



# SAINT ALOYSIUS CATHOLIC SCHOOL

## 2017-2018 Parent & Student Handbook

### **Mission Statement**

*St. Aloysius Catholic School, with the support of our parish community, serves our students through Christ-centered formation and academic excellence. Graduates will be well-prepared for high school academics, eager for life-long learning, and committed to living their Catholic faith.*



### **National Blue Ribbon School of Excellence**

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July 2017

Dear Parents & Students,

Welcome to a new year at St. Aloysius Catholic School. We are looking forward to a year of growth both academically as well as spiritually. By joining St. Aloysius, you are not simply enrolling your child in school, you are pledging your family to actively join a community rich in Catholic tradition, strong in Catholic education, and committed to serving one another as living examples of Catholic faith.

This sense of community pervades all that we do at St. Aloysius. As parents, you are the first and most important teachers of your children. We believe that St. Aloysius Catholic School shares with the home, the Church, and the greater community, the responsibility for the total development of the student. Only by working together will our children find success. This handbook is designed to clarify policies, procedures, and expectations that we must all uphold.

As active members of the St. Aloysius Catholic School community, parents pledge to:

- Participate at the Eucharist and celebrate the sacrament of Reconciliation with their children.
- Continue, with their children, to grow spiritually through sacramental preparation programs, parish prayer, and other religious formation opportunities.
- Support the parish through stewardship by use of the Sunday sacrificial envelopes and contributions of time and talent to both parish and school programs and organizations.
- Support the teaching authority of the school, its faculty, and staff.

We believe that a strong community will produce stronger students. We look forward to working with you this year while we build on the many blessings God has given us.

Fr. John Stoltz  
Pastor

Mrs. Maryann Hayslip  
Principal

## QUICK REFERENCE GUIDE FOR UNIFORMS 2017-2018

*See also pp. 52-55 of this handbook*

**Pants** Navy blue dress pants are acceptable for both boys and girls. No cargo pants with large pockets, jeans, corduroy, tight fitting or stretch style pants are allowed. Pants are to be worn waist high, not sagging on the hips. They should not be rolled up at the waist or at the hem. Pants should not have any tears or holes, should not be excessively faded, and should be in general good repair.

**Shorts** Students are allowed to wear navy blue Bermuda length walking shorts all year. No cargo shorts with large pockets are allowed. Shorts should not be rolled up at the waist or at the hem. Shorts should not go below the knee and should be in good repair.

**Belts** Belts are required for boys and girls when wearing shorts or pants. They must be solid navy, brown, or black with traditional buckles. No oversized or decorative belt buckles are allowed. *Belts are optional for kindergarten students.*

**Skirts** Girls plaid (#57) uniform style skirts are available through Shaheen's and/or Land's End. Girls skirts **MUST BE no** shorter than one inch above the knee in the front and back. Length can be measured by kneeling upright on the ground; the skirt should touch the back of the calf. Skirts must be the same length in the front and the back. They may not be rolled at the waist. Skirts must be in good repair with no stains or fallen hems. Skorts are not allowed. Regular play shorts must be worn under the skirts, but not visible below the hem.

**Jumpers** Girls plaid (#57) uniform style jumpers are available through Shaheen's or Land's End. Jumpers must also be no shorter than one inch above the knee in the front and back or can be measured by kneeling upright on the ground; the jumper should touch the back of the calf. Jumpers must be the same length in the front and the back. Regular play shorts must be worn under the skirts, but not visible below the hem.

**Shirts** Light gray, light yellow, royal blue or white short or long sleeved shirts with the embroidered school emblem are the only acceptable shirts. **Moisture wicking or traditional polo styles are both acceptable as long as they have the school logo.** Girls' blouses worn under jumpers may not have ruffles or other embellishments and do not need the school logo. No monograms or appliques are acceptable except for the St. Aloysius logo. Shirts must be tucked in at all times. They may not be rolled, fluffed, or hidden under sweatshirts. If T-shirts are worn under uniform shirts they must be solid white. No colors or logos are allowed to show through the uniform shirt from T-shirts or colored undergarments.

**Leggings** In the winter, girls may wear navy blue leggings or tights under their uniform skirts. No other sweatpants or pajama bottoms are allowed under skirts. Leggings/tights should cover the entire leg, not be capri length or above the ankle/mid calf.

**Sweatshirts/Sweaters** The official St. Aloysius navy blue sweatshirt for grades K-7 or the gray sweatshirts for 8th grade are the only acceptable sweatshirts to be worn throughout the school day. Sports sweatshirts are not part of the school uniform and therefore cannot be worn unless it is a spirit day. Non-uniform sweatshirts will be treated like a jacket and students will be asked to remove them during class or Mass. Navy blue cardigan sweaters, **quarter-zip pullovers**, and navy blue pullover fleece are also available. All items must have the St. Aloysius logo and can be worn the entire school year. Other sweaters are not part of the dress code and students will be asked to remove them if worn in class.

**Socks** Solid white, black, or navy socks with **no logos** are acceptable. Socks **must be** visible above the shoe, including high tops. Crew socks or lower, ankle covering socks are acceptable. Blue or white spirit gear socks are acceptable. No show socks are **not** acceptable. Footies are not acceptable.

**Shoes** Athletic/Tennis shoes (any color) are the only acceptable shoes. For safety reasons mules, clogs, open sandals, crocs, and flip-flops are not permitted. **Shoes should be flat, no wedge/high heels.** Shoes with flashing lights or shoes that make music are not acceptable. Boots are not acceptable. Shoes should be the appropriate size (not oversized) and shoestrings should be tied so that the shoe fits tightly to the foot. Shoestrings should be matching, regular shoestrings that came with the shoe with no other adornments. These rules apply to students in preschool-8<sup>th</sup> grade.

**Hair** All students' hair must be clean, neatly combed, **away from the face and eyes, and traditional color.** Girls are required to pull their hair back out of the eyes, mouth, and face. Boys are required to maintain a traditional haircut. A traditional hair cut is defined as completely off the collar by at least one inch, above the eyebrows, and cannot be longer than half-way over the ears. Boys are not permitted to "hook" their hair behind their ears. Extreme styles/colors, which draw attention to the child or distract others, are not allowed. Hair dyes, **even** on tips or streaks/patches of color are not allowed. No mohawks or faux-hawks of any kind are allowed. Shave lines or designs cut into the hair are not allowed. Administrators may request that a student's hair be trimmed if it is determined to fall outside these established requirements. Requests for haircuts must be abided by within three school days. Failure to do so will result in the student receiving a referral and/or not being allowed to return to class until in compliance with school policy.

#### **Jewelry**

**Boys:** No earrings or piercings of any kind are allowed. Gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. No other jewelry is allowed.

**Girls:** Traditional ear piercing, which is one pin sized hole in the lower lobe of the ear, is acceptable. No hoop or dangling earrings for safety are allowed. Dime sized earrings or smaller are acceptable. Only one pair of earrings may be worn at a time. Double piercing, gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. No hair accessories like clip in braids/feathers/flowers, beads, beach braids, etc. are allowed. Head bands are acceptable but should not be overly large or distracting to other students. No other jewelry is allowed.

**Bracelets:** Basic wrist watch, health bands (ie: Fitbit), memory/cause rubber bracelets or other simple bracelets are allowed as long as they are not a distraction. Only **one** wrist/bracelet item can be worn at a time. If the item is a distraction, students will be told to put it away and may lose the privilege of wearing it in the future.

**Body Art:** No student will be allowed to have tattoos, real or fake, on their body at any time while attending St. Aloysius School. This includes drawings of any kind that may appear as body art.

**Other** Nail polish, make-up, and artificial nails are not allowed. This includes clear polish and French manicures. Hats are not to be worn indoors. Scout uniforms may be worn on meeting days. St. Aloysius team jerseys or sweatshirts may be worn on spirit days. Other attire that has been marketed as Spirit Gear is also permitted on spirit days. Only clothing that promotes St. Aloysius is allowed for spirit days. Items in other school's colors, designs, or that promotes other school teams are not allowed.

**ANYTHING NOT SPECIFICALLY MENTIONED, IS NOT ALLOWED.**

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	<i>This page must be returned to the office by August 1, 2017.</i>	

## **St. Aloysius Catholic School Vision Statement**

St. Aloysius School is a Catholic collaboration between the families of our students, the staff and faculty, and the parish as a whole. We are all called to serve one another by being committed to and accountable for quality learning by all, with Jesus as our inspiration. St. Aloysius Catholic School is committed to the following:

- the continual improvement of our school,
- the creation of environments where everyone interacts,
- the fostering of innovation and improvement in our daily activities,
- coming together as a Catholic community to reflect, assess and make decisions for future progress.

We acknowledge that we are all engaged in a common purpose that will not be reached unless we rely on each other. Following this vision, St. Aloysius Catholic School will be a thriving community dedicated to providing an environment in which high academic expectations, spirituality, and a strong sense of Catholic community enhance the education of the whole person.

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

St. Aloysius Catholic School, with the support of our parish community, serves our students through Christ-centered formation and academic excellence. Graduates will be well-prepared for high school academics, eager for life-long learning, and committed to living their Catholic faith.

## **Goals of St. Aloysius Catholic School**

To carry out our philosophy and mission the faculty and staff are committed to the following goals:

1. To form a Catholic community of students, parents, faculty, staff, and all other persons related to the school.
2. To provide an academic program of excellence which challenges each student to reach his/her potential and gives the students the knowledge and skills necessary for this age of technology.
3. To stress respect, responsibility, and accountability.
4. To develop the student's ability to integrate and apply knowledge and experiences.
5. To develop Christ-centered life long learners.
6. To provide a supportive and caring atmosphere for all involved in the school, especially the students.

## **Faculty Philosophy**

The faculty and staff of St. Aloysius Catholic School participate in the educational mission, which Jesus entrusted to His church. We believe parents are the primary educators of their children and that we work with them as a cooperative group having common purposes and motivated by common ideals. Our educational commitment is to provide a Catholic atmosphere of freedom and responsibility. St. Aloysius School implements the religious formation of its students in light of the teachings of the Catholic Church. We strive to instill a love of learning, an appreciation for God's world, and a true respect for the uniqueness of each individual.

## **Religious Education Program**

Following the norms and requirements of the Catholic Church, the primary goals of St. Aloysius' religious education program are:

1. To proclaim Christ and His message.
2. To foster the experience of community with Christ and with His people.
3. To motivate service to others.
4. To inspire growth in prayer.
5. To teach the doctrines and traditions of the Catholic Church.

Religious education is the foundation that gives coherence and meaning to the rest of the students' learning experiences. Each religion period is used toward this end. More specific information on the religion program and sacramental preparations at St. Aloysius Catholic School can be found in the curriculum area of this handbook.

# ADMISSIONS POLICIES & PROCEDURES

## St. Aloysius Catholic School Admission Policy

(Revised July 2010)

The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the students' life and academic program. Families of students should not apply unless they desire and intend to participate fully in the religious program of the school.

The school will meet or exceed the educational requirements as stated by the Kentucky State Board of Education and the Archdiocese of Louisville. The following admission policy has been approved and adopted by the St. Aloysius School Board and St. Aloysius Parish Council.

A St. Aloysius Parish Family is defined as:

Regularly attends Mass/Sunday liturgy and worship services, participates in parish stewardship by financially supporting St. Aloysius Church through consistent financial contributions as well as the sharing of time and talent through involvement in activities, committees, ministries, etc. Faithful stewardship activity is determined by review and confirmation of the information presented on annual stewardship intention forms. One parent must be Catholic and the student(s) must be up to date on his/her sacraments or currently enrolled in RCIA.

### **A. Re-enrollment**

Once admitted to St. Aloysius Catholic School students of registered parish families as defined above maintain first priority for annual re-enrollment if weekly financial commitment and tuition requirements are sustained. The following guidelines will also pertain to siblings of re-enrolling students.

1. Preference will be given to families whose oldest child began their education in kindergarten at St. Aloysius Catholic School and have been consistently enrolled.
2. Families whose children began their education at St. Aloysius Catholic School after kindergarten are not guaranteed younger siblings entrance until the older sibling has been enrolled at least one full school year.

### **B. Admission to St. Aloysius Catholic School**

Admission for kindergarten through eighth grade is based on giving priority to parish families as defined above. This preference for active parishioners will be given during the active registration period only and is determined using the following order of acceptance:

Please note: All kindergarten students must be five years old by October 1<sup>st</sup>.

All first grade students must be six years old by October 1<sup>st</sup>.

1. Parish families who have children in St. Aloysius Catholic School who have been enrolled for at least one full year or have an older sibling who has graduated from St. Aloysius Catholic School.
2. Parish families.  
Siblings of first time enrollments in grades 2-8 desiring enrollment into kindergarten or first grade will be subject to guidelines outlined in A-2.
3. St. Aloysius Preschool families  
Families who have been enrolled in St. Aloysius preschool regardless of current parish affiliation will be given next priority. This was approved by the School Board in 2015.
4. Families who are registered parishioners at Epiphany Parish, St. Martin Church, Immaculate Conception or St. Joseph Church will be accepted before other non-members of St. Aloysius or non-Catholics. They will also be able to pay the parish family tuition rate without changing parishes. This decision was voted on by the School Board and Parish Council in 2010. Once their children have attended for one full school year, they will follow the same re-enrollment guidelines as St. Aloysius parishioners.
5. Families moving into the area, who become registered parish families and whose children were enrolled in another Catholic school. Equal priority is granted where children were not registered in Catholic schools because Catholic schools were not available in the former location, but children participated in the religious education program of the parish.
6. In the event that there are more applications than positions available, date of parish membership will be considered, if other factors such as active participation are equal.
7. Non-Parish families (at the discretion of the principal, pastor, and admission committee and after an interview with the family) may be accepted if space permits.  
Siblings of non-parish students are not to assume priority if parishioners desire admission. In such cases, the date of parish registration and involvement in the parish determines the order of admissions. Faculty members of St. Aloysius School will be considered as parish families for tuition purposes regardless of their registered home parish.

#### **Admission Committee and Exceptions/Appeals Resolution**

The pastor, principal, two parishioners without children at St. Aloysius Catholic School appointed by the pastor, and the parish business manager, as consultant for necessary record verification will constitute the initial Admission Committee. The

Admission Committee has the responsibility to resolve any and all admission exceptions and appeals. Please note that attempts will be made to accommodate families who leave the parish/school for a temporary purpose due to short-term employment/military obligations with intentions of returning to St. Aloysius based on previous status as active parishioners.

### **Academic/Behavior Requirements**

It is a requirement for parents to fully disclose all health needs, learning and behavior assessments concerning their child. The school will decide if its program will best meet an individual's learning needs. The school is equipped to serve students with mild or no physical or learning disabilities. St. Aloysius Catholic School cannot serve behavior disabilities. Subsequent findings of learning assessments or other psycho-educational evaluations after admittance may result in the family forfeiting their enrollment at any time during the school year.

### **Parent Cooperation**

It is essential that home and school work together. As partners in the education process, St. Aloysius expects parents and guardians to cooperate in ensuring their children are prepared to learn and in actively supporting the school and its mission.

Specifically, parents and guardians are to ensure that their child/children:

- Arrive at school well rested.
- Arrive at school on time
- Dress according to the school dress code
- Complete class assignments
- Have money in their lunch account or bring a sack lunch
- Are picked up from school on time at the end of the day

Parents/guardians are further expected to do the following:

- Treat teachers, staff, administrators and other parents with respect and courtesy  
This includes meeting with teachers at appropriate times for conferences—morning drop off, recess and carpool times are not times for conferences. Unannounced visits are not supported by the administration and parents may be asked to leave if the teacher is not available due to classroom responsibilities.
- Support and cooperate with the discipline policy of the school  
If a detention or a referral is assigned to a student, parents are expected to sign and return the form without lengthy explanation or rebuttal. If follow up meetings or phone calls for clarification are necessary, they will be made in a timely fashion upon request. The detention as assigned will stand regardless of parent signature.
- Meet all financial obligations to the school
- Notify the school office in writing of any changes of address or phone numbers
- Inform the school of any special situations regarding the student's health, safety, and general well being
- Promptly provide the school with any requested information

- Provide written notification to the school when the student has been absent
- Read school newsletters/website and show interest in the school and the child's overall education
- To the extent possible, support school fundraising activities and capital campaigns to meet the essential building or other needs of the school

Parents who are unwilling to follow the procedures and policies of the school may forfeit their child's privilege to attend St. Aloysius Catholic School.

### **Registration Packet**

Once appropriate capacity is determined, we ask that all families seeking enrollment to complete our registration packet. This packet can be obtained online or from the parish or school office and will include requests for the following information:

1. Birth certificate
2. Baptismal certificate
3. Completed St. Aloysius and Archdiocese of Louisville application forms
4. School transcripts from the previous 3 years of education experience
5. Two letters of recommendation from previous educators/pastors
6. Individual standardized testing results.
7. Records of any psychological evaluations or academic screening tests previously completed either within a public school system or by a private consulting firm
8. Full disclosure of identified or diagnosed disabilities including academic, emotional or physical disorders
9. Following a review of the above submitted information a screening interview may be set up which may include the following individuals: the prospective parents, student, and principal to complete the application process

The information provided will enable the administration to determine if our existing environment and resources will successfully meet the needs of each student. All new students are on a one year probationary period. Some students, at the discretion of the principal, may also be put on stricter, shorter periods of probation. At the end of the probationary period a committee comprised of the principal, assistant principal and/or counselor and resource teacher will make a recommendation for continued enrollment. The principal has final authority in all admission and continued enrollment issues. All required documentation must be provided prior to active enrollment of the student in a St. Aloysius classroom. Failure to provide full disclosure of the requested information can be grounds for denial of enrollment or termination of admission if found after the student has been enrolled.

As stated above, each student meeting the initial requirements for enrollment at St. Aloysius will be accepted on a probationary basis not to exceed one year. All new students and those accepted for re-enrollment at St. Aloysius Catholic School after having left the facility will be accepted for a probationary period not to exceed one year. Academic performance and behavior will be used as determining factors in the satisfactory completion of the probationary period. The school reserves the right to dismiss students if it is unable to meet the academic or behavior needs of the individual

or if the individual is not passing courses in line with retention guidelines as found on page 33 of this handbook.

### **Admissions of Students With Special Needs**

St. Aloysius Catholic School follows the Archdiocese of Louisville’s model of inclusion for children with mild disabilities. St. Aloysius strives to ensure that each student admitted has every opportunity to achieve academic success. Our faculty and staff is fully committed to creating an environment that utilizes differentiated instructional approaches to attempt to reach every child in the classroom in a method or model that will enable them to succeed. We believe that children with mild disabilities can be successful within the regular classroom setting when reasonable, strategic teaching methods are utilized and appropriate, reasonable accommodations are implemented. However, it is not up to the teachers alone to help make students successful. Parents play an important role in the progress of a student with special needs. It is imperative that parents work together with teachers. Unlike the public school system, private schools do not receive state or federal monies to fund special education programs. Therefore, we do not accept, or write IEP’s (Individual Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education Protocol, which includes RTI (Response to Intervention), strategy plans and accommodation plans to address the special learning styles and needs of students. See the “Special Education Protocol” section of this handbook for information on the implementation and monitoring of special learning plans.

Our first consideration at St. Aloysius for acceptance of new students is our capacity to adequately serve them based upon physical space and resource limitations. Applicants may be denied enrollment if their class already has a large number of learning challenged students and/or if resources are already stretched to capacity.

## **CODE OF CONDUCT & DISCIPLINE**

### **Student Responsibilities**

It is imperative that we give our students a sense of self-control, self-reliance, and responsibility for one’s self and one’s actions. Therefore, students may be denied to call home for forgotten items such as coats, homework, projects, books, etc. If your child forgets his/her lunch, a lunch can be provided by the cafeteria and charged to the appropriate account.

Students are expected to do the following:

- Strive to be well rested and maintain proper nutrition to help themselves be physically ready for school.
- Treat teachers and other students with respect and courtesy
- Wear the school uniform according to the dress code
- Complete and turn in class assignments on time
- When asked a question by a school representative, students must be honest and forthcoming with their answers

## **Student Code of Conduct**

The principal, counselor, and faculty, in light of the code of conduct established for the students, govern all student disciplinary and guidance decisions. Our goal is to promote self-discipline. We strive to provide an environment that is safe and pleasant for all. It is therefore imperative that school rules and policies are followed. The supervising adult is the usual administrator of disciplinary procedure. Teachers will deal with infractions as they occur. Teachers may employ a variety of means for correcting a lack of self-discipline. Parental contact, loss of privileges or detentions may be assigned as necessary. If a detention is earned by a student he or she is expected to serve it in accordance with school policy. If parents do not bring their child to serve the assigned detention on the day it was given the child may be assigned an in school detention/suspension. This would result in the student completing work in the office rather than staying in the classroom setting. Based on the offense, counseling may be required either at school or by an outside professional. While this is the ordinary disciplinary procedure, the teachers and principal reserve the right to choose an alternate course when they deem it necessary. It is expected that students will conduct themselves with Catholic behavior appropriate to each occasion. Holding a student responsible for his or her actions is the primary objective to any discipline. While all manners of courtesy and respect for the student will be adhered to, his/her self-esteem is not the primary concern in matters of discipline.

Each teacher at St. Aloysius Catholic School has definite rules in his/her classroom, which will be explained to the students during the first week of school. The principal will explain the school wide code of conduct expected of all students. Students have the responsibility of knowing and following these rules. The student code of conduct and handbook agreement are found at the end of this booklet. This form should be signed by parents and students and turned in to the school office by August 14, 2014.

In any case of questionable student conduct the following protocol will be followed by students, parents and school personnel.

1. Students should try to work out disagreements with each other before bringing the issue to a teacher. In cases where students are not able to resolve the issue, the students in question will be addressed by an adult in a professional manner. Every effort will be made to handle student issues privately and respectfully.
2. When possible, the student will have the option of describing the problem in writing and have the written statement signed by parents. This written notice should be returned the day following the incident. Consequences such as forfeiting recess time or receiving a referral may still occur depending on the action in question.
3. Teachers always reserve the right to call or email parents to discuss student behavior. Parents should be well informed of student behavior via the student's planner, written correspondence, phone conversations, emails and/or conferences.
4. Parents that have concerns regarding a discipline issue or classroom procedure must first speak directly with the faculty member involved. Only after this avenue is exhausted will the administration be

consulted. Teaching assistants are not considered faculty members. Concerns should be addressed with the classroom teacher.

5. If the parent is still not satisfied, the principal will meet with the teacher, student(s) and parents involved.
6. Final decisions remain with the school administration. Archdiocesan grievance procedures are included in this handbook.

### **School Rules**

School rules are a matter of respect, consideration and safety. Conduct which violates the rules of common sense and safety is not acceptable, even though it may not be specifically stated in the handbook. Students freely choose one form of behavior over another and they must learn to accept the consequences of that chosen behavior. The following are specific requirements for all students:

- Order is expected at all times. A moderate tone of voice is to be used in school.
- Gum is not permitted on the school grounds or on field trips.
- Uniforms are to be clean and in good repair. Shirrtails are to be tucked in. Skirts and slacks are not to be rolled at the waist or cuff. All other dress code requirements should be followed.
- Repeatedly missing assignments is unacceptable behavior.
- At no time is a student to be unsupervised in any area of the school or grounds.
- Students must be respectful of all other students and adults.
- Items which are potentially hazardous are not permitted on school grounds.
- The use of personal items such as cell phones, ipods, ipads, e-readers and other electronics are prohibited during school hours without the proper permission forms on file and appropriate direction from a teacher/administrator . Faculty and staff have the right to confiscate any devices being used incorrectly or devices in question. Parents must come in person to the office to retrieve the property. See also the PED and/or Technology sections of this handbook.
- St. Aloysius School, students or faculty should not photographed or filmed without express permission from the principal. No photos, videos, etc. of St. Aloysius School or its students should be uploaded to social networking sites. Violation of this rule can result in loss of privileges, detention, probation, suspension and/or dismissal depending on the severity of the event. The final decision on discipline in this area will be with the principal and superintendent of schools for the Archdiocese.
- Fighting, stealing, using profanity, bullying, cheating, or lying are not acceptable in any situation and will have consequences in line with the offense.
- Appropriate behavior is required in the cafeteria, hallways and restrooms.
- Appropriate behavior is required when using school technology. Students are expected and required to report any inappropriate behavior, actions or material to the supervising teacher immediately.
- Reverence must be displayed during all prayers and liturgies. This includes standing/sitting/kneeling properly and participating appropriately when in church for Mass or any religious event.
- Any vandalism or destruction of property will require reparation and may result in detention or suspension.

- Students attending extra curricular activities sponsored by the school are expected to behave in an acceptable manner. Failure to do so may warrant disciplinary action by the school.
- Conduct which violates the rules of common sense and safety is not acceptable, even though it may not be specifically stated in the Handbook.

### **Cafeteria Rules**

The school cafeteria is considered an appropriate setting to teach good manners and proper eating habits. If cafeteria rules are not followed, students will be given a verbal warning. They may also be moved to another location away from their classmates. Continued misbehavior may warrant loss of privileges, referrals and/or detentions depending on the severity of the situation. The following rules are to be followed by all students:

1. Students must respectfully follow the directions of the staff, volunteers, and monitors at all times.
2. A conversational tone while in line and at table is expected. No shouting, pushing or general horseplay is allowed.
3. Students must eat in a proper manner; mishandling of food or drink is not acceptable. Mixing foods/drinks into gross concoctions is wasteful and is not permitted.
4. All students will participate in table cleaning duty on a rotating basis.
5. Any behavior that disrupts the atmosphere or efficiency of the cafeteria is not acceptable.
6. While we understand students may wish to share lunch items, no one should leave his/her seat to do so and food should not be thrown from seat to seat.
7. Students who buy lunch can also buy extras. Students who bring lunch can only buy a drink, no other extras. Students should only buy items for their own consumption, not for friends.
8. All food is to be eaten in the cafeteria; not carried outside or saved for later. This includes any beverages or extras such as ice cream or cookies. No food should be eaten during recess, as this could be a safety hazard.

### **Detention**

Before school detention will be scheduled for those students whose behavior warrants such disciplinary action. Morning detentions are from 7:00am to 7:45am. A student may be assigned detention for repeatedly missing assignments, frequent tardiness, inappropriate behavior at school or on field trips or for other inappropriate actions. Parents will be notified so plans can be made to have the student dropped off on time. A student is not to excuse him/herself from detention.

Students will be notified by the teacher, counselor, or principal that he/she has been assigned detention. Failure to report on the designated day will result in the student serving an additional detention. The student's name, date of infraction, reason for detention, date of detention, teacher's signature and space for principal's and the parent's signature will all be on the detention form. The student is responsible for taking the detention slip home, having it signed, and returning it the day of detention. Failure to

return the detention slip will result in an additional detention. Detentions and other behavior infractions will be recorded by the principal.

If a detention or a referral is assigned to a student, parents are expected to sign and return the form without lengthy explanation or rebuttal. If follow up meetings or phone calls for clarification are necessary, they will be made in a timely fashion upon request. The detention as assigned will stand regardless of parent signature.

A record is kept on file in the office of the number of detentions accumulated by each student. Such records on detention are not sent to other schools or marked on permanent records. If a student accumulates three detentions, the student will be given a suspension, either in school or out-of-school at the discretion of the principal. Parents would then also meet with the principal and pastor to determine if the student and his/her family share the goals and philosophy of St. Aloysius Catholic School. If suspended, a student will earn zero points for classwork as he/she would not be present. Tests or quizzes may be made up for partial credit at the discretion of the principal. Dismissal from St. Aloysius is a possible result of repeated detentions / suspensions. If a child earns repeated suspensions a meeting will be called to determine his/her continued enrollment at St. Aloysius. This process can be accelerated based on the severity of the action meriting suspension.

The following offenses will receive immediate action by the principal:

- Possessing, using or distributing illegal drugs, alcohol or tobacco products.
- Leaving school grounds during the day without permission.
- Bringing weapons or fireworks to school or to any school activity.
- Threats of physical harm, fighting or other physically harmful actions.

### **Firearms And Dangerous Weapons**

Firearms, knives, and other weapons and their paraphernalia are not allowed on school property. If a student is found in violation of this rule, the following steps will be taken:

1. Item will be confiscated and held in the principal's office.
2. Parents will be contacted to pick up the student.
3. The police are called.
4. Superintendent is notified.
5. Pastor and principal will meet to determine permanent dismissal from school.
6. Notation is added to student's permanent record.

### **Gambling**

Student gambling involving the exchange of money is not permitted at St. Aloysius during school hours or during carpool. This includes events such as March madness brackets. While these sorts of activities may be entertaining, the exchange of money can not occur. If students are in doubt regarding the acceptability of an action they should always ask a teacher or administrator. Students who engage in non-sanctioned activities may receive disciplinary action.

### **Illegal Substances**

The possession, use and/or distribution of illegal substances at or near St. Aloysius School or while a student is representing St. Aloysius School is a serious

offense. If such a situation arises, the police will be called, and expulsion may result. The pastor and principal, in consultation with the superintendent of schools will determine the final consequences.

### **St. Aloysius Catholic School Search Procedure**

The purpose of searching students, their belongings, lockers, and desks is to protect the property and safety of others and/or maintain the on-going educational process of the school. Searches, used to determine if there is evidence of student misconduct, should be utilized only when other techniques have been exhausted. The following terms are defined for clarification of all parties.

**Reasonable Suspicion**—Sufficient probability to believe that the search will turn up evidence that the student has violated, or is violating school policy or rules.

**School Official**—School administrators and teachers

**Witness**—Any school employee

**Grounds For Search:** The school official must have reasonable suspicion, based on information made available prior to the search, that the student is in possession of evidence that indicates the student has violated, or is violating a criminal law, or a school policy or rule. The evidence believed to be possessed by the student should be that which may endanger life, safety, and/or property of another, or disrupt the on-going educational process.

**Intent of Search:** The search of a student must be done for the purpose of the maintenance of discipline, or the detection and punishment of school misconduct. If a school employee believes that a student possesses evidence that may be used in a criminal action prosecuted in a court of law, the student must be escorted to the school administrator. The administrator will contact the appropriate law enforcement officials to conduct such a search. At no time should the student be left alone or out of sight of the school administrator or another school official.

**Personal Search Of Students:** A personal search includes a search of a student's accessories (purse, wallet, backpack, pencil pouch, notebooks, gym bag, etc.) and/or (pants/skirt pockets, shirt/blouse pockets, pant legs, socks, shoes, jacket pockets, waist bands, etc.) that would not require disrobing to the skin. All searches are to be conducted individually and in private. In the event that a personal search is necessary, two male school officials shall search male students, while two female school officials shall search female students. Under no circumstances will school officials ask a student to disrobe to the skin. Students under immediate supervision of a teacher may be searched if there is evidence of student misconduct if:

1. Standards of reasonable suspicion are met; and
2. The student is given the opportunity to turn over the object(s) in question prior to the search; and

3. A second, gender appropriate school official is present to serve as a witness; and
4. Intentional embarrassment to the student is avoided; and
5. The search is reported as soon as possible to the school administrator; and
6. When the search of a student's person has been conducted, the teacher or the school administrator will immediately contact the parent/guardian in writing or verbally.

If the school official determines that there is immediate danger to life and/or safety, (ie: the school official believes a student is in possession of a weapon, drugs, a dangerous instrument, or explosive/fireworks), and if the school official has reasonable suspicion that a particular student is in possession of the dangerous object, the student and his property may be searched by school officials. If a dangerous object is found as the result of such a search, the administrators shall notify law enforcement immediately.

**Searches Of Student Lockers and Desks:** Lockers and desks are property of the school. Students have no expectation of privacy in school lockers and desks, and the school reserves the right to search lockers and desks under the following procedures:

- A. The search is based on reasonable suspicion that something in violation of the law, school policies, or the rules of the school may be significantly detrimental to the school and its students will be found in the locker or desk.
- B. The primary purpose of the search is to determine if there is evidence of student misconduct for school disciplinary purposes. However, in appropriate circumstances the evidence may be made available to the police. If evidence of a crime or grounds for a juvenile proceeding is lawfully obtained by school officials, it may be turned over to the police and used in a proceeding in the criminal justice system, including a juvenile court proceeding.
- C. In cases where discipline is necessary, the school official conducting the search, or the school administrator will contact the parent/guardian as soon as possible in writing or verbally.

### **Dismissal From School**

Permanent dismissal from St. Aloysius Catholic School may occur if students and/or parents are not supportive or do not abide by the school's rules and procedures. The school may dismiss at any time a student whose conduct is harmful to self or others and whose behavior is not manageable by the staff. Dismissal may also occur if academic expectations are not being met after repeated interventions and/or meetings have occurred.

### **Grounds For Immediate Dismissal**

St. Aloysius Catholic School is committed to the formation of its students. It is rare that a student will be asked to leave the school community. However, the following may be grounds for immediate dismissal.

- Disobedience or aggression
- Blatant opposition to school faculty and staff
- Possession of a weapon at school
- Possession or use of cigarettes, alcoholic beverages or illegal drugs on school

grounds at any time

- Consistent violation of the rights of other students
- Vandalism of school or church property
- Theft
- Truancy
- Participation in a physical fight at any time on school grounds
- Leaving school grounds during school hours without permission
- Harm to the reputation of the school by one's conduct on or off the school grounds.

Faculty, staff, and administration are not at liberty to discuss disciplinary situations with anyone beyond the scope of those immediately involved. Parents and friends are also strongly encouraged to keep information within the scope of those actually involved.

### **Archdiocesan Grievance Procedures**

Personnel involved in a complaint situation shall attempt to find the simplest, most effective way to resolve differences by dialoging at the level closest to the disputed question. If either party chooses to appeal a discussion to the next level, such appeal shall be made within two weeks. All persons shall agree to full disclosure of all pertinent information. Confidentiality shall be maintained at all levels. The normal procedure for resolving grievances shall be:

#### Parish Level:

- a. Student/Parent
- b. Staff Person
- c. Assistant Principal/Principal
- d. Parish School Board  
(Chairperson selects two members of the board with approval of the pastor to form a committee of three to serve as a hearing committee. The purpose of this committee is **only** to review procedures to ensure that due process has been followed, not to pass a judgement or ruling.)
- e. Pastor

#### Archdiocesan Level:

- f. Office of Lifelong Formation and Education which refers the matter to the Administrative Policies Committee of the Archdiocesan School Board.
- g. Due Process Board of the Archdiocese
- h. Archbishop

The pastor shall retain the right to intervene at any stage of complaint or grievance, provided such intervention will bring a just and speedy resolution to the problem. At any point, the Office of Catholic Schools shall offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.

The Administrative Policies Committee (APC) of the Archdiocesan School Board shall act as a hearing board for formal grievances. This committee shall not handle a grievance unless all appeals at the parish level have been exhausted. A representative of the Office of Lifelong Formation and Education shall assist the APC and both sides to prepare for a hearing.

## **HARASSMENT & BULLYING**

The schools of the Archdiocese of Louisville do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

### **Verbal Harassment**

Verbal harassment includes derogatory comments, jokes, or slurs. This can include belligerent or threatening words spoken to another individual.

### **Physical Harassment**

Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

### **Visual Harassment**

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, notes, novelties, or gestures.

### **Bullying**

Bullying behavior is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put downs. A bully is an individual who tends to torment others, either through verbal harassment or physical assaults, or through more subtle methods of coercion. Bullying is unacceptable and will not be tolerated. At times, developmentally

normal interactions between students could be perceived as bullying. In these instances, the advice of the counselor and principal will be consulted. Parents will still be informed of such situations in an effort to be proactive and encourage appropriate interactions among all students.

**The following steps will be taken if harassment or bullying occurs:**

- 1<sup>st</sup> Offense: Verbal warning and parent notification
- 2<sup>nd</sup> Offense: Written notification/referral and conference
- 3<sup>rd</sup> Offense: Detention and conference to alert the possibility of suspension
- 4<sup>th</sup> Offense: Suspension from school and conference including pastor
- 5<sup>th</sup> Offense: Indefinite suspension from St. Aloysius, possible dismissal

\*Depending on the severity of the offense, steps 1 - 3 may be bypassed. Every effort will be made to determine a student's level of involvement in any harassment or bullying situation. There may be times, however, when a group punishment is warranted. Counseling sessions may also be required at any point in the process.

**Threatening Behavior**

Threatening behavior is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to self or to another and/or damage to property. Behaviors deemed threatening are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised of the situation.
3. Student is suspended from school pending the results of mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
4. Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
5. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal will review conditions for reinstatement and the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.

6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

The school counselor will also be privy to all details in these situations in order to assist both the school body and the administration as much as possible.

### **Homicidal Threats**

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

### **Range of Penalties**

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parents are clearly told that any further threats will result in suspension and require mental health assessment. Definitions, consequences, and penalties should be clearly explained to all parties. A follow up letter from this conference would be issued to parents and placed in the student's file.

### **False Threats**

Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school.

### **Consultation**

The Superintendent, Director of Family Counseling, and the Associate Director of School Counseling Services are available to consult with schools dealing with threatening student behavior.

### **Technology**

Students and parents must sign a user agreement at the beginning of each school year. Students are to use the Internet only under the direction and supervision of their teacher and only for the specified purpose designated. Certain grade levels will be given a school email account and should access them only with the permission and direction of a teacher. Students are not allowed to access their personal accounts from school. Students should not use the Internet to contact friends or parents from school. Accessing social networking sites such as Facebook, YouTube, Instagram, etc. is not permitted for students during the school day. By signing a user agreement each year the student and parent agree to abide by the school's policy governing access. The privilege of using school computers can be taken away at any time as a consequence of misuse.

St. Aloysius School, students or faculty should not be photographed or filmed without express permission from the principal. No photos, videos, etc. should be uploaded to social networking sites. Violation of this rule can result in loss of privileges, detention, probation, suspension and/or dismissal depending on the severity of the event. The final decision on discipline in this area will be with the principal and superintendent of schools for the Archdiocese.

The school will be responsible for supervising and monitoring access to the extent outlined in the user agreement. Parents and guardians are expected to monitor use outside of the school day. Text messaging, instant messenger, chat rooms, etc. are not allowed at school. Archdiocesan support may be consulted in areas of cyber-bullying. Referrals, detention, probation or suspension are viable options to the grave misuse of technology.

## **CURRICULUM, GRADING & INSTRUCTION**

### **Curriculum**

Curriculum can be defined as the total educational environment of a school. The curriculum in the Catholic schools, guided by the light of divine revelation and Church teaching, assists each student in the discovery of and development of his/her own full human potential as a Catholic Christian. In this environment, inter-personal relations, formal and informal instructions, and educational technology should combine to enable the student to manifest attitudes, knowledge, skills, and behavior in the service of the Lord, the Church and his/her brothers and sisters in today's world.

The curriculum for St. Aloysius is designed according to directions and programs set up by the Office of Lifelong Formation and Education (OLFE) for the Archdiocese of Louisville. The textbooks, selected by the faculty, are chosen from the texts approved by OLFE and the state of Kentucky. A copy of the Archdiocesan Curriculum Framework is available online at [www.archlou.org](http://www.archlou.org) and serves as guidelines for instruction.

### **Curriculum Philosophy**

With regard to student learning, curriculum:

- is student centered and holistic
- is based upon the belief that all children possess the desire to learn and can learn at high levels given the appropriate conditions
- engages the student in resourceful problem solving which demonstrates basic skills
- is based upon the belief that the parent is the primary educator
- is based in gospel values and ensures the development of the whole child
- is designed to educate all students to develop a lifelong love for learning and to become responsible, self-sufficient members of church and society
- should be designed at the school level within the parameters of the Archdiocesan curriculum framework and should reflect content standards which are based on effective research
- offers a variety of strategies for instructional delivery, the effective use of learner time, and assessment based upon the developmental needs of the learner
- is continually assessed for effectiveness by internal reflection, dialogue and long-term studies, and is modified as needed.

## **Assessment Philosophy**

Assessment is a comprehensive, multifaceted analysis of an individual's progress against clearly defined learning standards. A holistic assessment system, based upon the developmental needs of the learner, offers a variety of assessments including, but not limited to the following tools.

**Formative Assessments:** These are ongoing assessments that check day to day knowledge and could include items such as daily work, homework, classroom guided practice, group work, practice worksheets, anecdotal records, checklists, journals, etc.

**Summative Assessments:** These are the determining factors for mastery of a concept and could include chapter quizzes, unit tests, larger projects, achievement tests, math inventories, etc.

As part of differentiated instruction students in the same class may have different assessments or different requirements. There may also be an overlap of assessments that could be categorized as formative or summative depending on the individual teacher's needs/directions. Teachers will strive to reach and challenge each student at his or her specific level of learning. This does not require teachers to create individualized learning plans for each student. Students will be given tasks appropriate to their needs that still challenge them to expand their academic knowledge.

## **Art**

The art curriculum is intended to provide each student with a basis for creative thinking and expression. Involvement in the visual arts and crafts promotes awareness and appreciation. Art history and art appreciation are also included.

Each winter and spring students will have work on display as part of an art fair, usually held in conjunction with a musical performance. Other artwork will be displayed throughout the year. A student's artwork may also be submitted to various local contests. Parent permission will always be obtained before work is entered. For information on Art Club, please see the extracurricular activities section of this handbook.

## **Big Brothers/Big Sisters (Buddies)**

Kindergarten students are paired with eighth grade students to assist them throughout the year and make them feel welcome. First grade students are paired with seventh grade students. These groups will do a variety of activities together throughout the year including special holiday activities and attending weekly Mass together.

## **Cell Phone Use**

The use of any personal electronic device, including cell phones, is a privilege, not a right. Students that bring such devices must have them registered in the office per PED policy and keep their blue card with them at all times. The following guidelines for cell phones went into effect March 3, 2014 and will continue into this school year.

**•Cell phones must be kept in student lockers in the off position.** Cell phones should not be taken into classes unless specifically requested by teachers. Cell phones

should not be used during the day for texting or making calls. Cell phones should not be carried from class to class or into the bathrooms. Keeping phones in lockers will promote fewer classroom disruptions. Students are responsible for providing a lock for his/her locker as needed for security.

•**Students may not use phones to take notes.** This is not best practices for note taking skills. Notes on phones are difficult to organize/use later, and difficult for teachers to check/assign credit as part of a student's grade. Students may still use tablets or laptops if needed for notes. Teachers will tell students when it is appropriate to use their tablet or other device. Students should not assume they can use them anytime they want.

•**Phone as e-reader:** If a student is using his/her phone or other device as an e-reader for literature class, he/she will need to get it from his/her locker just before class and return it to the locker at the end of class. Locker retrieval will not be accepted as an excuse for being late to class. Again, e-readers are a convenience, not a necessity. While we want to promote reading, we do not want students tempted by apps, Internet, etc.

•**Phone as calculator:** Appropriate mathematical calculators were included on the student supply list. Phones do not have the needed functions for math classes and will not be allowed as a substitute for calculators.

If students are found in violation of the above guidelines, their phones will be taken and held in the office for parent pick up just as before. If tablets, laptops, etc. are used inappropriately, they will also be taken to the office. Students must be responsible and use their resources to support learning.

## **Cheating**

At no time is cheating acceptable at St. Aloysius. Cheating, in short, is using someone else's work and representing it as your own. Examples include but are not limited to copying someone's written work/test/homework, plagiarizing, solicited or unsolicited sharing of answers, changing the name on a paper to represent it as your own when it is not, etc. Consequences will be given to those who willingly give someone else his/her work as well as the person using the information as his/her own. Because situations will vary, the classroom teacher will determine the severity of the consequence in consultation with the administration. Consequences may include receiving a zero on the assignment/test, a reduction in credit, loss of privileges and/or referrals. Teachers are not required to give alternative assignments or assessments due to cheating. Repeated issues with cheating will result in detentions and parent conferences will be called.

## **Conferences**

Rediker offers parents continual access to student grades so a printed midterm report will not be sent home. Parents will be reminded of the dates of the midpoint of each trimester and are expected to monitor grades as necessary for the success of their children. At the midpoint of the second and third trimesters, the principal may decide to email a general alert to particular parents regarding unsatisfactory student progress. Parents then have the choice of meeting with teachers prior to conferences if needed.

Scheduled parent-teacher-student conferences are held twice a year. Grades K-3 will have individual conferences with each student/family. Conferences for students in grades 4-8 will be scheduled by the parent or teacher via Sign Up Genius. All parents and students are required to meet with at least one teacher. Those who do not meet with a teacher during conferences will have an absence marked on their attendance record. **Students who choose to shadow another school on conference days will be marked absent unless they come to school for a conference. Shadowing does not excuse a PTS conference.** These conferences are scheduled for a maximum of 15 minutes to ensure that everyone can be seen. Often, a group conference with multiple teachers will be arranged to use time most efficiently. If a longer conference is necessary, other arrangements can be made. The purpose of these child centered conferences is to discuss with the student his/her progress and goals. Students are required to attend these conferences but may be asked to leave the room at any point during the discussion.

Early conferences will not be scheduled to accommodate vacation plans. If families are not available during scheduled conferences, they may meet with teachers at the teacher's convenience **after** conference days. In addition to regularly scheduled PTS conferences, the school staff, a student or parent may request additional conferences as needed. In order to provide the optimum conference setting, appointments must be made in advance via email or phone. Parents should not discuss student progress with a teacher on the spur of the moment before classes start, in the hall, at recess, etc. Classroom teaching assistants are vital to our success, but it is not appropriate for parents to discuss classroom performance or concerns with them. Teachers are the best and most appropriate source for information in this area. Having a formal meeting with the teacher ensures the optimum conference. Suggestions for student growth, along with support plans will be documented.

Printed report cards are given three times a year. Report cards will not be distributed early and may be withheld if financial accounts, including tardy bills, cafeteria funds, tuition, etc. are in arrears.

## **Enrichment**

St. Aloysius emphasizes gifted behavior, which is found in everyone at certain times, rather than simply labeling some students as "gifted." We continually search for ways to meet the needs of all our students through differentiated instruction, tiered programs, and special accommodations. Our goal is to help all students reach their full potential. In cooperation with other Catholic elementary schools in Region VII, St. Aloysius participates in offering Gifted & Talented Seminars (GATES) which were formerly known as the SEEK program. Students in grades 5-8 must qualify each year based on their most recent Terra Nova test score. There are two ways to qualify. A student must have a CSI score of 125 or above or a score of 95 or higher on any one of the following Terra Nova areas: science, social studies, composite reading, composite math, or composite language. Students will need to re-qualify each year to participate in the seminars. These guidelines reflect the qualifying scores of the Duke TIP program. This enrichment program is held twice a year and gives students the opportunity to further expand their horizons.

## **Geography Bee**

This contest is sponsored by the National Geographic Society to encourage greater interest in the area of geography. Candidates are selected from grades 4-8. The school contest is held each December. The winner of this contest goes on to represent St. Aloysius at the county level.

## **Grading Policies**

All teachers make every effort to keep students up to date on assignments and rubrics for grading. Many of these guidelines and rubrics can be found on classroom web pages. Teachers make every effort to be fair and impartial when grading. Correct spelling and neatness will be taken into consideration for all homework assignments regardless of the subject area. If there are concerns about a grade a student has earned, the first step is for the parent and teacher to discuss the situation. Further issues can then be discussed with the principal as appropriate.

Based on best practices in the field of education, St. Aloysius School is moving toward a weighted approach with regard to assessment. Homework is seen as a vehicle for practice and will not be weighted heavily in the overall grade in a particular subject. Emphasis will be given to work completed in school and summative assessments. In general, homework will count for approximately 30% and other assessments will count for approximately 70% of an overall grade. This percentage can be altered by an individual teacher with the approval of the administration for certain subject areas or levels. Homework will still be assigned with the goal of reinforcing skills and records will be kept by teachers to document completion as part of formative assessment.

The following grading scale is implemented by St. Aloysius under the directives of the Archdiocese of Louisville Catholic Elementary Schools.

### **Kindergarten through Grade 2**

E	Exceeds expectations
P	Progressing at grade level
H	Progressing with help
N	Needs improvement
U	Unsatisfactory / Failing work
/	Skills or concepts have not yet been addressed

### **Grades 3-8**

A	100% - 93%	Above Average Work
B	92% - 84%	Good Work
C	83% - 75%	Average Work
D	74% - 70%	Below Average Work
U	69% - 0%	Unsatisfactory/Failing Work

## **Graduation**

A ceremony recognizing successful completion of the St. Aloysius eighth grade curriculum traditionally takes place during a special evening liturgy. All graduates will wear traditional graduation gowns. A reception hosted by the kindergarten parents is held in the gym after the liturgy. All accounts must be reconciled before student records

are forwarded to the appropriate high school. Any student who does not meet all the academic requirements for graduation will receive a “Certificate of Participation” during the graduation ceremony. The graduate will receive his/her diploma when those requirements are fulfilled.

### **Homework Policy**

Homework is assigned to help individual students practice material that has been introduced during the school day. It is given for strengthening and reinforcing skills. Homework is intended to help develop independent thinking and perseverance. Assignments are designed to meet the academic and developmental needs of the students, therefore, different children in the same class may receive different homework assignments based on his/her individual needs. There may also be times when no homework is given because the teacher feels adequate practice and mastery were attained in the classroom. When there is homework, it is essential that parents refrain from doing the assignment or class project for the child. When parents do their child’s homework for them, the child is denied the opportunity to show proof that classroom instruction has been mastered. More importantly, the parent is sending the child a subconscious message that the child is not capable of completing the assignment.

Time spent on nightly homework should generally not exceed the time frame suggested below, assuming a child has not procrastinated and is truly focused on work:

Grades 1-2	20-30 minutes	Grades 5-6	50-70 minutes
Grades 3-4	30-50 minutes	Grades 7-8	70-90 minutes

Students are encouraged to use an assignment book for recording daily homework, long term projects, and scheduled exams and quizzes. These assignment books will be provided for grades 2-8. Research has proven that the regular use of assignment books is effective in increasing student achievement. Parents that check and sign these books on a regular basis will find that school and homework will run more smoothly. Teachers use this planner as a means of communication and documentation. Students must have it with them and actively use it in every class. Penalties can be incurred if a student is missing his/her planner or not using it as directed.

Students are given time and are expected to write assignments in their planners. Homeroom teachers also try to place homework on their web page each day by 3:30 p.m. Parents are encouraged to check on assignments using the student planner. The homework section of the school website is to be used for students that are absent or as a secondary resource. Planners and student interaction are the primary source for keeping track of homework assignments.

### **Honor Roll**

St. Aloysius has two types of honor roll for students in grades 3-8. GPA will be computed via Rediker and take all classes, including special areas, into consideration. Students with a 4.0 / all A average will qualify for the Principal’s List. Students with a GPA of 3.5 / As and Bs will qualify for the Honor Roll. Student GPAs will be automatically rounded to the nearest tenth and there will be no weighting of classes.

Students that earn a grade of C or below will not be eligible for any honor roll. Students with accommodations/modifications will be eligible for inclusion on the honor roll per the above guidelines.

### **Kindergarten**

By state law, students must be five years old by October 1<sup>st</sup> to attend kindergarten. All incoming kindergarten students will be given a screening (Kindergarten Readiness Test, KRT) to determine where he/she falls on a readiness scale. This screening will help determine acceptance into St. Aloysius. It is meant to give parents a better understanding of the student's strengths and weaknesses. After the screening, parents will receive a results summary from the principal to determine if it is the right time to begin school at St. Aloysius. There is a nominal fee for the screening that is non-refundable and charged in addition to registration fees.

Kindergarten students are required to wear the traditional St. Aloysius uniform. Shoes must be athletic/tennis shoes. No other shoes or boots are allowed. Light up shoes or musical shoes are also prohibited. An exception to the school uniform policy for kindergarten is the use of belts. Belts are optional for kindergarten only.

### **Language Arts**

The language arts program aims to develop the basic competencies of communication. These skills are integrated into the teaching of grammar, spelling, reading/literature, writing, vocabulary, listening, and handwriting. These are taught as a total language arts program in grades K-8 and include Common Core Curriculum components. St. Aloysius utilizes a multi-leveled reading program in grades K-3. This allows greater opportunity to meet individual needs. Student placement is based on Terra Nova test scores, classroom performance, and teacher recommendation. The Accelerated Reader Program is used to supplement the current reading curriculum. S.T.A.R. (Standardized Test for Assessment of Reading), is a computerized reading test which quickly matches each child to his/her appropriate reading level. This is a reading assessment used to align and improve instruction. More information on the AR program can be found by contacting the school librarian.

### **Late Work**

If a student fails to turn in an assignment, teachers will try to give notification in a timely manner when possible. Parents are strongly encouraged to use Rediker and/or the student's planner to make sure work is turned in on time. It is ultimately the responsibility of each student to get his/her work submitted. This could be in the form of a message written in the student planner, an email, or a referral for missing work depending on the circumstance. Teachers reserve the right to revoke privileges such as recess or field trips in order to have missing assignments completed. If late work is accepted, it will earn a lower grade. Teachers can refuse to accept late work or limit the number of days late work will be accepted based on the policy of the grade level. When this homework policy is not effective, an alternative system may be devised after consultation with the parents. Students who have absences due to illness will still be allowed to submit work once back in school.

## **Library-Media Center**

St. Aloysius has a well-developed and well-maintained library. The main purpose of the library is to support the school curriculum by providing materials and sources for research, as well as providing reading material for recreational reading. The library is open during school hours for class and individual research, referencing and reading. Individual students may check out materials from 7:45 a.m. to 3:00 p.m. Times during conferences will vary.

Students in kindergarten and first grade check out one book for one week. Students in grades 2-4 are allowed to check out two books for two weeks. Students in grades five through eight are allowed three library materials for two weeks. Items must be returned on or before their due date or the student will be fined ten cents for each school day the item is late. Overdue notices are given to students each day. Students who have items overdue five days may have privileges revoked. After ten days, letters will be sent home to parents to either return the missing item or pay replacement costs. Students that have overdue items will not be allowed to check out additional items until fines have been reconciled.

Computers are available for research, computer projects, AR reading tests, and other classroom uses. Students must have a teacher's note or pass to use the library. A variety of reading related activities such as Book Bee, Reach for the Stars, and Scholastic Book Fairs are sponsored by the school library. To assist with any of these programs, please consult the Volunteer Handbook or contact the school librarian.

## **Mathematics**

The mathematics program is designed to provide a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences. St. Aloysius utilizes a multi-leveled mathematics program in grades 3-8. This allows greater opportunity to meet individual needs. Student placement is based on Terra Nova test scores, classroom performance, and teacher recommendation. While we understand the social constructs of leveled classes, placement in a particular level is based on what is in the best interest of both the individual student as well as the class as a whole. All classes receive challenging lessons and have high expectations for achievement. Students may be placed in a level on a probationary period based on teacher concerns for success and mastery of material. Parents will be notified in writing of probationary status. Final decisions on math placement lie with the principal in conjunction with the math faculty.

The National Council of Teachers' of Mathematics Standards and Common Core Curriculum components are implemented in our classes. All eighth graders participate in an Algebra I program as required by the Archdiocese. Progress in this program, as well as Acuity Algebra test scores are tools used by local high schools in their placement of students as freshmen.

## **Music**

The music program is designed to develop an appreciation for this art form and to give opportunities for joy through musical expression. A wide variety of musical experiences are provided for skill acquisition, creativity, and amusement. The use of Orff instruments expands the students' musical experiences. Students are invited to

participate in girls', boys' and junior high choir. Students in grades 3-5 are introduced to and learn to play the recorder. Music appreciation is included in the program for all students.

### **Personal Electronic Devices (PED)**

(Adopted 8/12 from the Archdiocesan Handbook) The Archdiocese of Louisville supports the safe, responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school. We encourage schools to embrace the use of personal electronic devices in their learning environments. The following provisions regarding personal electronic devices should be made for the safety and well-being of all students.

- \*All personal electronic devices ----cell phones, eReaders, tablets, iPads, iPod touches, etc. should be placed in airplane mode while on school property. This allows the use of wifi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device.
- \*No downloads or purchases should be made on school property. Parents should supervise the downloading of all books and other material purchased on the internet.
- \*Schools should provide a form that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form the school will outline its liability policy regarding the devices as well as repair services that will or will NOT be provided by the school.
- \*Schools reserve the right to further limit the use of personal electronic devices to prevent disruption of their learning environments.
- \*Equity should be a consideration in classroom use of any personally owned tools.

### **ST. ALOYSIUS CATHOLIC SCHOOL PERSONAL DEVICE USE POLICY**

St. Aloysius Catholic School realizes that part of 21<sup>st</sup> century learning is adapting to the changing methods of communication. To this aim, St. Aloysius Catholic School allows students the option of bringing a personal electronic device to school as a means to enhance their learning. St. Aloysius defines an electronic device as a portable microcomputer including devices such as electronic tablets, iPod touches, Kindle (Fire), Nooks, electronic readers and electronic notepads/tablets. The purpose of the written guidelines found on the required permission form is to ensure that students recognize the limitations that the school imposes on their use of personal electronic devices for the purpose of safety and classroom integrity. In addition to these guidelines, the use of any electronic device in school, including those devices listed previously, requires students to abide by the school's Acceptable-Use Policy. During the course of the school year, additional rules regarding the use of personal electronic devices may be added. If this occurs, any new rule will become a part of this policy, and parents and students will be given ample notification. Guidelines for cell phones at school can be found above under the heading Cell Phones.

Students in grades 4-8 that wish to bring PED to school must complete a permission form, including parent signature. Younger students are allowed to bring in such devices, but are discouraged due to their age/maturity levels. This form is found online under the Forms & Info tab on the school website. When students submit a form, they will be given a blue card that they should keep with their device. This card is used to show teachers that the appropriate forms are on file. If a blue card is lost, another can be issued through the school office. If additional or new devices are being brought to school, they must be added to the original form for the student.

### **Physical Education**

Both organized and free play are recognized as valuable in the physical and social development of students. Opportunities are provided for these experiences. During physical education classes, the students participate in organized games and activities. Both physical and mental health instruction is a part of the science, religion, and physical education program in all grades. Safety practices pertaining to home, school, and traffic situations are taught. Health classes, including drug education, are also taught as part of the curriculum in conjunction with lessons by the school counselor. Students do not dress out for PE. No special PE uniform is necessary as children will not be allowed to change clothing.

### **Promotion and Retention**

Students completing grade level work satisfactorily will be promoted to the next grade. Students who earn 69% or below in two or more of the core subjects (math, social studies, reading, English, science) will not be promoted and will be required to attend summer school in order to return in the next grade the following school year. **Students who fail one area can still be promoted, but are also required to complete tutoring over the summer.** Failure to attend an accredited summer school program will result in retention. Documentation of this work must be received by registration in August. If a student's performance is indicating a need for summer school/tutoring a special meeting will be called with parents. The possibility of retention will be discussed with parents at the second trimester conferences or as soon as the student's performance warrants serious consideration. During this conference, parents will be asked to sign a written notice of the retention discussion. Parents and teachers will stay in close contact as the year progresses. Final notification along with specific curriculum requirements for summer school will be **mailed with final report cards.** Eighth grade students may be required to provide documentation of summer school work for enrollment into high school. **These conditions apply to all students, including those with documented learning differences or other specialized plans.**

Preschool, kindergarten and first grade teachers will determine retention when warranted in consultation with parents. The final decision regarding retention is held by the principal. If parents choose for students to continue on to the next grade level over the principal's recommendation both the report card and permanent records will note placement at parent's request and the student in question will need to seek enrollment in another school. Confidentiality will be maintained and student placement will be handled on a case by case basis.

Students failing two or more of the five core subject areas will not be promoted to the next grade. When retention is a possibility, communication with parents will begin as early as the January progress reports or as soon as the student's performance warrants it. The teachers will document all conferences, phone calls, and other communication regarding possible retention. This will be kept in the student's file. An alternative school placement or transfer may occur if interventions toward satisfactory performance have proven unsuccessful at St. Aloysius.

### **Quality of Work**

In accordance with St. Aloysius' philosophy and goals to promote growth in excellence and develop self-respect for others, only high quality written work will be accepted. All work with the exception of math should be in blue or black ink for students in grades 4-8. Neatness and correct spelling will be taken into consideration for all subject areas. It is important that parents assist the teacher in setting high standards.

### **Religion**

All coursework can be viewed through the lens of our Catholic faith. This is the greatest opportunity of the Catholic School. It is not considered to be just one more subject but a guiding force throughout all curriculums. Tradition, Scripture, Worship, Prayer, Sacraments, and community service all constitute the religious education program of St. Aloysius School. The effective use of the religion textbook, Catholic Identity Handbook, and their testing programs, Bible study, liturgy planning and attendance, prayer services and the use of quality audiovisual materials are the principle components of our religion classes. While catechesis is more than a repetition of formulas, memorization has a special place in passing on the faith. Our faculty considers the sharing of personal faith another important facet of being catechists. In addition, students are encouraged to engage in service projects throughout the year, thereby witnessing that religion is a way of life.

Grades K-8 use the Christ Our Life series from Loyola Press. This program provides a balance with doctrine, Scripture and the liturgical year celebrations. These three themes are woven throughout the program into the everyday life and experiences of the students. This series conveys the richness of our Catholic faith and correlates to the Catechism of the Catholic Church. The religion curriculum is supplemented by three other programs as mandated by the Archdiocese of Louisville. Speak Up! Be Safe! is a research based, developmentally appropriate program that teaches children how to prevent or interrupt cycles of abuse. Lessons begin in first grade and parents will receive information on what is being taught and how they can further the discussion at home. Students in grades 4-6 use the Family Life curriculum from Benziger Publications and students in 7<sup>th</sup> and 8<sup>th</sup> grade use the book, "Theology of the Body for Middle School." Parent resources for these books are available online. The purpose of these programs is the deepening of family life, respect for life, and awareness of sexuality through the lens of our Catholic faith.

### **Sacramental Preparation**

Children preparing for sacraments must be baptized members of the Catholic Church and must provide the school with appropriate documentation. All children must

be up to date on their sacraments or be enrolled in RCIA in order for the parish family rate of tuition to apply. Parental involvement is a required component of sacramental preparation. Parents are expected to attend all parent meetings and workshops, assist the child with assigned home study, and in the case of Confirmation, support the child in the performance of service hours. The child's regular attendance at Sunday mass is also an expectation that needs the support of parents. Non-Catholic students will participate in the classroom study of the sacrament but will not be required to attend any of the out-of-school meetings or workshops. If a non-catholic student wants to be involved in the celebration of the sacrament with his or her classmates, the parent of the parent of the child is to inform the homeroom teacher and he/she will try to involve the child in some way.

Reconciliation is received for the first time by students in second grade in the fall. First Holy Eucharist preparation extends throughout the year in second grade. Reception of the sacrament is held in the spring. Confirmation is administered every year for students in eighth grade. The date is set by the Archbishop and pastor and sent to parents as soon as it is known by the staff. Parents and parishioners are invited to participate in the preparation of students for this sacrament.

Parents are the primary educators of their children. It is important that they follow closely their children's religion programs and discuss their material with them. The religious education program in the school builds on the foundation of knowledge, love, and service of God and each other that already exists in the home. It is especially important that parents share with the priests and teachers the responsibility of preparing the children for the reception of the sacraments. Meetings are scheduled in advance to aid parents in knowing just what is being taught in class. These meetings attempt to renew the faith and love of the sacraments for the adults and assist them in preparing the children.

### **Servers, Lectors, and Cantors**

Servers and lectors fill a vital role in the celebration of the liturgy. Students may begin to serve in the fifth grade and are encouraged to remain servers throughout the rest of their school years and beyond if they desire. Parents are encouraged to remind their children of the beauty of fulfilling this role in the liturgy and to remind them of their appointed times which are issued on serving schedules throughout the year.

Grade school lectors are invited to read during the school liturgies. This is open to students who have the ability to proclaim the Word of God to the congregation in a fitting manner. Upon completion of eighth grade, confirmed students are invited to present their names to the coordinator of lectors, Eucharistic ministers, or ushers for inclusion in the weekend list of ministers. Students are also eligible to serve as cantors for weekday liturgies. The school has vibrant choirs open to all students in third through eighth grades. Students may join the parish youth choir in eighth grade to facilitate this service to the church even after graduation.

### **Resource Teachers**

Resource teachers work collaboratively with classroom teachers to help all students be successful. The resource teachers, classroom teachers, counselor, and the principal work together to coordinate testing and develop/student strategy plans and student accommodation plans. Students may work with the resource teacher in a small

group setting either within the regular classroom or they may be pulled out to another area depending on the activities that need to be accomplished. Students may also meet with resource teachers to work on enrichment projects.

### **Science**

The science program is designed to teach the art of inquiry along with basic scientific concepts. It gives the students an appreciation of science and its practical application. A hands-on approach is stressed at all grade levels. The science lab is well equipped with basic materials and equipment needed to explore the world around us.

### **Social Studies**

The basic purpose of social studies is to help students to understand themselves, world cultures, their values, the world around them, and to become responsible citizens with an emphasis placed on the dignity and sacredness of the human person. Students in grades six and eight also participate in economic programs through Metro Louisville called Exchange City and Finance Park. Certain grades also have lessons taught by local business professionals through the Junior Achievement Organization.

### **Snow Day Distance Learning**

In anticipation of bad winter weather, St. Aloysius faculty and administration have developed a plan to continue work on snow days via distance learning assignments. The following guidelines have been discussed and modified through various stakeholder meetings. Please address questions or concerns regarding the following guidelines to Mrs. Hayslip at [mhayslip@staloyusipwv.org](mailto:mhayslip@staloyusipwv.org). These guidelines will be posted and reviewed each fall.

#### **Distance Learning Guidelines:**

1. Distance learning assignments will begin on the **third** snow day. Snow day #1 and #2 will be days off school as in past years with no additional assignments posted. Distance learning has no effect on delayed start days. Delayed starts are counted as regular school days. Distance learning days will also count as regular school days.
2. There can be a maximum of **5** distance learning days counted during this school year. Any days past that will be made up as in prior years either with days already factored in the calendar or added on to the end of the year.
3. Several consecutive distance learning days can be difficult for all parties. In the event that there are several days in a row where weather prohibits school attendance, distance learning may be suspended at the principal's discretion.
4. There must still be a method of attendance for the distance learning days. Parents must email the homeroom teacher for **each** child to acknowledge that they and the student have seen the assignments and worked on them diligently as if they were in a school environment. If your student is sick, please tell us and uphold the

honesty of the system. If email is not received by the homeroom teacher, your child(ren) will be marked absent. Attendance may be taken via GoogleDocs as that system becomes available.

5. Teachers will post assignments on Rediker in the homework area by 10:00 am of the distance learning day. There will be a master list on the school website as well. Teachers will also be available from 10:00-2:00 via email to answer any questions or give additional guidance. Teachers will also check email in the evening to field more questions. All teacher emails are found on the school website, in Rediker, and in the back of the school directory.
6. While assignments may be discussed upon returning to school, they will be due to turn in three days after the distance learning day on which they were assigned. For example, if Tuesday is a distance learning day, all assignments will be due to the appropriate teacher on Friday. After that, they will be considered late and have grades lowered just as any other assignment. We are maintaining the rigor of the classroom and expect work to be done by students for a grade just as if they had been at school.
7. Students will have assignments for all classes they would have attended had they been in school. This includes special areas and Spanish.
8. Teachers are aware of several mitigating factors such as multiple children in a household trying to get online, grandparents or older siblings being in charge, potential power outages, printer problems, etc. We work on assignments with all this in mind and try to provide a variety of authentic, practical pieces. If you have a unique issue, please make sure to tell the teacher(s) it affects so we can work with you to solve the problem.

## **Spanish**

St. Aloysius provides Spanish instruction for all grades preK-8. Students in grades PreK-4 are provided Spanish as an enrichment program and therefore receive marks based on conduct and effort on report cards. Beginning in fifth grade, students take the course as part of the regular curriculum and will receive standard grades on report cards. At graduation, students may qualify for advanced placement in high school. Students will need to make arrangements with the appropriate high school with regard to placement tests.

Students in grades 5-7 that end the year with a U average in Spanish will not be able to continue in Spanish class. They will have a cultural studies class in lieu of the traditional Spanish class. Middle school students that are new to St. Aloysius or that have a specialized learning plan will have the option of taking the traditional Spanish class or the cultural studies class. This should be discussed with the Spanish teacher prior to starting school so that appropriate plans can be made.

## **Special Education Protocol**

For those students enrolled in the Archdiocese of Louisville schools that are experiencing learning difficulties, a specialized plan (Student Strategy Plan) may be drafted as part of an RTI (Response to Intervention) program. This plan identifies specific goals and strategies that are directly related to the students' strengths and needs and documents a child's progress. Classroom teachers, resource teachers, counselor, and the principal will work together to develop a plan in conjunction with parents. Teachers keep ongoing documentation of the strategies they are utilizing as well as the results of those strategies, and the RTI is evaluated/revised/dismissed after a designated period of time.

For those students with a diagnosed disability, Student Accommodation Plans may be written. The school will convene a meeting with a team whose members consist of school personnel, parents, and the student when appropriate. This team collaborates to identify the accommodations that can be provided to enable the student to become a more successful participant in the class setting. These accommodations may include special teaching strategies, modified curriculum, or adjustments in grading practices as appropriate. All members of the team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the plan. It is required that current formalized assessment information be provided to the school and updated every three years.

Often, when seeking outside services, providers will ask for teachers to complete paperwork about a student's performance in the classroom. Teacher input is vital to the testing process and we will always work with families to provide this documentation. When teacher forms are completed, they will be directly mailed/faxed back to the provider of record. Forms are not returned to parents to expedite the process and to uphold validity.

## **Speech**

Students can receive a speech screening through a local speech therapy provider, The Chatterbox, during the school day. Parents will make arrangements with this organization, or other provider, for ongoing services as needed. Payments will be made directly to the speech therapist. Other referrals for a speech evaluation may be warranted and can be made by either the teacher or parent.

## **Standardized Testing and Accommodations**

A nationally recognized assessment, Terra Nova CAT 6-CTB/McGrawHill 3<sup>rd</sup> Edition, is used for comparison with national norms, individual percentiles, local percentiles and cognitive and achievement correlations. St. Aloysius administers the Terra Nova test in grades 2-7. The In View, a cognitive skills screening, is also administered to students in grades 3, 5, and 7.

Accommodations will be made on standardized testing for students with documented learning disabilities and will be implemented as determined by the assessment producer. To qualify for accommodations on standardized tests a student must have a diagnosed disability as determined by formalized psycho-educational testing dated within the last three years. In addition, the students' recognized disability and the

appropriate testing accommodations must be documented on the student's accommodation plan for a minimum of 30 days prior to testing. If an accommodation is not part of the regular school experience for a student, it can not be given during testing time. Accommodations will be noted on the student's permanent record.

### **Summer School and Tutoring**

Some students may require additional assistance in the summer to be ready for the next grade. In cases where summer school or summer tutoring by an approved tutor is required, documentation of this work must be brought to registration in August and turned in to the school office. Parents of outgoing eighth grade students may be required to provide documentation of summer school work for enrollment into high school.

### **Technology**

St. Aloysius School provides students with a strong background in technology. While the younger students develop a comfort level using computer programs that enhance their classroom curriculum, the older students learn to word-process, create spreadsheets and databases, search for information, make slideshows, and create videos. The technology coordinator and the classroom teachers work together to help students implement the technology they are learning with their classroom curriculum. Each student must have a signed acceptable use policy on file at school in order to use any of the computers. This acceptable use policy is in the registration packet and must be completed each year for each student. This policy also gives or denies permission for students to be featured online or in newspapers.

St. Aloysius School, students or faculty should not be photographed or filmed without express permission from the principal. No photos, videos, etc. of St. Aloysius School or its students should be uploaded to social networking sites. Violation of this rule can result in loss of privileges, detention, probation, suspension and/or dismissal depending on the severity of the event. The final decision on discipline in this area will be with the principal and superintendent of schools for the Archdiocese.

Several computers are available in each classroom for student use. Open computer lab time allows classroom teachers to bring their classes into the lab for group instruction or class projects. There are also wireless laptops and iPads available for teachers to use as they integrate technology into their particular curriculum. Access to the Internet enables students to explore thousands of libraries, databases, and informational websites. Students are required to report any inappropriate material to the supervising adult immediately. Filters / Firewalls are in place but students are also responsible for the correct use of technology. Going to a site when not directed to do so by the supervising teacher and/or not reporting inappropriate material will have consequences for the students involved. Consequences range from loss of privileges to suspension depending on the situation. Students in grades 4-8 are allowed to bring in personal electronic devices such as e-readers with the appropriate documentation. See the earlier section on PED and cell phone use. Each classroom also has a mounted LCD projector and SmartBoard to enhance the overall learning environment.

The school website is maintained by the technology coordinator and the principal. The website will be updated with weekly announcements as well as an informative letter from an administrator. Forms, calendars, school publications, and permission slips are

also available through the school website. Grades are also available through Rediker Parent Portals. Parents have specific login and passwords for viewing only their student's progress. Teachers upload grades a minimum of twice a month, on or about the 15<sup>th</sup> and 30<sup>th</sup>. Other grades, notes, assignments, etc. may be added as needed.

The following guidelines adapted from the Archdiocese of Louisville Policy Handbook are in place and enforced for all students:

1. Abusive, harassing or offending messages must not be sent.
2. Students must not reveal their names or other personal information to establish relationships with "strangers" on the network, unless a parent or teacher has coordinated the communication
3. Files and communications will be reviewed periodically to insure that students are using the system responsibly. Users should not expect that files stored on the school servers will always be private.
4. Teachers may select and guide students on the use of instructional materials on the Internet. Links are provided by the technology coordinator on the St. Aloysius website to save time and lessen opportunities for inappropriate material.
5. By signing a user agreement each year the student and parent agree to abide by the school's policy governing access. The privilege of using school computers can be taken away at any time as a consequence of misuse.
6. The school will be responsible for supervising and monitoring access to the extent outlined in the user agreement. Parent and guardians are expected to monitor use outside of the school day. Text messaging, instant messenger, chat rooms, etc. are not allowed at school. Archdiocesan support may be consulted in areas of cyber-bullying.

### **Tiered Programs**

St. Aloysius School utilizes a multi-level mathematics program in grades 3-8. A similar multi-level program is also used for reading classes in grades K-3. Based on incoming student population, teachers and administrators may choose to structure the school day schedule to facilitate differentiation. The following criteria is used to place students in the appropriate classroom/level: percentile score on the most recent Terra Nova test, classroom performance, report card grade earned, teacher recommendations, and a teacher/student ratio that is conducive to a successful classroom experience. The same criterion will be used to place students in an appropriate math class each year. This grouping procedure provides greater opportunity to meet the specific learning needs of children. Parents will be given adequate notice if a child's placement changes or if a student is put on probation for a particular level.

## **FIELD TRIPS, EXTRA CURRICULAR ACTIVITIES & ATHLETIC PROGRAMS**

Extra-curricular activities should enhance rather than interfere with the student's academic, social, and spiritual growth. If extra-curricular participation interferes seriously with a student's progress, and/or the student has disciplinary issues, a student is

subject to probation or suspension from the activity until he or she improves. This policy includes extra-curricular activities, such as after school enrichment classes, sports, scouts, quick recall, field trips, etc. that may be interfering with academic success.

### **Athletics**

St. Aloysius belongs to the Catholic School Athletic Association and provides all the sports sponsored by the CSAA where sufficient interest is shown. Athletics are sponsored by the St. Aloysius Men's Club. All athletic programs depend upon volunteers for successful programs.

Any student participating in the athletic program must observe the following:

1. A student must be working to his/her ability and giving sincere cooperation to the St. Aloysius Staff in order to have the privilege of representing St. Aloysius School. Students failing any subject area may not be allowed to play in a game or other extra-curricular activity.
2. Participation in the sports program is not an excuse for omitting homework.
3. A student who is absent from school will not be allowed to practice that evening or play in a game if the game is scheduled on that school night. This regulation applies to all extra-curricular activities. Any exceptions to this rule must be approved by the school principal.
4. Good sportsmanship by students and parents should always be maintained regardless of the outcome of the game. "Booing" the other team is not considered good sportsmanship.
5. The use of profanity is strictly prohibited.
6. Any student serving a suspension is not allowed to practice or play in any extra-curricular activity that day.

Failure to comply with the above or other general handbook rules could jeopardize a student's eligibility to participate in the sports program. All cases of ineligibility will be determined by the pastor in conjunction with the school principal. All families must follow the guidelines of the St. Aloysius Sports Handbook.

### **Awards Day**

Each May an awards ceremony is held to recognize the achievements of students throughout the year. Contest winners, academic team members, certain club members, etc. are honored at this time. Parents and family members are welcome to attend.

### **CSAL (Quick Recall)**

The Catholic School Academic League sponsors Quick Recall leagues for students in grades 4-8. The league culminates with a city-wide tournament. There are three divisions: elementary (grades 4 & 5), grade 6 and middle school (grades 6-8). Students will be notified as to try out dates. Students that participate in quick recall can also be members of governor's cup teams. For more information on this activity, please check the volunteer handbook.

## **Eighth Grade Trips**

The eighth grade has a special field trip schedule. At the beginning of the school year, eighth grade students along with homeroom teachers and administrators will take part in a full day teambuilding program. There will also be two other extensive fieldtrips, one per trimester, which connect to the regular curriculum. Finally, on field day, eighth grade students will have an off campus activity.

Students may be denied participation if they fail to meet academic or behavior requirements. No student has an absolute right to a field trip. Any student that is not participating in the field trip must still attend school that day or he/she will be counted absent. All procedural policies outlined in the field trip portion of this handbook also apply to eighth grade field trips. Students are serving as representatives of St. Aloysius Catholic School when on field trips and as such are expected to follow school rules and clear behavior guidelines. Failure to behave appropriately can result in disciplinary action as well as jeopardize participation on future trips.

Proceeds from Trivia Night have traditionally been applied to cover the cost of eighth grade field trips. Smaller fundraisers may also be held with the approval of the administration. Parents must volunteer to coordinate these projects and follow archdiocesan and school policy that requires all transactions to be in the one parish checking account. Each organization/group has its own autonomous account within the parish system, so it is important that all deposits be made promptly. Monies should never be taken home, but are to be turned in to the parish office directly. This is for the protection of the individual. Students who are not allowed to participate forfeit all monies that they have raised. These funds will remain in the general eighth grade account. At the end of the year, any remaining funds in the eighth grade account will be transferred to the 8<sup>th</sup> grade scholarship program.

## **Field Trips**

Field trips are educational privileges that correlate with the classroom curriculum. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Students that have missing assignments will not be allowed to go on class field trips. Type and frequency of trips will be determined by distance, age level of students, and the value of the experience. Written permission of parents must be secured and the principal's approval must be obtained. Verbal permission is NOT acceptable. If a student loses the necessary permission slip, parents should copy or print off the official permission slip found at the end of this handbook, fill it out, sign it, and return it to the school office. Students without valid slips will not be allowed to go on the trip. Unless special circumstances exist, transportation will be by bus for the entire class. Approval must be given by the principal if students need an alternate form of transport. Uniforms are to be worn on field trips unless otherwise stated. Emergency medical treatment forms must be kept in the possession of the supervising teacher at all times on the field trip.

If the school provides lists of student names and/or addresses; allows distribution of materials in the school; allows the school's name to be used; or participates in any other way in the planning of the trip, a court could find that the trip was school sponsored, or at least approved, in the event of accident or injury. This situation could result in the school, as well as any supervising parents, being held liable for any injury.

Therefore, to protect everyone involved in school field trips, the principal will insist: 1) the school name should only be used for educational trips on which school employees serve as chaperones; 2) the school rules be followed at all times; 3) that anyone who violates these rules will be sent home at the parent's expense; 4) the school maintains a supervisory role with regard to the trip. Because of the responsibility and liability of chaperones on field trips, chaperones are not permitted to bring siblings. All chaperones must have completed the Honor Thy Children Safe Environment Training through the Archdiocese. Proof of training along with current background checks are required to be on file in the parish office before volunteering to work with or chaperone students. Only students currently enrolled at St. Aloysius are allowed to attend a school-sponsored field trip. Parents should respect the nature of the field trip experience and not arrive unannounced at a field trip destination. Chaperones should follow teacher directions and expectations especially with regard to student groups. Teachers will decide how best to divide classes and those decisions must be honored by parents. Chaperones should not call, text, or contact other parents during the field trip experience. It is the teacher's responsibility to contact parents in cases of injury, illness, forgotten items, etc. While we certainly appreciate our parent chaperones, faculty members are the leaders of record and as such should make these decisions and communicate as needed with parents not in attendance.

All students in a particular grade level taking a field trip must share equally in all costs incurred, including transportation, even if the student does not use the provided transportation service or does not attend the field trip. Trips are planned well in advance with ticket sales, reservations, etc. based on the total number of students in a class. If students are sick or simply choose not to attend the field trip, they will be marked absent and parents are still responsible for their payment. Refunds will not be provided. Students go on field trips as a group and must return to school as a group. Children are not allowed to be picked up at the end of a field trip. They must be dismissed from school with their class. Fees will be collected prior to the trip and are non-refundable. The amount paid per student is calculated according to the number of students enrolled in the homeroom. Cases of financial hardship will be considered by the administration on a case by case basis.

### **Governor's Cup Competition**

St. Aloysius participates in the elementary division (grades 4 & 5) and the middle school division (grades 6-8). Students represent the school in the following areas: quick recall, future problem solving, English composition, and written assessments. Written assessments are broken down into mathematics, social studies, science, language arts, and fine arts/humanities. Students are chosen to practice with specific teams based on Terra Nova scores, classroom performance, and teacher recommendation. The team moderator then chooses two outstanding students and an alternate to participate in the actual competition. Parent volunteers are essential to the success of this event. For more information please consult the Volunteer Handbook.

### **Safety Patrol**

Middle school students and student council members have been given the responsibility and privilege of serving as safety patrol members. Serving as a patrol

member is also a required part of participating on student council. Their function is to help maintain a smooth, orderly flow of traffic as students enter the school grounds and building. They are placed at strategic points during morning drop-off to assist students into the building. They are empowered to respectfully correct students who disregard school regulations. Because this is considered a position of authority, patrols must serve as role models for the rest of the student body when fulfilling their duties. Any patrol person failing to exhibit satisfactory behavior will be removed from duty. All students and parents are expected to respect and obey the safety patrol members.

### **Scouting Programs**

Boy Scouts and Girl Scouts are available to students at various levels after school hours. Schedules are set up by the leaders and the information is sent home with students. For more information on helping with these programs, please consult the Volunteer Handbook.

### **Spelling Bee**

A school spelling bee is held to determine a school winner, who will represent St. Aloysius in the Archdiocesan Spelling Bee. The winner of the Archdiocesan Spelling Bee proceeds to a national contest.

### **Student Council**

The purpose of the St. Aloysius Student Council is to develop qualities of leadership, promote school spirit, advance the welfare of the school community, and promote a desire for well-rounded student growth. All students are members and students in grades 6-8 are eligible to serve on the council as a representative or officer.

The Student Council sponsors the Catholic Identity Award each trimester. This award is chosen by teachers and given to two students in each class based on classroom leadership, participation at Mass, and exemplary demonstration of Catholic virtues including kindness, gentleness, faithfulness, understanding, patience, and generosity toward others. While there are two recipients per classroom, it is not necessarily one girl and one boy. Teachers decide on who is most deserving regardless of gender. Winners of this award receive a certificate at Mass and a free dress pass.

## **DAILY OPERATIONAL POLICIES & PROCEDURES**

### **Absences**

When a student is absent from school, parents are asked to call the office by 9:00 am and give the reason why the student is missing school that day. Parents may also call the absentee line, 241-8516 ext. 6001 to report an absence. **This includes students who are shadowing at another school. Students who are not in the building will be marked absent.** If parents do not call the school, the receptionist will call the parents. It is

necessary to clarify the whereabouts of all students. State law requires a record of absentees and written excuses for such absences. The parent, therefore, must send a written explanation upon the student's return to school. If it is known ahead of time that it is necessary for a student to be out of school, such as in cases of hospitalization, the parent is asked to inform the school in advance. Teachers can work with the family to adjust assignments and due dates accordingly. Parents are asked not to plan family trips to include school days. Regular school attendance is important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, learning activities, discussions, and class interaction. Teachers are NOT required to prepare work in advance to accommodate vacations.

Students must make up work missed during an absence. This includes all excused absences and shadow days. Unexcused absences are usually those connected to suspension/punitive incidents. In those cases, the principal will make clear what work will/will not be accepted. Teachers, with the help of homework partners, are able to provide a list of missing assignments, but it is NOT the responsibility of the teacher to see that the work gets sent home. Parents/students need to make arrangements with a sibling or neighbor to take assignments, or must arrange to pick up the work. Requests for work must be received in a timely manner to allow teachers/homework buddies to compile information. Students will have the number of days absent to make up any missing work without penalty. For example, if a student is absent for three days, he/she will have three school days to turn in any missed assignments.

School policy dictates that any student absent more than 30 days is required to attend summer school or said student could be retained based on a lack of mastery of material. Exceptions may be allowed at the discretion of the principal.

Please keep your child home if he/she is ill. Students will recover more quickly at home and not infect others in the class. Children must be free from fever, diarrhea, and vomiting symptoms for 24 hours before returning to school. Please consult the health issues section for details on illnesses, fevers, and other physical issues that affect attendance.

### **After School Care**

An after school care program is offered for St. Aloysius students. Information may be obtained by calling 241-8516. Ms. Jennifer Williams is the director of the after school program and can provide parents with a copy of their handbook and fee scale.

All students at St. Aloysius will have an emergency contact sheet on file with the after school care director. Students that have not been picked up at the end of the regular carpool will be taken to after school care and parents will be charged accordingly.

### **Arrival and Dismissal**

7:20 Building is opened

Students in grades 1-8 report to cafeteria. Children should have a book to read or work to study/finish quietly.

Kindergarten students may enter classrooms if the lights are on. If

lights are not on, kindergarten students must also report to the cafeteria. *On the first day of a new school year, all students may go directly to class, where they will be greeted by their teacher.*

- 7:40 1<sup>st</sup> bell rings, students in grades 6-8 report to their classrooms
- 7:45 2<sup>nd</sup> bell rings, students in grades K-5 report to class, patrols come inside
- 7:50 3rd bell rings (**tardy bell**), morning prayers begin
- 7:55 students move to first class/get materials ready, instruction begins at 8:00
  
- 2:40 1<sup>st</sup> bell rings, afternoon announcements are made  
After announcements students may get materials ready to leave but they must stay inside their classrooms
- 2:45 Dismissal bell rings, all students leave classrooms
- 3:00 Remaining students are sent to the after school care program and parents are charged accordingly. Exceptions will be made when carpool is delayed due to traffic, trains, etc.

The school building will be open each day at 7:20 a.m. The school does not assume responsibility for any student arriving prior to 7:20 a.m. therefore parents must remain with students who arrive prior to 7:20 a.m. Children should not be dropped off and left outside to wait without supervision. **Students riding bicycles should use the entrance near the parish office and secure their bikes along the bike rack near the gym doors. All students must go to the cafeteria in the morning if bells have not sounded.** Teachers will rotate supervision of this area. No student will be allowed upstairs without a pass. Students will not be allowed to wait in the lobby or wander the halls unsupervised.

Parents are asked to pick up students promptly at 2:45 p.m. Any remaining students will be taken to after school care and parents will be charged accordingly. All students will have an emergency contact form on file with the school office as well as with the after school care director.

If a student has practice for a sport, a club meeting, etc. at 3:00 p.m., he/she should wait in the cafeteria until the coach or moderator arrives. Students are NOT allowed to change clothes until the coach arrives and can monitor the locker rooms or bathrooms. Siblings should not be left to wander or under the supervision of a coach/sponsor unless they are an active part of the group. If one pick up is the goal, siblings should go to After School Care and families will be charged appropriately. There is no loitering in the halls, restrooms or other areas of school at the end of the day. Students should not be in the school unsupervised at any time. This is for the protection of the students as well as the protection of the school. If the regular dismissal procedure for the student is to be varied, the parent must send a note informing the teacher. If no

note has been sent, the student will be sent home according to the usual procedure. This is for the protection of the students. It is important that parents do not leave dismissal information on the teacher's voicemail or email since messages may not be received until after the end of the school day.

Upon dismissal, parents must wait in the appropriate carpool area. Students in grades K-1 and their carpool members should exit out the back of the building. Students in grades 2-8 should go out the front of the building. **Students riding bicycles should wait by the bike rack until main carpool is finished in the back. They will be dismissed by the teacher on duty before the preschool carpool begins and should exit using the chapel driveway.** Teachers and assistants will stay with their appropriate grades and not escort individual students to alternate pick up areas. Parents should NOT walk students through carpool lines to avoid waiting. Families should not cross Mt. Mercy Drive or walk through the parking lot behind church during carpool. The small parking lot behind the chapel is designated for faculty / staff parking. No children should be picked up in this area. The safety of our students is paramount.

### **Cafeteria**

Each school family is assessed a cafeteria fee. The cafeteria operates from a completely separate budget from the school. The start-up fee required by each family is used to offset expenses for the program such as cleaning supplies, cooking/serving tools, plating needs, etc. Monies paid to purchase actual lunches is kept separate and covers the costs of food. Information on scheduling, prices, menus, policies, etc. will be available each year at registration. Student lunches are to be on a prepaid basis. A la carte items are not sold to students who do not buy lunch. No canned soda/drinks are allowed in lunches. No fast food items are allowed in the cafeteria, even when parents are visiting. Please do not send food in containers that children cannot open. Students that forget their lunch or have no money in their account will be given a basic lunch with no extras and charged accordingly. Growing children require the nutrition offered by a mid-day meal and therefore must eat lunch.

**My School Bucks is the online program in use for cafeteria accounts.** Parents will be informed when an account balance is low or overdrawn. Notices will be emailed to parents. Accounts that are excessively overdrawn can result in the child's lunch choices being restricted or the withholding of grading reports. **Students should only purchase items for their own consumption, not for friends. Anyone needing assistance with lunch fees (free/reduced lunch program) should contact the parish office.**

Due to the large number of students, cafeteria personnel will not monitor the purchases of "extras" by students. Children with specific allergies will be flagged in the computer and every effort will be made to protect these students. A special table is maintained for children with peanut allergies. The privilege of sitting in the courtyard during lunch is decided by the principal. Students must maintain a low voice and good manners while in the cafeteria or courtyard. Rules for behavior in the cafeteria are outlined in the discipline area of this handbook. For additional information, please contact the cafeteria manager, Mrs. Marylynn Petermann at 241-8516.

## **Change of Address**

In the event of a change of address or telephone number while the student continues to attend St. Aloysius, the school should be notified at once. Written verification must be sent to the school office.

## **Concerns**

If a parent has a concern about the school or procedures, he/she is encouraged to call the office and discuss it directly with the principal. Parents should schedule an appointment rather than just dropping in unannounced. If the concern results from a problem or misunderstanding in the classroom, the parent **must contact the teacher involved first**. Teacher assistants are not able to speak on behalf of the teacher and should not be contacted. Teachers or assistants should not be plied for information on school matters. School personnel should not be questioned or conferenced with at outside events such as athletic matches, parish activities, etc. Please contact the teacher to make an appointment. Do not approach teachers at recess or in carpool with concerns as they are tasked with monitoring student safety at these times. Teachers and administrators are willing to discuss concerns when the proper protocols are used. Parents are expected to support the teaching authority of the school. Keep in mind that parents and teachers both want what is best for the student.

## **Counseling Sessions**

St. Aloysius offers counseling services for its currently enrolled students. These sessions may be held at the request of a student, parent, teacher or administrator. The counselor may see a student individually one time without parental consent; however, any subsequent counseling sessions require written permission from the parent using a specific form. This form is found at the end of the handbook as well as online. Students will come to the counselor's office, found in the main school office, for individual sessions. Privacy and confidentiality are of the utmost importance and maintained for each student/family.

The counselor will also work with small groups as well as whole classes depending on the topic or material to be addressed. These group activities may not require parental consent as they are curriculum based and/or follow general, common sense guidelines for behavior. Examples of group topics could include friendship issues, handling stress/anxiety, organizational issues, frustration management, etc. If students feel the need for individual support after a group session, the counselor must revert to using parental consent guidelines mentioned above.

As in all areas, communication between school staff and parents is vital. The counselor is seen as an advocate of the student and will work in the best interest of each child. Parents should feel free to contact the counselor with concerns; however, regular protocols are still in place. This means if a situation occurs in the classroom setting, the classroom teacher should still be contacted first. The counselor and teachers will work together to maintain an optimal learning environment for all students.

## **Custody Cases**

For the protection of the children, it is necessary for the school to have current and accurate information regarding the custody of the children in cases of divorced

parents. Divorced parents need to bring to the school office a notarized copy of the custody section of the divorce decree. In case of emergency, only the custodial parent as listed on the student emergency form will be notified by the school office. Other communication will be given by the custodial parent.

### **Disaster Drills (Fire, Tornado, Earthquake, & Lockdown)**

State and local regulations are followed. There will be a fire drill during the first week of school, then once per month thereafter. Tornado drills and earthquake procedures are practiced throughout the year as well. Strict discipline rules are enforced during these drills. Teachers are given information on how to proceed during a lockdown situation. Various evacuation drills are also in place and practiced. Teachers also receive first aid and CPR training periodically. A group of teachers is also trained on using fire extinguishers. Parents are welcome to discuss safety issues with the administration.

### **Early Dismissal**

Parents are asked to make routine doctor or dental appointments after school or on designated school holidays. Every effort should be made to keep students in school. Parents are required to pick up students being dismissed early in the school office and sign the early dismissal record book. Early dismissals will result in the student being marked tardy. Please refer to the tardy policy found in this handbook.

### **Emergency Closings, Winter Weather Conditions**

When winter weather conditions cause school openings to be questionable, one of the following announcements will be made for Catholic elementary and high schools in Jefferson County. The St. Aloysius School Board has elected to follow this plan.

1. All Catholic elementary and high schools in Jefferson County are OPEN.
2. Catholic elementary and high schools in Jefferson County will be OPEN, but on a DELAYED SCHEDULE. When this announcement is made, St. Aloysius will begin at 10:00a.m. The schedule for the rest of the day is not affected. Preschool will begin at 10 a.m. as well and dismiss at their normal time.
3. All Catholic elementary and high schools in Jefferson County are CLOSED.
4. Catholic elementary schools are following their INDIVIDUAL EARLY DISMISSAL POLICY. This announcement may be made in the event that school has already started when the bad weather moves into the area. If this happens, parents will need to check the school website for information. Parents may also receive an emergency voice mail or email from an automated system. The school website will be updated as decisions are made. Please check the main page for details on closings or delayed starts.

### **Free Dress (Out of Uniform Days)**

When students are given a free dress day, they are expected to attend in a manner appropriate for a Catholic school. Written messages and graphics must be appropriate for children and in accordance with the principles of Catholic Education (ie: no violence, alcohol, tobacco, inappropriate rock bands, slander, etc.). Halter-tops, tank tops, short-

shorts, short-skorts, and tops with spaghetti straps are **not** allowed. Extremely tight fitting pants and yoga pants are **not** allowed. School shorts or long, Bermuda style walking shorts are acceptable these days—**not** running shorts or shorts with high slits on the sides. **Other athletic shorts are acceptable if they meet the measurement protocol. To measure, place shorts at the waist (not lower hip), relax shoulders down** and hold arms at the side of the body with fingers extended. If shorts **(including slits)** extend to the tip of the longest finger or longer they are acceptable. Clothing with rips or tears is not allowed. Pajamas or pajama style clothing is not acceptable. The principal may make an exception for free dress for outdoor field trips upon receiving a written request from a homeroom teacher. However, if a student arrives in attire that is deemed unacceptable, he/she may forfeit the privilege of the field trip. We ask that free dress passes not be used on Mass days to ensure a child's best appearance for the celebration of the Eucharist.

Modesty is NOT an out-dated virtue. Parents are asked to cooperate in helping students select appropriate dress. Out of uniform does not mean that sandals, clogs or shoes without heel straps can be worn. Rules regarding shoes are for safety reasons. Inappropriate shoes may also be grounds for sitting out during PE classes. Jewelry, belt buckle, and hat rules are the same as regular uniform days. Make up and nail polish are still not permitted. The principal will have the final decision upon questionable attire. If parents are called to bring suitable clothing for their child, it is NOT considered an opportunity to negotiate the dress code policy as all policies are reviewed, at minimum, annually by the school. Depending on the attire of the student, he/she may be asked to stay in the office until the uniform arrives.

Random uniform checks will be held to ensure all students are abiding by the uniform dress code. Students that are not in uniform at any time will receive a Uniform Infraction which details the problem and must be signed by parents. Uniform infractions can be given by teachers, assistants, office personnel or administration. Three uniform infractions will earn a referral for the student. Out of uniform days or free dress is a privilege. As such, students with multiple uniform infractions for the current trimester may need to forfeit this privilege.

### **Half-Days**

A student must be in school 3 ½ hours to be credited for a half day of school. Students who arrive at school after 9:30 a.m. but before 11:30 a.m. will be counted one-half day absent. Students who leave school between 11:30 a.m. and 1:30 p.m. will also be counted as on-half day absent. Students who leave school after 1:30 p.m. but before dismissal time shall be counted tardy.

### **Lost and Found**

Any articles that are found should be turned into the school office. Students who have lost an item should check with the office promptly. Lack of storage space does not allow us to hold found articles for a great length of time. Identification labels on students' property are imperative.

## **Parking**

During school hours (7:30 a.m. – 3:00 p.m.) no parking is allowed in the front school lot. If parking in the side lot behind the chapel do not park in front of the garage to ensure access for maintenance workers. Parents should respect the carpool rules and NOT park away from school and walk their child through the carpool. If attending a field trip it is vital that chaperones not park in the front lot since recess and carpool will need the area.

## **Parties**

The children are allowed three holiday parties throughout the year for Halloween, Christmas, and Valentine’s Day. Parents may be asked to help with their time and talent. Parties will begin at 2 p.m. All parties are privileges, not guaranteed experiences. Party attendance can be withheld or revoked for students based on their behavior or academic needs. In such cases, parents will be advised prior to the event and students will go to the office during the class celebration. Room parents may also choose to sponsor alternative events, such as service projects, during class party time as they see fit with administrator approval.

If children wish to bring party invitations to school, ALL classmates must be included. If everyone is not included, invitations may not be given out at school. If students wish to bring a treat for his/her birthday please keep the treat simple and be certain there is enough of the same item for all classmates. Students should not deliver treats to other classrooms. Please consult the snack list at the end of this handbook for appropriate non-peanut treats. The safety of ALL our children should be taken into consideration, including those students with peanut allergies.

## **Reading Selections**

St. Aloysius understands that reading is critical to academic growth. Our goal is to inspire a love of reading in all children. We strive to have vetted age appropriate reading material available to all students in the school library as well as in classroom libraries. We also believe that parents are the first and primary educators of their children and as such may promote certain reading selections over others. Dialogue between parents and children regarding book themes, content, and language is highly encouraged. If a parent does not agree with our offerings for free/self-selected reading, they can certainly send in other materials. Our school is but one resource to help parents determine what constitutes a “good book.” Parents can also find book reviews online or check content of books at [www.commonsemmedia.org/book-reviews](http://www.commonsemmedia.org/book-reviews).

## **Shadowing**

Shadowing is designed to provide seventh and eighth grade students the opportunity to experience a typical high school schedule of classes and activities. Each student has a total of six possible days to shadow over a two-year period. Seventh grade students may shadow only between January and late April. Eighth grade students are encouraged, if necessary, to shadow in the fall beginning mid-September. It is recommended that students only shadow once at each prospective high school. Students should try to shadow on days when St. Aloysius is not in session. If necessary, students are allowed to shadow on days school is in session. If the following protocol is followed,

the shadow day will be processed as an excused absence. Not following these rules will result in the student being marked absent and may affect the ability for students to make up class work, quizzes, or tests.

1. Do not schedule shadowing dates when tests or exams are being administered.
2. Teachers must be given prior notice of the pending absence and all missed work must be completed.
3. Parents must acquire a shadowing documentation form from St. Aloysius before the shadow visit.
4. Parents and representatives from St. Aloysius and the high school must sign the shadowing documentation form.
5. The form must be returned to St. Aloysius for verification of the shadowing experience.

### **Spirit Days**

The last Friday of the month, unless otherwise specified will be designated as school spirit day. Students may pay \$1 to wear St. Aloysius Spirit Gear and/or team jerseys and sweatshirts on these days with appropriate uniform pants or skirts. Tank top style jerseys should have a regular shirt underneath them. All other uniform rules still apply. Money raised by these spirit days will be donated to local charities.

### **Tardiness**

It is extremely important that parents have students at school no later than 7:50 a.m. each morning. This will give the children the time they need to get to their classrooms, put their things away, and be prepared for morning prayers, which begin at 7:50 a.m. It is a serious distraction to the other children when a child walks into the room after prayers have begun.

Any student not in their homeroom by 7:50 a.m. is considered tardy and must go to the office for a tardy slip. This includes students coming from an appointment without a note from a doctor or dentist. Students may have three unexcused tardies per trimester with no consequence. A written notice will be sent home the day the third unexcused tardy is documented. Families will be charged \$20.00 per unexcused tardy after the third one per trimester. The billing cycle / tardy documentation will start over at the beginning of each trimester. Excused tardies will not count in this payment policy but will be documented. Excused tardies are those for which a doctor's note is brought to the office or cases of extraordinary circumstance, which are at the discretion of the principal. The school expects the parents to take an active role in correcting the problem.

Students who arrive at school prior to 9:30 a.m. shall be deemed tardy. Students who arrive at school after 9:30 a.m. but before 11:30 a.m. shall be counted one-half day absent. Students who leave school between 11:30 a.m. and 1:30 p.m. shall also be counted as one-half day absent. Students who leave school after 1:30 p.m. but before dismissal time shall be counted tardy. If students are being taken out of school early for a doctor's appointment, a doctor's note must be brought in the following day for it to be an excused tardy.

### **Telephone and Cell Phone Use**

It is necessary to limit the use of the office telephone by students to emergency calls only. Students may not be allowed to call parents to bring forgotten items, including homework, to school. In case of a forgotten lunch the cafeteria can provide lunch and charge it to the student's account. Teachers may not call parents or accept calls from parents except during their planning period. Voice mail messages may not be responded to until the following day. Students are not allowed to use cell phones during the regular school day. **Administrators & teachers request cell phones be kept at home.** In the event a cell phone is absolutely necessary for after school activities, students should keep it in their locker in the off position. If cell phones are heard or seen during the school day or on school grounds during carpool they will be confiscated and held in the office. If it is determined that a student used a cell phone during the school day or at carpool, he/she may receive a referral or detention. Only parents can retrieve the confiscated phones. The phone will not be given back to the student by the office. This policy holds true for all handheld electronic devices including PDAs, iPods, GameBoy/Nintendo products, etc. More details can be found in the curriculum section under cell phones.

### **Textbooks and Supplies**

A rental system is used for all textbooks. All books remain the property of the school and should not be written in unless directed by the teacher. Students are required to keep a cover on all textbooks. The school is not responsible for providing book covers. Students are responsible for keeping their books in good condition. Monetary charges may be assessed for graffiti or damages beyond normal wear and tear.

### **Transfers**

The parent should make notice of a student withdrawal to the teacher and principal in ample time before the withdrawal date. Records will be mailed directly to the school requesting them upon receiving a request and release form for records. Records are not sent through the student or parent. If financial obligations are not current, records may be held until appropriate plans for payment are made.

### **Uniform**

Students' appearances create a first impression to those in our community and should conform to a standard of dress and decorum that demonstrates the seriousness with which they and their parents value their Catholic identity and education. In support of modesty, student appearance, including haircut or hair style, should not seek to draw inappropriate attention to one's-self nor contribute to distraction in the learning environment. The school expects the parents to take an active role in uniform policy compliance. This includes providing them with all items required even after they have arrived at school. Uniform pants, skirts, and jumpers should not be excessively faded, dingy, and should not have any tears or holes, and should be in general good repair.

Students are to be neatly dressed and well groomed. The homeroom teachers and administrators are the decision makers regarding acceptability of dress and hairstyle per the guidelines below. Uniform violations will be documented by the homeroom teacher and administrators. Uniform infractions may be given by teachers, assistants, office staff

or administration. Three uniform infractions will result in a referral. Depending on the problem, parents may be called to bring in appropriate clothing. Students that are out of dress code may be asked to wait in the office until appropriate clothing arrives. Repeated violations will result in a conference with parents, student, and principal and may result in detention. Parents are strongly urged to label all items with a student's name. A lost and found area is located in the office. Items that are not claimed will be taken to Goodwill. All uniform items are available for purchase at Shaheen's. Uniforms are also available through Land's End online.

- Pants** Navy blue dress pants are acceptable for both boys and girls. No cargo pants with large pockets, jeans, corduroy, tight fitting or stretch style pants are allowed. Pants are to be worn waist high, not sagging on the hips. They should not be rolled up at the waist or at the hem. Pants should not have any tears or holes, should not be excessively faded, and should be in general good repair.
- Shorts** Students are allowed to wear navy blue Bermuda length walking shorts all year. No cargo shorts with large pockets are allowed. Shorts should not be rolled up at the waist or at the hem. Shorts should not go below the knee and should be in good repair.
- Belts** Belts are required for boys and girls when wearing shorts or pants. They must be solid navy, brown, or black with traditional buckles. No oversized or decorative belt buckles are allowed. *Belts are optional for kindergarten students.*
- Skirts** Girls plaid (#57) uniform style skirts are available through Shaheen's and/or Land's End. Girls skirts **MUST BE no** shorter than one inch above the knee in the front and back. Length can be measured by kneeling upright on the ground; the skirt should touch the back of the calf. Skirts must be the same length in the front and the back. They may not be rolled at the waist. Skirts must be in good repair with no stains or fallen hems. Skorts are not allowed. Regular play shorts must be worn under the skirts, but not visible below the hem.
- Jumpers** Girls plaid (#57) uniform style jumpers are available through Shaheen's or Land's End. Jumpers must also be no shorter than one inch above the knee in the front and back or can be measured by kneeling upright on the ground; the jumper should touch the back of the calf. Jumpers must be the same length in the front and the back. Regular play shorts must be worn under the skirts, but not visible below the hem.
- Shirts** Light gray, light yellow, royal blue or white short or long sleeved shirts with the embroidered school emblem are the only acceptable

shirts. Moisture wicking or traditional polo styles are both acceptable as long as they have the school logo. Girls' blouses worn under jumpers may not have ruffles or other embellishments and do not need the school logo. No monograms or appliqués are acceptable except for the St. Aloysius logo. Shirts must be tucked in at all times. They may not be rolled, fluffed, or hidden under sweatshirts. If T-shirts are worn under uniform shirts they must be solid white. No colors or logos are allowed to show through the uniform shirt from T-shirts or colored undergarments.

**Leggings** In the winter, girls may wear navy blue leggings or tights under their uniform skirts. No other sweatpants or pajama bottoms are allowed under skirts. Leggings/tights should cover the entire leg, not be capri length or above the ankle/mid calf.

**Sweatshirts/Sweaters** The official St. Aloysius navy blue sweatshirt for grades K-7 or the gray sweatshirts for 8th grade are the only acceptable sweatshirts to be worn throughout the school day. Sports sweatshirts are not part of the school uniform and therefore cannot be worn unless it is a spirit day. Non-uniform sweatshirts will be treated like a jacket and students will be asked to remove them during class or Mass. Navy blue cardigan sweaters, quarter zip pullovers, and navy blue pullover fleece are also available. All items must have the St. Aloysius logo and can be worn the entire school year. Other sweaters are not part of the dress code and students will be asked to remove them if worn in class.

**Socks** Solid white, black, or navy socks with **no logos** are acceptable. Socks **must be** visible above the shoe, including high tops. Crew socks or lower, ankle covering socks are acceptable. Blue or white spirit gear socks are acceptable. No show socks are **not** acceptable. Footies are not acceptable.

**Shoes** Athletic/Tennis shoes (any color) are the only acceptable shoes. For safety reasons mules, clogs, open sandals, clogs, and flip-flops are not permitted. Shoes should be flat, no wedge/high heels. Shoes with flashing lights or shoes that make music are not acceptable. Boots are not acceptable. Shoes should be the appropriate size (not oversized) and shoestrings should be tied so that the shoe fits tightly to the foot. Shoestrings should be matching, regular shoestrings that came with the shoe with no other adornments. These rules apply to students in preschool-8<sup>th</sup> grade.

**Hair** All students' hair must be clean, neatly combed, and away from the face and eyes, and traditional in color. Girls are required to

pull their hair back out of the eyes, mouth, and face. Boys are required to maintain a traditional haircut. A traditional hair cut is defined as completely off the collar by at least one inch, above the eyebrows, and cannot be longer than half-way over the ears. Boys are not permitted to “hook” their hair behind their ears. Extreme styles/colors, which draw attention to the child or distract others, are not allowed. Hair dyes, **even** on tips or streaks/patches of color are not allowed. No mohawks or faux-hawks of any kind are allowed. Shave lines or designs cut into the hair are not allowed. Administrators may request that a student’s hair be trimmed if it is determined to fall outside these established requirements. Requests for haircuts must be abided by within three school days. Failure to do so will result in the student receiving a referral and/or not being allowed to return to class until in compliance with school policy.

**Jewelry** Boys: No earrings or piercings of any kind are allowed. Gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. No other jewelry is allowed.

Girls: Traditional ear piercing, which is one pin sized hole in the lower lobe of the ear, is acceptable. No hoop or dangling earrings for safety are allowed. Dime sized earrings or smaller are acceptable. Only one pair of earrings may be worn at a time. Double piercing, gauges, spacers, cartilage piercings, naval, nose, lip, brow, tongue or any other type of piercings are never allowed. A single, religious medal or cross on a thin chain is permitted. No hair accessories like clip in braids/feathers/flowers, beads, beach braids, etc. are allowed. Head bands are acceptable but should not be overly large or distracting to other students. No other jewelry is allowed.

**Bracelets:** Basic wrist watch, health bands (ie: Fitbit), memory/cause rubber bracelets or other simple bracelets are allowed as long as they are not a distraction. Only **one** wrist/ bracelet item can be worn at a time. If the item is a distraction, students will be told to put it away and may lose the privilege of wearing it in the future.

**Body Art:** No student will be allowed to have tattoos, real or fake, on their body at any time while attending St. Aloysius School. This includes drawings of any kind that may appear as body art.

**Other** Nail polish, make-up, and artificial nails are not allowed. This

includes clear polish and French manicures. Hats are not to be worn indoors. Scout uniforms may be worn on meeting days. St. Aloysius team jerseys or sweatshirts may be worn on spirit days. Other attire that has been marketed as Spirit Gear is also permitted on spirit days. Only clothing that promotes St. Aloysius is allowed for spirit days. Items in other school's colors, designs, or that promotes other school teams are not allowed.

**ANYTHING NOT SPECIFICALLY MENTIONED, IS NOT ALLOWED.**

**Visitors**

Outside doors will be locked at all times for security reasons. Visitors must ring the doorbell at the front door to seek admittance. All visitors must report to the office and sign in the visitor or volunteer logbook. They will be required to wear a "visitor" sticker during their time in the school building. Class interruptions are discouraged. Parents may not enter a classroom without permission from the office staff. Parents must check in at the main office and should never expect or demand an impromptu conference with a teacher when he/she is supposed to be teaching or supervising. All visitors are strongly discouraged from loitering in the hallways. The office will deliver important messages at an appropriate time. Former St. Aloysius students who have moved out of town that wish to visit the school must obtain permission from the school office. These visits will be limited to lunch and recess so as not to disturb classes. Outsiders will not be allowed to visit or have lunch with students unless participating in a formal shadowing experience with the permission of the administration.

**Volunteers**

Parent volunteers are a vital part of St. Aloysius. They enable the school to offer many advantages to students including working in smaller groups or one-on-one guidance. It should be noted, however, that classroom confidentiality is still in place, even when working as volunteers. Student performance should not be discussed outside of the classroom experience. The Volunteer Handbook is an invaluable resource that gives detailed descriptions of the many volunteer opportunities that exist. Parents are strongly encouraged to participate in at least one activity per trimester.

Volunteers are still required to sign in the volunteer logbook found in the school office. Anyone serving as a regular, repeat volunteer must submit a safe environment training form and background check provided by the state. These forms are available online or in the school or parish office.

**Website and Communication**

The majority of school communications will be sent via the school website. The website will be updated each Friday. All information for the website must be pre-approved by a school administrator at least two days before posting. Information must be sent in the form of a pre-made flyer when sent to the office. The administration can not create flyers for activities due to time constraints. Hard copies of flyers will not be made by the school. The administration encourages web postings as the main means of communication. Families that do not have access to the Internet can have hard copies

sent home with the youngest child in their family. Parents will need to contact the school office and request this service.

The school can not operate as a 'mailing service' for parents. If parents have invitations, flyers, or other handouts they want to share with specific parent groups (all third grade parents, for example) they will have to send such information via the postal service or their own email. There is an incredible amount of paperwork that flows through the office and classrooms each day and the school simply can not be responsible for forwarding additional items.

The website also serves to announce weather related closings or delays as well as last minute carpool changes. Classroom web pages, PTO news, school board minutes, a detailed calendar and many other important pieces of information are regularly posted. It is essential for parents to read the website each week.

## **HEALTH ISSUES**

### **Eye Examinations**

The Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1 of the first year that a 3, 4, 5, or 6 year old child is enrolled. This applies to kindergarteners and any first graders new to the school. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry or using the basic form available at all eye care locations.

### **Head Lice**

If a student is found to have head lice, the student will be sent home immediately. School officials must be notified when a child or other member of the family contract head lice. The student must remain at home until the proper treatment has been administered. School officials may find it necessary to check individuals or whole classes if cases are reported. Students will not be readmitted to class until they are completely free of any signs of lice, including dead nits. A form letter will be sent home to the class in which lice has been reported. Individual / family names will be kept strictly confidential.

### **Health Services Information**

Health services will be offered during the school year to comply with school health regulations mandated by the state of Kentucky. Grades K-3 will have a hearing screening for the detection of any hearing problems. Grades K, 1, 3, and 5 will have a vision screening for the detection of any vision problems. Grades 6 and 8 will have a scoliosis screening to detect signs of curvature of the spine. The scoliosis screening does involve discreet disrobing and privacy is strictly maintained. Parents will be notified by letter if a referral to their family physician is needed. All screening examinations are free and supervised by the school health coordinator who is a registered nurse.

## **Illnesses**

Absences should be kept at a minimum regardless of the age of the child. However, sending a child to school while sick and/or contagious is not permitted. The following time frames reflect state health department guidelines and will be strictly followed. Students are not to be sent to school with known fever, vomiting, diarrhea, and/or body aches with fever, acute cold symptoms, or skin rash. Do not send your child to school if he/she has run a fever or been sick to his/her stomach the night before or early morning. To prevent the spread of illness, do not mask a student's temperature with medication and send the student to school. Please respect the rights of other children and teachers to not be exposed unnecessarily to illness.

1. Fever—Children must be fever free for 24 hours before returning to school. If a child has a fever of 100 degrees or more he/she will be sent home.
2. Strep Throat—Children may not return to school until 24 hours after the first dosage of medication was taken
3. Pink Eye—The student may return 24 hours after the first application of the prescribed medicine.

After any absence, students are required to send a written note to the office explaining the reason the student missed school. After three consecutive days, a doctor's note should be sent to the school office.

School policy dictates that any student absent more than 30 days is required to attend summer school or said student could be retained based on a lack of mastery of material.

## **Immunization Information**

Kindergarten students must submit a Kentucky Immunization certificate with evidence of two doses of MMR, four doses of Tetanus, three or four doses of Polio, three doses of Hepatitis B, two doses of the Varicella vaccine or date of disease (chicken-pox), and a completed physical examination form done within one year of initial admission to a Kentucky school by the first day of school. A vision examination by an optometrist or an ophthalmologist is to be submitted by January 1 of the first year.

New students must submit a Kentucky immunization certificate with evidence four doses of Tetanus, three of four doses of Polio, three doses of Hepatitis B, two doses of the Varicella vaccine or date of disease (chicken-pox), and two doses of MMR with a completed physical examination form done within one year of enrollment to a Kentucky school. Students entering first grade must also submit a vision examination by an optometrist or an ophthalmologist by January 1 of the first year of enrollment. Students entering seventh or eighth grade must also have one dose of Meningococcal vaccine and Tdap Tetanus vaccine booster.

Kentucky targets the sixth grade for new physical examinations. Also, the state requires that all sixth graders receive another Tetanus immunization of Tdap and a dose of the Meningococcal vaccine (MCV). Therefore, ALL sixth graders must have a new Immunization Certificate reflecting these updates. Sixth grade students must submit a Kentucky immunization certificate with evidence of a second MMR, three doses of the Hepatitis B vaccine, a Tetanus booster of Tdap, a dose of the Meningococcal vaccine,

two doses of the Varicella vaccine or date of disease (chicken-pox), and a completed physical examination form done within one year of entry into the sixth grade.

Immunization certificates that expire over the summer must be renewed and submitted by the time the child enters school in the fall. Certificates that expire during the school year must be renewed and submitted within one month of notification. Parents will be notified accordingly and speedy compliance is necessary. Dates for all immunizations must appear on certificates.

### **Injuries**

St. Aloysius School continually seeks to insure student safety. However, it is impossible to prevent all accidents and injuries. In the event that a student is hurt, the following procedures will be followed. First aid is administered by a staff member for injuries that are obviously minor. In the event of a suspected serious injury or illness the child will not be moved and assistance will be requested from the school office. If there is any doubt regarding the seriousness of any injury, the custodial parent as listed on the student emergency card is always notified.

If parents or those listed on the emergency card cannot be reached, the child's physician or EMS will be called if deemed necessary. In case of emergencies, the custodial parent will be notified as listed on the student emergency contact form. Other communication will need to come from the custodial parent.

### **Medication**

All medication should be sent to the school office in its original container with the prescription label attached, which includes the physician's directions for dispensing the medication. A signed authorization to give prescription medication from the parent is required for school personnel to give medication to a student. A copy of this form is found at the end of this handbook. Please complete and return with medication when needed. Students should not keep medication in their purse or backpack without alerting the school office and obtaining permission from the principal.

Non-prescription (over the counter) medications may be accepted on an individual basis as provided by the parents or legal guardian. A completed authorization to give medication form must be on file in the office. A copy of this form is also found at the end of the handbook.

Teachers, administrators, and office staff **must** be informed if students are on behavior modifying medications. Confidentiality will be maintained. To provide the best learning environment for all students, teachers must be informed if a dosage changes and/or if regular medication is stopped, even for a short, trial time.

Any student that uses an inhaler or may be in need of an Epi-pen should know they are not accessible after school. Extra supplies should be kept in their backpack if they are in any extra curricular activities. After school care givers, coaches, and moderators should be informed of any medical issues.

### **Peanut Allergies**

There is a rising number of children being diagnosed with peanut allergies. These cases can range from moderate to severe. Appropriate safeguards will be put into place to ensure a safe learning environment for students with peanut allergies. All parents will

be informed of peanut allergy issues during orientations and reminded as parties draw near. An allergy safe table will also be maintained in the cafeteria. There is a list of acceptable snack items at the end of this handbook for any parent bringing in snacks/treats for a classroom. When in doubt, please ask school personnel.

## FINANCIAL MATTERS

### Financial Aid

St. Aloysius wishes to assist families who desire a Catholic education for their children, but who are unable to shoulder the full cost. Anyone wishing to apply for financial aid must complete the financial aid application with the Catholic Education Foundation (CEF). This application is due in March each year. Copies of the financial aid form are available at the school and parish offices and online at [www.ceflou.org](http://www.ceflou.org). CEF will inform the parish office of family awards. Further assistance may be available via the parish. Families requesting additional assistance must write a letter to Fr. John Stoltz, pastor, explaining their need. Anyone requesting assistance with lunch fees (free/reduced lunch program) should contact Cindy Sullivan in the parish office. The financial review committee is made up of the pastor, parish business manager and parish bookkeeper.

### Tuition and Payments

St. Aloysius Catholic School is a parish school and an integral part of the parish community. The parish assists parents in providing a Catholic education for their children by providing a subsidy to the school each year. Tuition costs for the 2017-2018 school year are as follows:

1 student	\$6192.00
2 students	\$8814.00
3 students	\$10,474.00
4 or more students	\$11,177.00
Non-Parish Family	\$8409.00 one child \$11,978.00 two children

Please note that this is a 10 month commitment running from July 1 to April 30. All parents must have a current stewardship form and tuition agreement on file with the parish office. All tuition payments must be current at pre-registration and registration for students to be considered for enrollment in the coming year. Fees associated with school registration, including book and cafeteria fees, and tuition payments made are non-refundable.

## **Delinquent Tuition Collection Policy**

- Step 1            If payment is returned or held, a ‘reminder’ letter is sent within 5 days
- Step 3            A second letter is sent 10 days later if account is still delinquent with no family response
- Step 4            After 15 days with a delinquent account and no family response, a certified letter is sent with 5 business days to respond or student’s spot is forfeited.
- Step 5            Pastor and principal arrange to meet on a designated day with parent

**Students may be dismissed for non-payment.** It is the intent of St. Aloysius to provide continuing education to the student(s) involved in these issues. It is not the intent to have them taken out of school unless all avenues of receiving payment or making arrangements to receive payment have been exhausted. Communication is of the utmost importance between the school families and the parish office when tuition payments fall behind.

## **School Support Organizations**

### **PTO**

St. Aloysius has a very active Parent Teacher Organization. The PTO is responsible for maintaining good communications between the home and school, for providing a vehicle through which parents can provide service to the school, and for offering a mechanism for parent education.

The St. Aloysius PTO coordinates and sponsors more than twenty-five programs, which parents support cooperatively and enthusiastically. Annually, the PTO donates a large sum of money to the school to provide a variety of opportunities and materials for the students including items such as furniture, teaching materials, building needs, online subscriptions and technology components.

### **School Board**

The school board is an advisory committee composed of parents, the principal, and pastor. School board areas of responsibilities include the following:

- Planning and identifying the school’s long range needs and ideals and to develop goals and objectives that meet these needs and hopes
- Creating a development and funding program
- Assisting in the development of policies that will enable the school to reach its goals and that are compatible with the Archdiocesan, parish, and school philosophy and mission
- Participating in the selection of a school principal
- Working with school administrators to design a viable school budget

A call for nominations is made each spring and members are chosen from a random drawing in May. School board members serve three-year terms. Traditionally there are seven members and two alternates. Specific school board positions include school board chair, vice chair, and secretary. Meetings are held once a month.

Members are encouraged to attend a training workshop in the fall sponsored by the Archdiocese of Louisville. Being a school board member implies a willingness to accept and eagerness to seek information, training, and spiritual formation. School board members realize that they have no power or authority as in individual board member; that only the board as a whole can function. If a school parent or faculty member wishes to address the board, he or she must formally request the chair to be put on the agenda. These visitors will be allowed to share their concerns regarding their particular issue, but will not take part in other agenda items. Sensitive or confidential issues such as school personnel will not be discussed. Members of the school board should refer all personnel matters to the administrator and support the administrator's decisions. The school board does not have the ability in and of itself to hire, reprimand, or dismiss faculty or staff.

### **School Personnel 2017-2018**

Principal  
Counselor  
School Secretary  
School Receptionist

Mrs. Maryann Hayslip  
Mrs. Jessica Shain  
Mrs. Susan Kaelin  
Mrs. Margaret Jakubowicz

Technology Coordinator  
Librarian  
K-3 Resource Teacher  
Resource Teacher  
Middle School Science Teacher  
Music Teacher  
Art Teacher  
Spanish Teacher  
Liturgy Coordinator  
Preschool Director  
After School Care Director  
Cafeteria Manager

Mr. Ian Akers  
Mrs. Stacy Lohman  
Ms. Maggie McKune  
Mrs. Rachel Jakubiak  
Mrs. Stacey Boomershine  
Ms. Isabelle LaBarge  
Ms. Theresa Beaumont  
Ms. Lucy Lorenz  
Mrs. Sue Beer  
Mrs. Traci Fuller  
Ms. Jennifer Williams  
Mrs. Marylynn Petermann

### **Homeroom Teachers and Assistants**

KA Kindergarten  
KB Kindergarten  
Grade 1A  
Grade 1B  
Grade 2A  
Grade 2B  
Grade 3A  
Grade 3B  
Grade 4A  
Grade 4B  
Grade 5A  
Grade 5B  
Grade 6A  
Grade 6B  
Grade 7A  
Grade 7B  
Grade 8A  
Grade 8B

Mrs. Mary Hearne & Mrs. Joy Cox  
Mrs. Janice King & Mrs. Joy Cox  
Mrs. Susan Singer & Mrs. Tammy Heck  
Mrs. Meredith Brooks & Mrs. Jerri Ubben  
Mrs. Connie Hasty & Mrs. Karen Mills  
Ms. Meredith Worland & Mrs. Karen Mills  
Ms. Annie Schauman & Mrs. Mary Martin  
Ms. Kathryn Dahlhausen & Mrs. Mary Martin  
Ms. Regina Hall & Mrs. Julie Beyke  
Ms. Abby Hamilton & Mrs. Julie Beyke  
Mrs. Shannon Lazas & Mrs. Julie Beyke  
Mrs. Rhonda Canary & Mrs. Julie Beyke  
Mr. Tosh Scheps & Mrs. Karen Varga  
Ms. Emily Akin & Mrs. Karen Varga  
Mrs. Cara Westman & Mrs. Karen Varga  
Mrs. Jennifer DeLozier & Mrs. Karen Varga  
Mrs. Connie Tutwiler & Mrs. Karen Varga  
Mrs. Gina Kolibab & Mrs. Karen Varga

### **SAMPLE PERMISSION SLIP**

I request that St. Aloysius School allow my son / daughter to participate in

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(event)

I give permission for my son / daughter \_\_\_\_\_ to  
(name)  
attend \_\_\_\_\_ in \_\_\_\_\_  
(event) (destination)  
on \_\_\_\_\_.  
(date)

I understand that this is an educational trip and a valid extension of the classroom experience. In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

\_\_\_\_\_  
(parent signature) (date)

Emergency phone number \_\_\_\_\_

## PERMISSION FORM FOR PRESCRIBED MEDICATION

Date form received by the school: \_\_\_\_\_  
Student: \_\_\_\_\_ Date of Birth, or age: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

*To Be Completed by the physician or Authorized Prescriber*

Reason for Medication \_\_\_\_\_  
Name of Medication \_\_\_\_\_

Form of medication/treatment:

Tablet/capsule  Liquid  Inhaler  Injection  Nebulizer  Other \_\_\_\_\_

Instructions (*Schedule and dose to be given at school*): \_\_\_\_\_

Start:  date form received Other date: \_\_\_\_\_

Stop:  end of school year Other date/duration: \_\_\_\_\_

For episodic/emergency events only

Restrictions and/or Important effects:  None anticipated

Yes. Please describe. \_\_\_\_\_

Special Storage Requirements:  None  Refrigerate

Other: \_\_\_\_\_

This student is both capable and responsible for self-administering this medication:

No  Yes – Supervised  Yes – Unsupervised

Please indicate if you have provided addition information:

On the back side of this form  As an attachment

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Physician's Name: _____
Address: _____
Phone Number: _____
Doctor's Signature: _____

To the School: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

I give permission for (*name of child*) \_\_\_\_\_ to receive the above medication at school according to standard school policy. (***Schools require parent/guardian to bring the medication in its original container.***)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Phone #'s: Home \_\_\_\_\_ Work \_\_\_\_\_ Emergency \_\_\_\_\_

## Permission Form for Non-Prescription Medication

Date \_\_\_\_\_

Student \_\_\_\_\_

Physician's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Time of Day for Dosage \_\_\_\_\_

Reason for Medication to be Given \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible Reactions or Side Effects \_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**Acceptable Use of Personal Electronic Devices  
at St. Aloysius Catholic School**  
*(to receive a blue card)*

**St. Aloysius School is providing the opportunity for students to bring tablets, laptops, Nooks, Kindles, or other electronic reading device, to use as an educational tool. PHONES ARE NOT CONSIDERED EDUCATIONAL TOOLS. The use of these electronic devices will require both parent and student to sign an Acceptable-**

**Use Policy agreement stating they have read all policy rules and regulations and agree to abide by them.**

I, \_\_\_\_\_ and \_\_\_\_\_ agree:  
(student name) (parent name)

\*To comply with the rules and regulations in the Archdiocesan and school guidelines.

\*To hold St. Aloysius harmless in the event of theft, damage, or confiscation of a student's personal electronic device. The school will not be responsible for repairs or replacements.

\*School employees or other students will not troubleshoot or install software or applications on personal electronic devices.

\*The students are not to use the Internet, 3G or 4G on school grounds except with permission of the teacher.

\*Using a personal electronic device is a privilege and can be revoked at any time.

\*That this agreement can be modified at any time and a new agreement would need to be signed.

Students and their parents/guardians wishing to take advantage of this program must comply with all rules and regulations set forth in the Archdiocesan and school policy. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's personal electronic device as set forth above.

All violations of the above procedures may result in the confiscation, loss of privileges, the student's parents contacted, and any consequences delineated in the school's code of conduct. We, the undersigned, have reviewed these rules and regulations and agree to the policies and procedures as stated.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent Signature/Date

Electronic Device(s) Brand/Model/Type \_\_\_\_\_

Serial Number \_\_\_\_\_

**ACCEPTABLE SNACKS FOR CHILDREN WITH PEANUT ALLERGIES**

**The following is a list of food items that are generally considered safe:**

**CANDY/ICE CREAM:**

Smarties, Tootsie Rolls, Tootsie Roll Pops, York Peppermint Patties, Sprees, Sweet Tarts, Skittles, Dum Dum Lollipops, Hershey's Kissables, Starburst, Nerds, Breyer's Vanilla and Chocolate, Popsicle brand popsicles as well as Kroger brand popsicles, Flav-o-ice Popsicles.

**COOKIE/CAKE ITEMS:**

Oreo Cookies (original), Nabisco Nilla Wafers, Dunkin’ Doughnuts (plain glazed), Teddy Grahams (all flavors), Hostess Ding Dongs, Kellogg’s Pop Tarts, Duncan Hines and Betty Crocker cake mixes and icings (**without nuts**, of course), Hostess Mini-Muffins (**not** Banana Nut flavor).

**NOTE:** No Girl Scout cookies are considered safe at this time. No bakery items are considered safe due to the potential for cross-contamination with peanut products via shared utensils, etc.

**CRACKERS/CHIPS/PRETZELS:**

Goldfish Crackers, Ritz Crackers (original), Townhouse Crackers, Club Crackers and cracker sticks, Triscuits, Wheat Thins (original), Cheetos, Doritos, Fritos, Tostitos, Pringles, Ruffles, Bugles, Rold Gold Pretzels, Lay’s Potato Chips, Nabisco Honey Maid Graham Crackers or Honey Sticks/Cinnamon Sticks.

**IMPORTANT NOTE:** All “Mike Sells” products are cooked in PEANUT OIL. Also, “Snyder’s” brand pretzels are produced in conjunction with peanut products and therefore could potentially be exposed to cross-contamination. Please avoid these specific brand items.

**OTHER SNACK/FOOD ITEMS:**

Fresh fruit/vegetables, Jello fruit or pudding cups, Rainbow Bread, Pepperidge Farm bagels, Sara Lee bagels, most lunch meats, cheeses, butter or margarine, cream cheese, applesauce, fruit cups, yogurt (no nuts OR granola), Gogurt, fruit roll-ups, Yo-go’s, juice boxes, fruit chews, Cheerios (regular or Apple Cinnamon), Apple Jacks, Lucky Charms, Life (regular and cinnamon), Corn Pops, Fruit Loops, Rice Krispies (and Rice Krispie treats), Kix, Golden Grahams.

**Please keep in mind that this list is very general and meant only to serve as a guideline for parents and teachers. Product ingredients and manufacturing guidelines can change and we will revise and redistribute this list if we find this to be true of any item listed above.**

## **Student and Parent Code of Conduct**

We want to be a part of St. Aloysius Catholic School because we want to learn the teaching of Christ and His Church. I will show my appreciation for this opportunity by learning to:

- treat all students, faculty, staff and visitors with respect
- accept guidance from those in authority

- take care of school and parish property
- be honest in speech and class work
- be attentive and respectful during Liturgical Celebrations
- cultivate courteous, respectful, and appropriate language and behavior
- abide by the rules of my school and parish

With God’s help we can live this code of conduct.

Student Signature/Grade \_\_\_\_\_

Student Signature/Grade \_\_\_\_\_

Student Signature/Grade \_\_\_\_\_

Student Signature/Grade \_\_\_\_\_

Parent Signature/Date \_\_\_\_\_

## **Handbook Agreement**

We, the members of the \_\_\_\_\_ family have read the Parent/Student Handbook, and have discussed the importance of obeying all rules and regulations of St. Aloysius Catholic School. We agree to be governed by this school handbook. We recognize the right and responsibility of the school to make rules and to enforce them. We, as parents, also agree to the pledges made in the initial letter on p. 2.

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

This form must be returned to the school office by August 1, 2017. It will be kept on file there throughout the school year. Thank you for your cooperation.