85 or higher in every subject
- Students must receive a “3” in the following areas:
 - Personal and Social Growth
 - Effort and Study Skills
 - Art, Music, Physical Education, World Languages, and Technology
- Chronic lateness may keep a student off the honor roll.

Promotion and Retention

A student is promoted if he/she has achieved a proper balance of academic, social, physical and emotional development. Retention occurs only with the consultation of parents, teachers and the principal when these aspects of the child’s development would benefit from additional maturational time in a class. Parents will be notified by the third trimester of the intent to retain the child. Though parents may request retention, it is still a joint decision. The school reserves the right to make the final decision. Documentation of parent contact will be kept on file. Students may be required to receive additional summer instruction as a condition of readmission for the next school term.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth grade student from participating in graduation exercises if, in the view of the school, the student’s conduct, academic or disciplinary record indicates that the privilege should not be extended. The Administration will determine procedures for graduation exercises.

Field Trips

The purpose of every field trip is to broaden the intellectual, cultural, and social experiences of each child. Each student’s parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. The parent and/or guardian and the student must sign a field trip parent consent form. A class trip is a privilege, in which appropriate behavior is expected, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip or it is marked as an unexcused absence.

Gym

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to him/her or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal. For information regarding the gym uniform, please see Gym Uniforms, under “Dress Code”.

Library

The school library is staffed by a faculty member and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

Technology Center

The technology center is housed within the library. Computers are available for student use during their regularly scheduled technology class and for special projects at other times during the school year.

LUNCH

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the adults who supervise and assist during this time. Any student who has forgotten their lunch or has run out of lunch tickets will be provided lunch. An IOU will be issued to the student. Parents are expected to send payment for the IOU to school the following day.

Snacks

All grades have a designated snack time during the morning or afternoon. Your child(ren)'s teacher will send home information regarding the types of snacks that are appropriate based on possible classmates' food allergies and when they are to be sent in.

AUXILIARY SERVICES

Guidance Services

Students may receive the services of a school psychologist or guidance counselor upon a teacher's request or recommendation. Parents, too, may wish to request these services through the school. Parents must request a formal Instructional Support Meeting with Principal, teacher or counselor.

Speech Therapist

The services of a speech therapist and other specialists are available through Title 1 funds administered by the local public school districts. Parents should contact the child's teacher or the principal to request services. The teacher may also request referral or screening.

Remedial Services

Children may receive the services of a remedial reading and math teacher upon teacher referral and parental approval. These services come to St. Aloysius School through Montgomery County Intermediate Unit.

Resource Teacher

Saint Aloysius Parish School employs a full-time resource teacher. The resource teacher works both in the classroom with students and pulls students from class to work in the resource room. Our program works with students who require extra practice as well as students who work on enrichment pieces.

Children Are Receiving Extended Cares Services Program (CARES)

Before and after school childcare is available for our students. We require that the CARES Registration form be filled out by the parent/guardian. There is a registration fee for CARES and the service is based on an hourly fee. CARES hours are from 7am until the start of school (7:45am for grades K – 8 and 8:45am for PS & PK) and again from dismissal (2:45pm) until 6pm. 6pm is the latest a child can be picked up from CARES. Please see the Saint Aloysius Parish School CARES handbook for more information.

COMMUNICATION

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication keep parents informed of policies, activities, upcoming events and student progress. St. Aloysius Parish School uses the OptionC system to send out weekly information and special alerts to our families. This will come in the form of an email, text alert and a voice message or any combination of the three methods. It is extremely important that we have valid email addresses and primary cellphone numbers for our families.

Students will also receive paper copies of forms from time to time that require a parent's / guardian's signature (field trips, authorized pick-up forms, emergency card information, etc.). **Parents are asked to check book bags and folders regularly for such paperwork.**

Any communications, forms, money, etc. that are brought to school are collected by the homeroom teacher and forwarded to the school office via the classroom morning envelope. Students should not deliver items directly to the office unless directed by principal or teacher.

Teachers may not be interrupted during the school day. We ask parents to make sure their children have everything they need when they come to school (lunches, books, homework, clothing for gym, etc.) and not bring them to the office once school starts. Every time we have to call a classroom because a forgotten item was dropped off in the office causes a disruption to the students' learning and teacher instruction.

Submitting Announcements for the Communication Folder

If any organization wishes to submit announcements for the weekly communication folder and/or OptionC system, the announcement should be sent in electronic form to the school secretary no later than Monday for communication to be sent Wednesday. Only announcements that are endorsed or sponsored by Saint Aloysius and the Archdiocese of Philadelphia will be considered.

Phone Calls / Electronic Communications

Faculty and Staff should not be called at home. **Parents are not permitted to send text messages or make phone calls to a teacher's personal cell phone.** All phone calls should be made to the school office. Teachers will respond to messages in a timely manner. **Any/all email correspondence to a teacher must be sent through the teacher's school email account.**

Telephone - School Office

The telephones in the school are for business only. A student may use the phone only in the case of an emergency. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be left on the teacher's voice mail and they will return your call.

Students are **not permitted** to use any cellular phones while at school. (see SAINT ALOYSIUS POLICY: CELL PHONES AND ELECTRONIC DEVICES)

LEGAL CUSTODY ISSUES

Parents are asked to inform school personnel when legal custody of the child (ren) resides with one parent. It is important for the school to have a copy of the court order. This will help school personnel to make effective decisions if the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders.

ATTENDANCE

Regular school attendance affects positively on the child's academic development. It is expected that every student will strive to be present each day. The permanent record card reflects every day a child is absent or tardy. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session.

Absences

The policies regarding this area are as follows:

1. A student, who has been absent from school even for one day, is required to present a written note from their parent / guardian to his homeroom teacher upon return. If a student exceeds seven absences in a trimester and over twenty days in a school year, it is considered excessive.
2. If a written excuse or statement is not submitted by the student when he returns to school or within three days thereafter, the student's absence can be considered unlawful and should be reported to the principal
3. Students who are absent from school **three consecutive school days** as the result of illness must provide a written excuse signed by a physician before being admitted to school. A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. **All cumulative lawful absences verified by parent note beyond ten (10) days will require an excuse from a physician.** Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.
4. A doctor's excuse must accompany the absentee note in the following situations, whether the child is absent only one day or more than one day:

Communicable Diseases such as: Measles, Whooping Cough, Respiratory streptococcal infections, Scarlet fever, Strep throat, Mumps, Impetigo, Pinkeye, Ringworm, Scabies, Mononucleosis
5. Students who are absent from school as the result of a contagious disease or an infectious condition may be readmitted to school only by providing a **physician's statement indicating that the child was under his care and is free of contagious disease or infection.**
6. If your child is sent home from school or kept home from school due to a fever, the student may not return to school until he/she is "fever free" for a period of 24 hours.
7. If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report absences or lateness is 610- 326-6167 ext. 124. Please call by 8:15 A.M.
8. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
9. Any child who stays home without his/her parent's knowledge is subject to suspension. Any child who leaves school without permission is subject to suspension.
10. Chronic lateness demonstrates a lack of cooperation with school policy. For each lateness, except for bus delays, a parent or guardian must escort the student into the school office to sign him or her in. Saint Aloysius has determined that more than ten late arrivals a year or five late arrivals in any single trimester is excessive. When a student exceeds this limit, parents or guardians will be notified by a written warning. Students may be required to stay after school to make up missed time due to lateness.
11. Students who are absent because of an illness or leave school early because of an illness will not be permitted to return to school for any after-school activities.
12. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 9:00 A.M. The parent may pick up work in the office between 3:15 and 3:45 P.M. Teachers also post the homework on their website.

ARRIVAL AND DISMISSAL

Students should arrive at school between 7:45AM and 8:05 AM. A student is considered late at 8:10 AM. A student who arrives late for school must:

- Report to school office for an admission slip.
- Present a note from his/her parent explaining the reason for the lateness.
- Present the admission slip to the teacher in the class.

Consistent un-excused lateness is unacceptable and may lead to a further in-depth investigation. Lateness affects perfect attendance and honors. Anyone arriving after 10:00AM will be counted as absent for the morning session, anyone leaving school before 1:30 P.M. will be considered absent for the afternoon session.

The doors for dismissal open at 2:45PM. Please plan on picking up your children by 3:05 PM. Your children may be sent to CARES if you are not on time. A minimal fee of \$4.00 may be charged if your child is sent to CARES.

Early Dismissal of Individual Students

Early dismissal of a student must be done before 1:30pm. No students may be picked up after 1:30pm. This is a safety issue due to the arrival of school buses in the parking area beginning at 1:45pm. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and the child will be called from there. Parents should meet their child at the main office/school entrance to sign them out of the school.

General Supervision of School Grounds

For the safety of the students, the authority of the yard supervisors must be respected. Reported infractions will be referred to and dealt with by the teachers and/or principal per the discipline code.

WEATHER EMERGENCIES

Because of the large number of students who ride a bus to school, St. Aloysius School will be closed if serious weather conditions make it dangerous for buses to travel. **IF THE PUBLIC SCHOOL DISTRICT THAT BUSES YOUR CHILD IS CLOSED, THEN YOUR CHILD IS NOT REQUIRED TO ATTEND SCHOOL. PLEASE USE YOUR DISCRETION WHETHER YOUR CHILD ATTENDS SCHOOL.** All weather emergencies will be sent to parents via our emergency notification system; you should receive a phone call and/or an email.

On occasion, weather conditions may arise during the day, which make bus transportation dangerous thus requiring an early dismissal. To meet such an emergency, parents should arrange for a place for children to go in the event that no one would be at home. We encourage parents, even of walkers, to allow their children to use regular transportation home even in inclement weather. An announcement on our emergency notification system will be used to make all parents aware of the situation in school. Students who are absent due to inclement weather will be marked as an excused absence.

EMERGENCY CONTACT FORMS

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form be accurate and current, so that the School can contact the parent/guardian in the event of an emergency. Every change of address and phone number must be reported to the school office as soon as possible.

HEALTH

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Pre 4, Kindergarten or First Grade present documented proof that the following immunizations have been received:

- Diphtheria, 4 doses Toxoid - one after the fourth birthday
- Tetanus, 4 doses Toxoid - one after fourth birthday
- Polio, 3 doses Trivalen Oral Vaccine
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Hepatitis B, 3 doses of vaccine
- Varicella, 2 doses
- Tdap, 7th grade
- Menactra, 7th grade

All children entering the 7th grade are required by the State of Pennsylvania to have the following vaccines: Tetanus/Diphtheria/acellular Pertussis (Tdap), and Meningococcal (Menactra). Please inform the school nurse, in writing, when boosters are given. All children are required to have updated immunizations.

Nurse

A nurse is no longer provided by the public school district. Saint Aloysius provides a nurse Monday through Friday from 9:15AM to 1:15PM. The nurse never makes a diagnosis and never prescribes treatment; instead, he/she guides the parents toward the community resources available for proper medical attention. Parents are encouraged to know the school nurse and consult with her/him regarding the child's physical adjustment to the school.

The district nurse is responsible for checking the height, weight, hearing, and vision of every child and for making referral to parents when problems are found. The district nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or has an accident, the parent or guardian will be contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the student must take the medication in the presence of an authorized adult (school nurse). All medications should be given to an authorized adult upon arriving at school.

Parents must fill out the over-the-counter / non-prescription medication form if their child needs to take the medicine during the school day. Only the nurse is authorized to administer medicine (prescription or non-prescription). If the child needs to take a prescription medication, the child's physician must complete the form and the form must be on file in the nurse's office. The forms can be picked up at the nurse's office or the main office.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily. No medications should be placed in lunch boxes or school bags for students to self-administer.

SAFETY

Fire/Safety Drills

Fire/safety drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence. Failure to cooperate is considered a serious matter.

Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school, at recess or lunch, or after dismissal, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office to sign in and receive a visitor's pass. The expectation is the visitor will report to the teacher who they are scheduled to see.

Asbestos Management Policy

Saint Aloysius Parish School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. Acer Associates (856-809-1202) is the school's asbestos consultant. All inquiries regarding the plan should be directed to this organization.

VISITORS

All visitors coming to school to bring forgotten articles or to relay messages **MUST REPORT** to the school office. Classes may not be disturbed for the above reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:45A.M. and 3:30 P.M., unless the principal/teacher gives permission for such a visit. All conferences must be scheduled in advance with the teacher.

VOLUNTEERS

Volunteers play a very important and valuable role in today's educational process. In fact, we could not do it without you! Our faculty and students benefit from your sacrifice and commitment. We believe that a volunteer is likewise rewarded. There is a sense of personal accomplishment in service to others. In this position, you serve as a model for our students. They view you as one who gives freely of your time and service to the school. We desire our students to act similarly now and in the future.

Volunteers provide an important means of communication between students, teachers, and the community. As a volunteer, you contribute to the image of our school. Your attitude as a volunteer should be consistent with the attitude of our faculty. It is your responsibility as a volunteer to maintain a positive image for the school. In order to help you in your service to St. Aloysius School, we have listed a few things for you as a volunteer to keep in mind.

We would therefore ask that the following directives to be followed:

- The security system here at St. Aloysius School requires all visitors to ring the buzzer and be admitted by the school secretary. Upon entry to the building, please sign in at the Main Office and get your pass. When departing please return your pass and sign out.
- All visitors must be individually admitted and identified. Please do not admit visitors without passes.
- The expectation is the visitor will report to the teacher who they are scheduled to see.
- When working with individual students or groups, you should expect the students to be respectful. Likewise, we ask that you maintain reasonable order at all times.
- Find out the proper procedure to use when a student becomes ill or becomes uncooperative. Be prepared to follow rules for fire drills and all emergency drills. If you are alone with a student when an emergency arises stay with the student until a school staff member relieves you.
- Under no circumstance should you leave a student or group of students without supervision.

- Problems and personal matters of the students, their parents, and the school staff should be kept respectfully confidential and not discussed. As you know, gossip about students, parents or school personnel may cause unwanted difficulties. In the course of your time in our school, you may become aware of a child’s misbehavior, or the results of a test or project. It is your obligation not to discuss this situation with anyone, including the child’s parent. This is the job of the teacher or principal.
- Any person who is volunteering is required by law to have a police record check, child abuse history clearance, and FBI fingerprints or a completed Volunteer Disclosure form if you have lived in the state of Pennsylvania for 10 consecutive years. If you received one previously, it must renew every five years. Details can be obtained in the school office.
- Volunteers are required by the Archdiocese of Philadelphia to attend a “Protecting God’s Children” workshop, which includes the **Technology Update Addendum** as well as the Mandated Reporter training.
- St. Aloysius School is a drug free zone; therefore, all laws applying to drug free areas will be enforced.
- Appropriate and modest dress is required. Please dress in a respectful and professional manner when helping our students. You serve as a special role model to them. Office casual dress would be considered appropriate.
- No objectionable language will be permitted

HOME AND SCHOOL ASSOCIATION

The Home-School Association meets several times throughout the year. Everyone is invited to attend these meetings. In September there are “Back-to-School Night” meetings held where the parents can meet the teacher and become familiar with the teacher’s expectations for the school year. Back-to-School Night is not the time for an individualized conference.

DRESS CODE

Traditional Uniform

Boys (Grades K-4): Navy blue uniform trousers with belt, white oxford long sleeve dress shirt, gray v-neck sweater or vest, uniform tie, socks and dress shoes.

Boys (Grades 5-8): Gray uniform trousers with belt, white oxford long sleeve shirt, navy blue v-neck sweater or vest, uniform tie, socks and dress shoes.

Girls (Grades K-4): Plaid jumpers or blue uniform pants, white “peter pan” long sleeve uniform blouse, blue uniform cardigan sweater, (optional), gray v-neck sweater or vest with pants, socks and dress shoes.

Girls (Grades 5-8): Plaid kilt or gray uniform pants, white oxford long sleeve uniform blouse, navy v-neck sweater or vest with pants, socks and dress shoes.

Warm Weather Uniform

Boys (Grades K-4): Navy blue uniform trousers or navy blue uniform walking shorts, gray uniform polo with logo, socks and dress shoes.

Boys (Grades 5-8): Gray uniform trousers or gray uniform walking shorts, navy uniform polo shirt with logo, socks and dress shoes.

Girls (Grades K-4): Plaid jumpers or blue uniform shorts, blue uniform skort, white uniform blouse or gray uniform polo shirt with logo, socks and dress shoes.

Girls (Grades 5-8): Plaid kilt or gray walking shorts, navy uniform polo with logo, socks and dress shoes.

Socks

Girls-Navy knee-highs or tights

Boys-Navy or black crew socks.

Shoes

Sturdy, flat leather with rubber soles and heels (dark brown, black, or navy only) that will offer the appropriate support for the students.

Appropriate styles are dockside, oxfords, dark bucks and loafers.

Inappropriate styles ballerina, sneaker-type, boots, etc. are not acceptable shoes.

Sneakers are permitted only on gym days or special dress down days.

Shoes laces must be tied and the appropriate color for the shoes.

Official Gym Uniform (same for both girls and boys)

St. Aloysius gray polo shirt, sweatpants and sweatshirt with Royal Knight Logo.

St. Aloysius gym shorts with Royal Knight Logo during warm weather.

Shoes - sneakers must be tie or velcro type that offers good support. (No slip on type of sneakers.)

White socks must be worn and must be above the top of the shoe line.

A plain long sleeve white/navy shirt under gym shirts is permitted.

St Aloysius sweatshirt or “Spirit” sweatshirt only.

***St. Aloysius sweatshirt or shorts are optional; no others may be worn.**

Additional Student Dress Code Information

- Uniforms should be clean, neat, appropriately sized and in good condition.
- Uniforms should be purchased through the official uniform companies approved by the school.
- Kilt/uniform length should be no shorter than 2 inches above the middle of the knee.
- Ties should be adjusted to cover the top button of the shirt.
- Belts must be worn with slacks and shorts.
- Student’s hair is to be neat and clean, and groomed conservatively. No fad hairstyles are permitted. Extreme styles and alteration to natural hair color are not allowed. Boys’ hair should not touch the collar and must be above the ears and eyebrows. If this policy is challenged, the student must make the necessary adjustments before returning to school.
- Although jewelry is not a part of the school uniform, small conservative style earrings are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings.
- Bracelets, necklaces, pins and buttons are not a part of the school uniform. A religious medal or cross on a chain is permitted.
- Make-up and nail polish are not permitted.
- No writing or drawing, etc. on hands, arms, etc. is permitted.
- Tattoos (permanent or temporary) are not permitted.
- Watch for monthly calendars for the date for traditional/warm weather uniforms.
- Special event clothing as occasionally approved.
- Dress Down Days-Appropriate crew neck shirts with sleeves may be worn. Also, the shorts may not be shorter than two inches above the knees. Capri’s, jogging pants, and jeans are acceptable as well. **Leggings (tights) and yoga pants are not acceptable in grades 5-8.**

Places to Purchase Uniforms

1. Flynn & O’Hara
428 W. Lincoln Highway (Festival Shopping Center)
Exton, PA 19341
610-594-1970 - (supplies all regular uniforms)

2. Recycle School Uniform Program

TRANSPORTATION

During registration, parents/guardians are asked how their child(ren) will arrive and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

Release of a child

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Saint Aloysius Parish School must provide the school with a copy of the court order or custodial agreement adjudicating the determination of custody. This court order/custodial agreement is placed in a confidential file. School visits by non-custodial parents are not permitted during the school day. Copies of Report Cards may be issued to the non-custodial parent upon request. In addition, non-custodial parents may be mailed copies of monthly communications upon request.

Bus

Most local public school districts provide bus transportation for students. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Bus riders/car riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal requesting this exception. You may call the transportation office of the local public school district for any questions or concerns. The telephone numbers for the various transportation offices are:

Boyertown ----- 610- 473-3473
Owen J Roberts----- 610-469- 5254
Pottstown -----610- 323-5020
Pottsgrove-----610 -323-5020
Daniel Boone -----610-582-6140 ext 1152
Springford-----610-705-6226

Car Pick-up

Car riders may be dropped off and picked up only in the designated areas. Drop off and pick up take place in the lower lot. Students will enter and exit through the gymnasium doors. Pick up - parents picking up children are asked to park according to the directives. Parents are to exit the car and go to the main gymnasium doors where children are dismissed. The teacher on duty will release your child. Once all students are safely in their car, dismissal of cars will begin.

Walkers

Children walking to and from school are reminded to cross streets only at intersections and obey all safety regulations. Only children whose destination is within walking distance of the school will be allowed to be dismissed in this way.

BUS CODE OF CONDUCT

At the bus stop:

- Be on time, but no earlier than 5 minutes.
- Respect the rights of property owners.
- Parents are responsible for the behavior of their children before the bus arrives.

On the bus:

Safety and proper behavior while riding the school bus is the shared responsibility of the students, parents, and school administrators. Parents shall instruct their children that they must obey the Bus Code of Conduct and encourage "would-be" violators to do the same. Saint Aloysius School has adopted the following Bus Code of Conduct:

All students being transported by bus shall not:

- Smoke, or possess smoking paraphernalia.
- Eat or drink on the bus.
- Engage in scuffling, fighting, or other acts of misbehavior.
- Possess any illegal drug or drug paraphernalia.
- Possess weapons of any kind.

- Use profane or indecent language.
- Regulate windows unless permitted by the driver.
- Extend any part of their bodies out the window.
- Stand or walk while the bus is in motion.
- Place books, gym bags, or other articles in the aisle.
- Vandalize the bus or personal property of others.
- Behave in any manner, which would endanger the health, safety or welfare of other students or the driver.

Saint Aloysius School reserves the right to suspend or terminate a student's busing privileges. At a minimum, a first offense will result in a letter of warning being mailed to the student's parents. A second offense could result in a suspension of busing privileges. A third offense may result in a partial or full suspension of busing privileges.

Each student must ride the same bus to and from school continually throughout the school year. Only students residing in their respective school districts may ride school district buses.

ST. ALOYSIUS SCHOOL CODE OF CONDUCT

Discipline Code

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Catholic – a Catholic committed to the observance of just rules and regulations, which will assist the student in responding to their responsibilities and obligations to themselves and others.

Correct training in discipline means that a student learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus contributing to a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations. Students who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saint Aloysius Parish School.

In the elementary school, the faculty will use a disciplinary code that is age appropriate and may vary by grade level. Students in the elementary grades may receive consequences, such as missing recess or being removed from a special activity or fieldtrip.

In the middle school, behavior is tracked by a point system.

A minor infraction (1 point) is given for such things as missing homework, (2 points) talking or disturbing other students, being unprepared for class, or inappropriate use of school materials.

St. Aloysius Parish School sets clear expectations and high standards of behavior that will help shape your children into a responsible, caring Christian. Our hope is that a strong policy will provide both the consistency that students seek and the structure that every school needs in order to operate smoothly.

Our system will allow for different “levels” of offenses. For example, a dress code violation (2 points) is less severe than an instance of physical aggression (5 points). Your child’s homeroom teacher will be able to give you more specific details about what the points mean in terms of consequences.

Saint Aloysius Parish School Demerit		
Student _____	Grade _____	Date _____
One (1) Point A Unprepared for class B No homework/ Assignments C Late for Class D Forms not returned Two (2) Points E Violation of Dress Code F Chewing Gum G Inappropriate Conduct H Minor Technology HH Lunch/Recess Violation II Disrespect/Attitude	Three (3) Points I Violation of Rules J Disruption of Class Five (5) Points K Physical Aggression L Verbal Harassment M Disrespect N Technology Violation O Cell Phone Violation P Obscene Language Q Out of Bounds	Ten (10) Points R Cheating S Stealing T Forgery U Vandalism Fifteen (15) Points V Defiance W Fighting X Bullying Y Other
_____ Issued By	_____ Student Signature	
_____ Parent Signature / Date		
White-Parent Copy		Yellow- Return to Homeroom

The list of behaviors in each of the above categories is by no means all inclusive. It is impossible to designate a given infraction and give it the same weight under all circumstances. Under any given set of circumstances, a faculty member has the right to administer a minor or major infraction to a student. Only the principal has the authority to issue an administrative infraction.

All infractions, regardless of their severity, are reset each trimester. For every five (5) points, the student will remain after school for detention. Students may also be removed from recess, special events, fieldtrips and/or events and activities designated as grade “tradition”. Infractions will have an effect in the conduct aspect on the report card as determined by the faculty and the nature of the infractions. Conduct will affect a student’s eligibility for honors.

Just as we expect faculty and staff to treat our students in a Christian manner, Saint Aloysius Parish School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at-school sponsored events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Non-compliance may result in exclusion from school events or the dismissal of their children from Saint Aloysius Parish School.

The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

An automatic suspension may be issued by the principal for the following offences (but not limited to):

1. Possession of contraband.
2. Insubordinate or abusive language to a teacher.
3. Possession or use of a tobacco product, drug, vape, alcohol.
4. A serious or unwarranted act affecting the safety of others and resulting in bodily injury.
5. Possession of a weapon of any kind.
6. Leaving school property without permission.
7. Commission of a crime on school property.

Special Notes:

1. All offenses will be treated on an individual basis and could result in a school team conference with possible suspension or expulsion as a result.
2. Cheating on a test will result in a failure on that test for each student involved.
3. The discipline code is in effect for all school/parish sponsored extracurricular activities.
4. Certain offenses may require a parent conference with all parties effected by the offense.
5. The school reserves the right to search anything that comes onto school property including electronic devices and related communications.

Any student who accumulates points resulting in two detentions in one trimester will be excluded from all school related extracurricular activities, including field/class trips for that trimester.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of St. Aloysius School to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – by either a student or a parent/guardian - includes, but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- Verbal or written threat(s)
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or plagiarism
- Use or possession of drugs or alcohol
- Smoking
- Stealing
- Intimidation, harassment or threats of any kind
- Possession of any weapon

St. Aloysius School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature. **Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

This policy applies both in and out of the classroom, in the school community generally, and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, that is made by a student against any member of the school community, the student will be externally suspended for a period not less than three (3) school days. If suspended but not dismissed; and before the student returns to school; he/she will be required to provide proof of a psychological or psychiatric examination by a licensed medical doctor and given a medical clearance stating that he/she is not a threat/danger to himself and/or to others.

These categories do not cover every situation. St. Aloysius School reserves the right to determine what constitutes inappropriate behavior.

Prohibiting Bullying, Harassment, Intimidation Or Hazing

Purpose

Saint Aloysius Parish School is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our school. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (**including cyber bullying**) are unacceptable behaviors and are prohibited in our school.

Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against

the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a students’ education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote as either Bullying or Cyber-Bullying.

Cyber-Bullying – Bullying through the use of technology or any electronic communication, which shall include, but is not limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Cyber-bullying is defined as intimidation, harassment, an attempt to damage another person’s reputation, causes emotional/psychological harm, creates a hostile environment, etc. by use of threats, unauthorized photos or derogatory language by means of Facebook, email, Snapchat, blogs or any other type of electronic social media/platforms.

Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:

- Intent to harm.
- Intensity and duration over a period of time.
- An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- Inflicting physical or emotional harm or discomfort or damage to the person’s reputation and/or relationships.
- A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.
- Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

Bullying, harassment, hazing, intimidation and name-calling are prohibited:

- On school grounds owned, leased or used by a school;
- On property immediately adjacent to school grounds;

- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school
- Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.

Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question:

- Create a hostile environment at school for the individual.
- Infringe on the rights of the individual at school.
- Materially and substantially disrupt the education process or the orderly operation of a school.

Disruption of the Educational Process

Behavior that disrupts the educational process, whether on school property or at school sponsored events and activities, will not be tolerated and will subject the offending student to appropriate disciplinary action. Behavior which disrupts the educational process includes, but is not limited to, the following:

- Behavior which threatens the health, safety or welfare of others;
- Behavior which may damage public or private property, including the property of students or of faculty/staff;
- Illegal activity;
- Behavior that interferes with another student's access to educational benefit from institutional and extracurricular activities; or
- Behavior that disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

Complaint/Reporting/Follow-up Procedures

A student who feels that he/she is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as sign that the student wants him/her to stop. If the bullying/harassment continues, or if the student is not comfortable confronting the perpetrator, he/she has a responsibility to report the bullying/harassment as soon as possible to the principal who will investigate the complaint.

Any student who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed should bring the situation to the attention of the principal so the actions being witnessed can be investigated and possible corrective action taken. It should be noted here that in a school where integrity matters, students who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behaviors and/or situations to appropriate school personnel.

Discipline and Remedial Action

The response to those who commit one or more acts of bullying, harassment, hazing, intimidation or name-calling should be determined based on the totality of the circumstances. In all cases, the Principal will be responsible to determine if a bullying offense occurred, or did not occur, and the school should attempt to actively involve parents/guardians in the remediation of the behavior(s) concerned.

- Initiate immediate talks with the bully or bullies.
- Talk with the targeted student(s) and his/her parents/guardians.
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
 - The development, maturity levels, and/or special learning needs of the parties involved,
 - The levels of harm,
 - The surrounding circumstances,
 - The nature of the behaviors,
 - Past incidences or past or continuing patterns of behavior,
 - The relationship between the parties involved,
 - The context in which the alleged incidents occurred.

Depending on the severity of the incident, or the series of incidents, the administration may also take appropriate steps to ensure student safety. These may include (but is not limited to) implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school sponsored activities to prevent extension of conflict, providing staff support for students when necessary, contacting IU school psychologist for counseling, reporting incidents to law enforcement, detention, loss of privileges in school, in school/out of school suspension or expulsion.

DRUG AND ALCOHOL POLICY

Includes but is not limited to:

- Possession of alcohol, illegal drugs, paraphernalia, tobacco products or over the counter and prescription drugs

Policy Violation and the Procedures Followed

When any student is suspected of unlawful involvement with drugs/alcohol:

- Administration will notify parents or law enforcement if necessary.
- Students found in the act of selling alcohol and/or drugs within the school's jurisdiction warrants an immediate expulsion.

Students suspected of violation will be required to:

- Receive an alcohol/drug assessment by school recommended agency,
- Share results of assessment with school personnel,
- Enroll in counseling and/or treatment, if required,
- Sign reinstatement contract (parent and student)

before returning to school.

Failure to seek counseling/treatment for the violation(s) of the Drug and Alcohol policy may deem the student liable for expulsion.

Guests at school functions are included in provisions of Drug and Alcohol Policy.

Self-Referral

Any student who is seeking help with his/her drug/alcohol problem and is NOT under the immediate influence of a chemical substance is NOT subject to this policy's provisions as previously outlined.

Procedure for Self-Referral

- Students will be encouraged to inform his/her parents; parent should then contact the school.
- If the parents do not contact the school, the school will contact the parent.
- No disciplinary actions will be taken unless the student is suspected of alcohol/drug use within the school's jurisdiction.
- If the student or parents refuse to cooperate, there will be an assumption of guilt; student and parents must then go through intervention.

SMOKING

The school premises are a smoke-free environment. Any violation will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

Vaping

Vaping is as harmful as smoking tobacco and is strictly prohibited in the school building and grounds and at any school-related activity during or after school hours. Any student caught vaping or who possesses vaping equipment will be subject to the same discipline as a student caught smoking or in possession of any tobacco products.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia **Director of Technology K-12**

Purpose

Technology is a valuable and real-world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

Goal

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem-solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology-based tools and related technology skills

Responsibility of User

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

Technology Use Guidelines

Educational Purpose / Appropriate Use:

School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity:

All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law.

Communications:

Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school-sanctioned** means of communication. The **school-sanctioned** communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell Phones:

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass or annoy any individual.
- Post, publish or display any defamatory, inaccurate, violent, abusive, profane or sexually-oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting:

Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights:

The school has the right to monitor both student and employee use of school computers and computer-accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, SnapChat, Instagram, YouTube and MySpace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by teachers is forbidden on a **teacher’s personal social networking site**. Personal posts must use appropriately respectful speech and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities or other involved parties.

SAINT ALOYSIUS POLICY:

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, Smart Watches and other electronic devices (including, but not limited to Game Players, MP3 players, iPods) are not permitted for use at Saint Aloysius Parish School. If your child must bring a device for after-school purposes, it ***must be turned off and kept in the student’s backpack.***

ALL CELL PHONES MUST BE TURNED OFF BEFORE ENTERING THE SCHOOL BUILDING (ARRIVAL), AND MAY NOT BE TURNED ON UNTIL AFTER THE STUDENT HAS LEFT THE SCHOOL BUILDING (DISMISSAL).

Cell phones will be stored in the classroom. Each middle school classroom will collect phones. Students will get their phones back at the end of the day.

Cell phone usage is not permitted by students while in the school building during the school day, from 7:45am to 3:15pm.

Cell phone usage is not permitted on school grounds by students during the school day.

If a child is caught in possession of a cell phone or electronic device on his/her person during the school day, it will be confiscated and held in the school office until the end of the school day.

A second cell phone or electronic device violation will result in the device being confiscated and parent/guardian contacted; **and**, the parent/guardian will need to make arrangements to pick up the cell phone.

If additional violations occur, the phone will be confiscated, parents will be notified and additional corrective actions may be implemented.

Saint Aloysius Parish School reserves the right to search the contents of the cell phone if it is brought on school property. If your child must make or receive a phone call during the day, the office phone is to be used. Please do not communicate a change in transportation via your child’s cell phone. All changes of transportation must be communicated through the school office. Your child will be notified by the school office of any change in transportation for the day.

SCHOOL ACTIVITIES

Student Release, Waiver of Liability, and Indemnity

Attendance at Saint Aloysius Parish School (the “School”) and participation in activities that are sponsored and/or supervised by or taking place at School (“School Activities”) may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

Acknowledgments. Parents/guardians agree that they: (1) consent to their child’s participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment. In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release. By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively “Released Parties”) for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity. Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

STUDENT PHOTOS

Photo Release

By signing the Policy Agreement parents/guardians agree to the following:

I hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures and video of my child produced by the Archdiocese of Philadelphia and Saint Aloysius Parish School. This authorization and release covers the use of said school pictures and video in any published form, including but not limited to newsletters, websites, social media, and any other media of advertising publicity. I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures. I hereby warrant that I am free to give this permission. I also understand that Saint Aloysius cannot be held responsible for photographs/video recordings taken by other parents during open performances.

Photo Release Opt-Out

If you do not consent to having your child photographed or videotaped, you will need to file an opt-out form which can be obtained through the school office. Please be aware that your child will be excluded from group photos of the class, yearbook, and school public performances in order to protect your child from photographs or video recordings. This opt-out form must be received within the first 5 days of the school year start date.

STUDENT INTERVIEWS

Student Interview Release

By signing the Policy Agreement parents/guardians agree to the following:

I hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to permit my child to participate in a supervised interview with the news media. This authorization and release covers the use of said interviews in any form and by any media of advertising publicity. I also understand that the school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such interviews. I hereby warrant that I am free to give this permission.

Student Interview Opt-Out

If you do not consent to allowing your child to be interviewed by the media, you will need to file an opt-out form which can be obtained through the school office. This opt-out form must be received within the first 5 days of the school year start date.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Participation is dependent upon appropriate behavior and academic achievement. A grade of “2” or above in conduct and effort and passing grades must be achieved. Programs are available depending of student interest and availability of coaches.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first educator of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

1. Teaching your child self-respect, respect for others and respect for rightful authority.
2. Assisting their child’s spiritual, academic and moral development.
3. Instilling a positive and enthusiastic attitude in your child in all areas of his/her education.
4. Insisting on prompt and regular attendance and sending a written explanation each time their child is absent from school.
5. Contacting or responding to the appropriate school personnel when situations arise which affect your child’s progress in school.
6. Encouraging your child to take pride in his/her personal appearance.
7. Sending your child to school physically fit, clean, properly dressed and fed.
8. Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
9. Recognizing that unrealistic pressures to achieve can be detrimental to a child’s development.
10. Recognizing that faculty and staff are due the same consideration and respect that parents expect from our teachers and that parents expect from their children.
11. Building a mutually supportive working relationship between yourself and your child, his/her teachers and the school.
12. Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
13. Being aware that faculty and staff assume the parental role while your child is in school.

14. Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
15. Taking an active role in the Home and School Association.
16. The failure of a parent/guardian to take seriously his/her responsibilities in this area is grounds for action by the school, including dismissal of the student.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community whenever the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saint Aloysius Parish School.

RESPONSIBILITIES OF STUDENTS

The responsibilities of students include:

1. Making an earnest effort to do his/her best work on a consistent basis.
2. Accepting responsibility for his/her actions.
3. Attending school daily and being on time and prepared for classes and school functions.
4. Being aware of written rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
5. Following the uniform dress code as outlined in the school handbook.
6. Exercising proper care when using school facilities and other equipment.
7. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
8. Knowing that disrespectful and indecent language written or spoken will not be tolerated.
9. Making positive contributions to Saint Aloysius Parish School that will generate an atmosphere of respect, responsibility and reverence.

DISCLAIMERS

1. The Saint Aloysius Parish School Policy Handbook serves as a contract between the family and the school.
2. Saint Aloysius Parish School and the Archdiocese of Philadelphia reserve the right to change its policies, curricula, and calendar at any time. The on-line version of the handbook will be the most recent edition.
3. Continued re-enrollment is contingent on satisfactory academic performance by the student and satisfactory conduct by both student and parent/s.
4. Any reference to parent/parents includes legal guardians as well.

Signature Required

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS HANDBOOK, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

PARENT SIGNATURE _____

STUDENT(S) NAME AND GRADE(S) _____