



ST. ALOYSIUS GONZAGA  
ACADEMY for BOYS  
K-5 Elementary ✠ 6-8 Middle School  
Coed Clockhouse  
Montessori Pre-school

*401 South Bryn Mawr Avenue  
Bryn Mawr, Pennsylvania 19010*

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PARENT - STUDENT  
HANDBOOK

Acceptance at St. Aloysius Academy signifies  
that parents and students will be governed by  
the directives, protocols and policies stated in the School Handbook.

The Academy reserves the right to interpret and to administrate  
directives, protocols and policies as  
individual situations, circumstances and needs arise.

Revised: August 2017

# St. Aloysius Academy

## Mission Statement

St. Aloysius Academy, established by the Sisters, Servants of the Immaculate Heart of Mary, is a private Catholic elementary school committed to the spiritual, moral and academic development of each student. The Academy prepares young boys to assume with confidence roles of Christian leadership and service within a global society. Through the dedication and commitment of a caring and professional faculty and staff, partnering with supportive parents, each student is encouraged to recognize and to develop his God-given gifts and talents to be prepared to meet the opportunities and challenges of the 21<sup>st</sup> century with Christian fortitude.



# St. Aloysius Academy Alma Mater

Our voices raise in fervent song  
To chant your praises loud and long  
Our loyalty we pledge to you  
In service, strength, and courage, too.  
St. Aloysius, School of Youth  
Counseling us in love and truth  
Dear alma mater, source of light  
Striving to keep our goal in sight  
Our faith made strong, our ideals high  
Your fame shall ever be our cry  
We hail the blue and cheer the white  
Our sign of leadership and right.





## ST. ALOYSIUS GONZAGA

### *Our School Patron*

Aloysius lived in the castle of the Gonzaga family in Italy. As a little boy he spent some time with his father in the army. There he picked up rough language and other bad habits. His mother intervened and taught him what a sad thing it was to offend the love of God. He began to pray and to think about his life and God's boundless love.

Aloysius was sent to Madrid in Spain to become a page to a prince and to receive an education. But his motto was "I was born for greater things." At twenty he signed away forever his right to the wealth and lands of the Gonzaga family and he became a Jesuit novice with the intent of becoming a Jesuit priest.

Aloysius' fellow students loved him because he was kind and willing to help them. They respected him because of his great love for integrity.

In Rome, Aloysius took care of the sick in the hospital and before long he himself became ill. Aloysius never reached the priesthood. He passed away quietly as he gazed at a crucifix where he found courage and strength. He was only twenty-three years old. He is a patron saint of young people.

Aloysius lived up to the Jesuit goal ~ be a man for others!

His feast day is celebrated June 21st.

*St. Aloysius Gonzaga, pray for us!*

## SAINT ALOYSIUS ACADEMY SCHOOL SEAL

**Stars** represent  
the Blessed  
12:1 ...“a



the twelve stars in the crown of  
Virgin Mary. (Book of Revelation  
woman clothed with the sun, with  
the moon under her feet, and on her head a crown of twelve stars.")

**Heart and Flame** symbolize the heart of Mary on fire with love for all  
humankind.

**Sword** symbolizes the sorrows that pierce the heart of Mary.

**Spiritus Sanctus Docebit Vos**, The Holy Spirit will teach you.

Only in the gospel of St. John is this account given (story told). (John  
14:26)

After the Last Supper was finished, Jesus told his disciples that the words  
He said to them were the words of His Father not His. Jesus told them  
that the Father would send the Holy Spirit to teach them and to remind  
them of His words. We are reminded by the words **Spiritus Sanctus  
Docebit Vos** that the Holy Spirit will teach you and me the way to the  
Father through His Son.

## **THE IHM SISTERS CHARISM**

Our Christian tradition teaches us that at Baptism we each receive special God-given gifts, charisms, to be used for the common good, for the building up of the Body of Christ.

A congregation's Charism may most often be experienced as a compelling, contagious, identifiable spirit, perhaps better caught than taught, better described than defined; something felt, something sensed, something that radiates!

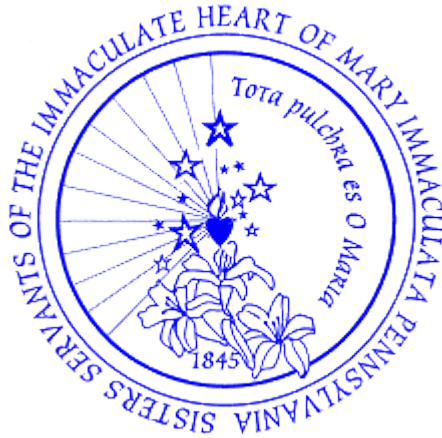
We express the IHM Charism in these three powerful words: Love, Creative Hope and Fidelity! Of course, these are virtues that are generally well known and certainly practiced by many good Christian people. So, how is it that the IHM Sisters claim them as uniquely theirs? The answer lies in the specific identifiable ways that the IHM Sisters have tried to live and teach these virtues from their beginning days in 1845 until now.

We say that our Charism of Love manifests itself in joy, respect, and reverence; that it becomes real in kindness and compassion; availability, approachability, and accessibility; that it exercises justice with mercy; that it responds with acute sensitivity and large-heartedness to human need. In a special way, our Charism directs our love and concern to God's poor among us, to those who could fall between the cracks, get left on the margins, or become almost invisible.

We say that our Charism of Creative Hope places all its confidence in God's loving Providence; that it seeks to make a way where there seems to be no way; that it finds in the present a hint of something more, looking beyond what appears to be to what really is; that it believes that we can make a difference, especially in these times threatened by all sorts of violence and hostility; that it chooses an alternative way of living, different from the dominant culture that would have us settle for less; that it engenders hope in the young and the most vulnerable and seeks to find alternatives to negativity and despair, looking to the future with fresh eyes and renewed vigor. It never gives up on anyone!

In a culture that places little value on faithfulness, we say that our Charism of Fidelity calls for perseverance, for staying power, for courage, for faithful commitment over the long haul. We say Fidelity fosters integrity in words and deeds and challenges us to remain steadfast in the mission entrusted to us. It calls forth an enduring love.

And so, in our IHM schools, and especially at St. Aloysius Academy, it is our ongoing task and responsibility to claim this God-given gift, this Charism, and to be sure that it finds a home in our hearts and in our school.



Learn more about the IHM Sisters at [www.ihmimmaculata.org/](http://www.ihmimmaculata.org/)

## ST. ALOYSIUS ACADEMY DAILY SCHEDULE

8:20 AM	Morning Assembly in St. Katharine Drexel Hall
8:25 AM	Classes Begin – Morning Prayer and Organization Time – Classes Begin
11:45 AM	Angelus Prayer/ Announcements
11:50-12:35 PM	Lunch Grades 3-4-5
12:15-1:00 PM	Lunch Grades K-1-2
12:35-1:20 PM	Lunch Grades 6-7-8
3:00 PM	Closing Prayer and Organization Time
3:10 PM	Dismissal Lines



## STUDENT P.A.W.S. PLEDGE

I promise to make every effort to see the good in my fellow students and to recognize and enjoy their differences and talents.

I promise to seek out the good qualities in my classmates with whom I work, study, play and pray.

**Peace + Awareness + Witness + Service**



**Note:** *The administration reserves the right from time to time when it may become necessary as circumstances arise to make changes - additions/deletions - to the School Handbook. Such edits will be communicated to both students and parents in a timely manner.*

*Upon enrollment, a student and the student's parent or guardian enter into a contractual relationship to cooperate and to adhere to the policies and procedures of St. Aloysius Academy as stated in this Handbook and elsewhere.*

## **ADMISSION POLICY**

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

## **REGISTRATION GUIDELINES**

In every circumstance, St. Aloysius Academy reserves the right to decline admission or set conditions of attendance.

Registration for Kindergarten students and other students new to St. Aloysius Academy usually takes place January through March. This registration is only for new students. Registration information and current tuition rates and fees are communicated through the school's Admissions Office. There is a non-refundable registration fee due at the time of application.

The necessary forms and certificates for admission include but may not be limited to:

- Birth Certificate
- Baptismal Certificate and certificates of reception of other sacraments (as applicable)
- An updated certificate of medical immunization

- Recent physical examination
- Copy of current academic records (as applicable by grade level)
- Copy of current educational evaluation (as applicable)
- Teacher assessment/recommendation
- Math and writing samples

A parent conference is scheduled with one of the administrators prior to acceptance. At times, an interview with the prospective student may be requested. The student is invited to attend a shadow day if applying while school is in session. Once the student's records are reviewed, a letter of acceptance is issued. At times, it may be necessary to issue a letter of probationary acceptance or a suggestion of another school environment.

**Kindergarten Applicants:** To be eligible for entrance into the Kindergarten Program, **a student must be five years of age by September 1.** The Kindergarten assessment screening is conducted to determine each student's readiness level and to inform primary curriculum and instruction.

**First Grade Applicants:** Children must be six years of age by September 1<sup>st</sup> and have completed one full year of Kindergarten in St. Aloysius Academy, the Clock House Montessori or another Kindergarten with recommendations.

### ***REGISTRATION FOR CURRENT STUDENTS***

Students registered in St. Aloysius Academy are required to re-register annually through the reservation process. Re-registration information and current tuition rates and fees (Reservation Agreement) for the following year are forwarded to each family. This information is sent home during early spring, prior to the next school year. Parents are notified of tuition fees and other school fees. A Reservation Agreement with a non-refundable deposit is expected at this time. All financial obligations must be current before re-registration is completed.

## **GENERAL SCHOOL POLICIES**

### **ABSENCE**

Daily school attendance is essential for a student's academic growth. Since absence can interfere with a student's progress, every student should be on time and present daily. In the event of illness, death in the family, or any other urgent reason, the student must present a written excuse from his parents to the homeroom teacher.

Notes for absenteeism are kept on file for the entire school year. A doctor's certificate may be required for absence lasting three days or more due to illness.

**If a student is going to be absent or a late arrival is anticipated, a parent is required to call the school office [610-525-1670, Ext. 305] by 9:00 A.M. A voice message can be left indicating the student's name, grade and status (absent/late).** The safety and welfare of every student is a primary concern. Any student who purposely cuts school or class is liable for a suspension.

Students are required to make up academic work missed during absence. Failure to do so may result in an incomplete on the report card. This remains in effect until the work is completed as instructed by the teacher. Missing assignments can impact the student's trimester grade in a particular subject area. The time frame for make-up is limited to no more than two weeks. In the case of absence, homework can be requested by contacting the teacher directly or calling the school office. Assignments can be picked up at the school office after 2:00 P.M.

There is no responsibility on the part of the Academy to provide homework for students who are absent due to vacation. Teachers are not expected to assign work before the instruction takes place. Homework assignments are posted on the homework website. After returning from a vacation a student will be provided the opportunity to make up assignments in a timely manner. Parents should consult with the teacher if an exception is requested.

## **ARRIVAL AND DISMISSAL**

A student is to come directly to Katharine Drexel Hall between 7:45 A.M. and 8:15 A.M. after being dropped off at the bus or car rider entrances. The bell to begin Morning Assembly rings at 8:20 A.M. A student is normally considered late after 8:20 A.M. If arriving after 8:20 A.M., parents are asked to bring their child/ren to the Main Office where an admission late slip will be issued after the student is signed in by the parent. The admission late slip is presented to the classroom teacher by the student. Private lessons or meetings with a teacher are exempt from this policy.

Usually students who arrive after 10:30 A.M. are considered absent for the morning session. Students leaving school prior to 1:30 P.M. are considered absent for the afternoon session.

Punctuality is an important life skill. Being on time, students experience a smooth start to their school day. Excessive lateness can be detrimental to a student's personal development and academic success. If lateness becomes habitual, the student and parent may be required to conference with the Principal.

At the end of the school day, students are dismissed in a quiet and orderly manner from their classroom as lines are announced from the main office; this is a matter of safety. Children going home by car meet a parent or guardian at the supervised car rider entrance. Bus riders, also supervised, exit the school at the front entrance. Buses are parked along the front entrance walkway. At dismissal no car parking on the driveway or at the front entrance is permitted.

Whether before school or after dismissal, a student cannot be unsupervised in the school building or on the school campus. The student must be accompanied by a parent or other designated adult. St. Aloysius Academy cannot assume responsibility for students on school grounds during unsupervised times.

## **EARLY DISMISSAL - INDIVIDUAL STUDENTS**

A student is excused early in cases of necessary appointments, an emergency or other serious need. Arranging doctor or dental

appointments during the school day is strongly discouraged since this interrupts instruction. To request an early dismissal, please send a written communication to the homeroom teacher who will forward it to the main office. The student will be dismissed from the school office. The parent or guardian must report to the school office to sign the student out in the *Early Dismissal Book* in order to have the child released from school. **A student cannot be released to another parent or any other person without direct written or verbal authorization from the child's own parent.**

### **ATHLETIC PROGRAM**

*Athletics is considered an important component of the school program that can enhance a student's personal growth. Participation in the athletic program in any school-sponsored sport is a privilege. Due in part to the level of commitment involved in both, an essential connection exists between a student's daily school life and his participation in after school sports. In both areas a student's personal best is encouraged and supported.*

Academics and behavior impact upon athletics. Each year student-athletes and their parents are required to sign an agreement of cooperation. In order to emphasize the connection between personal development and academic effort and achievement with participation in athletics, the following guidelines are issued:

- Serious violation of the school's code of conduct can result in suspension from practices or games and even the team. Parents/guardians are notified by the Athletic Director. Re-instatement is pending upon the attitude and cooperation of the student. This decision is finalized by the Athletic Director and Principal.
- In any personal development or academic area – an academic average that falls below a 70 or rating of 3 or an indication of a failing grade as well as any grade below *satisfactory* or *developing appropriately* on a Trimester report card can result in suspension from the team and a minimum two-week probation. During a probationary period, the student must show personal effort, sincere cooperation and maintain an average of at least 70 or rating of 3.

In all circumstances, the final recourse concerning probation, suspension or dismissal resides with the Athletic Director and the Principal.

In the event of serious circumstances, a student athlete may be liable for dismissal from a team.

A yearly sports physical is required for each student athlete. Also, a student emergency form (Gr. 3-8) and baseline concussion testing (Gr. 4-8) are required. A fee is required for all sports. A due date is indicated on the eligibility/permission form and on the bill. Fees not paid by the specified date prohibit a student from participating in that sport.

The Athletic Program Handbook and all forms related to athletics can be accessed on the Academy website. The Handbook provides further details about the Athletic Program policies.

### **CONFERENCES**

Meetings between teachers and parents are seen as vital to the growth and development of students. A parent who wishes to see a teacher or any member of the school staff concerning his/her child should send a note to the particular person involved or make a phone contact. The faculty/staff member will contact the parent in a timely manner and set up a mutually agreeable date and time for a conference. At no time should a parent come into the classroom before, during or after school without an appointment. If a concern arises in regard to a particular situation, student conduct or academic work, please contact the teacher involved before the matter is brought to the attention of the Principal; this protocol maximizes meaningful communication on behalf of the student. If it is necessary to call a teacher, he/she may be reached at school before 8:15 A.M. or after 3:15 P.M. A message can always be left at the school office. At no time may a teacher leave class to speak with a parent or use instructional time to send an e-mail. Time is provided for a formal parent/teacher conference prior to the end of the first trimester and by appointment at other times.

## ***DRILLS***

The personal safety of all students and staff is paramount. The Academy makes every effort to insure the personal safety of each student and staff member. Fire drills and other emergency drills are practiced regularly. Fire drill directions are posted in each classroom and other areas of the school building. With the assistance of their teacher, students should become aware of the exit directions in any area of the building they might be using during the course of the day. During a fire drill every person leaves the building quickly, quietly and orderly. Class lists, as well as any other important information, are carried out by teachers and staff.

Weather-related drills/Shelter-in-place and Lock down drills are held periodically. Students, faculty, and staff are assigned to a specific room on the lower level for shelter-in-place. Code red requires that classroom doors be locked and that students and teacher remain inside the classroom until the all-clear signal has been given.

## ***ELECTRONIC COMMUNICATION***

The Academy communicates with the home, usually weekly, through the Principal's e-mail. Other important communications are found under the Parents tab on the school website. Updates on school events are found at links on the website homepage. Parents are asked to review weekly communications and return to school any needed forms or activity responses as soon as possible. Flyers that do not relate directly to Academy activities or business usually may not be sent home. Important forms are located at the "Forms/Downloads" link on our website under the Parent tab.

The Academy reserves the right to use photos and other directory information on our website, news releases and other written communications unless a parent has notified the Principal in writing.

## ***EMERGENCY CLOSING***

**The KYW 1060 AM SNOW CODE for St. Aloysius Academy is #500.** Parents should tune to the following list of broadcast stations and/or go to those stations' websites: KYW1060 AM radio; 6 ABC



News; NBC 10 News; CBS 3 News; and/or Fox 29 News. It is important that parents know the code for their school district of residence to be aware of transportation delays and cancellations. The St. Aloysius Bus (On-The-Go-Kids) follows the status of the West Chester School District (851) AND TransNet Bus (Phoenixville) follows the status of the Phoenixville School District (856). Normally a parent e-mail is sent to announce emergency closings or a school closing or delayed opening. A phone and text alert message are also means of communication. Emergency closing information is distributed to the major media networks. Additional information is posted on the school website. For the personal safety of each student, a special Emergency Dismissal form is completed by a parent in the early weeks of the school year; it is critical that this information be shared with the school and also communicated to the student.

### ***EXTENDED DAY***

Students in Grades K-8 and the Montessori Pre-K may remain after school in the extended day program. The program begins at 3:15 P.M. and ends at 6:00 P.M. Information is sent home at the beginning of the school year detailing the various aspects of the program, including fees. Forms can be accessed on the website. The Extended Day phone is (610) 517-6643.

### ***EXTRA-CURRICULAR ACTIVITIES***

These activities are sponsored for the enrichment and enjoyment of our students. Every activity includes the goal of fostering a student's personal development as well as any skill that might be involved. Participation in any school extra-curricular activities is dependent on student respect and cooperation as well as satisfactory effort and academic achievement. St. Aloysius Academy sponsors various extra-curricular activities that include but are not limited to the following:

***Athletics:*** Varsity and junior varsity teams in all sports — practices are usually held after school.

***Student Council:*** Elected members meet monthly during lunch period or after school.

**Christmas/Spring Programs:** Students participate in these two school-wide events.

**Yearbook:** Students who qualify as staff members usually meet after school.

**Clubs:** Each fall and spring various offerings such as chess, science, art and sports.

### **FEES**

All agreed upon tuition and fees must be paid in full before a student may return the following school year or before a student may participate in graduation activities/exercises. If a student transfers, academic records are withheld until tuition and fees have been paid in full. Music fees must be paid in full before a student may continue with lessons. Athletic fees are due by a specific date for each sport. A student may not participate in the next seasonal sport unless previous fees have been paid.

### **LEGAL CUSTODY ISSUES**

It is in a student's best interest that separated or divorced parents are required to provide appropriate legal documentation regarding the custodial rights of each parent. Parents are asked to inform school personnel when legal custody of the student resides with only one parent. All separated or divorced parents of students enrolled in St. Aloysius Academy are to provide the school with a current copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file. This will help school personnel to make effective decisions when the need arises. A custodial parent is asked to supply the school with copies of restraining orders if the need arises and inform the non-custodial parent of school information. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student.

#### **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all

school records of the child. Without a subpoena or court order, school records of the student may be disclosed only upon written consent of the parent/ guardian with legal custody.

### **Release of a Child**

A student will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian.

### **LOST AND FOUND**

All personal items of clothing should be marked with your child's name. Lost clothing and other articles are kept for a short period of time and then given to a local collection agency for the poor and needy. The Academy cannot assume responsibility for lost items.

### **LUNCH PROGRAM**

The cafeteria lunch program (provided by Aramark) is available for those who wish to purchase lunch each day or any other part of their lunch such as a drink or snack. Lunch selections are aligned as much as possible with current data in regard to nutrition and healthy eating choices. Soda is not permitted. Each student has an account into which money may be deposited. Parents are notified when the account balance is in default. **NOTE:** If a student's account remains in default for more than one week, he will not be permitted to make purchases until his account is replenished with funds. In the case of a delinquent account, the student will receive a basic lunch. Students may bring lunch from home (no glass containers). All food must be eaten in Katharine Drexel Hall or an alternate assigned area.

The monthly lunch menu as well as lunch item prices are available for review on the school website.

Every effort is made to accommodate students with food allergies including preferential seating at lunch.

Good manners are expected at all times in the cafeteria. Proper eating habits, moderate voice level and courtesy are part of the cafeteria environment. The same general expectations for classroom behavior apply in the cafeteria and lunch recess area. Students are to remain orderly in line while awaiting the purchase of their lunch. Students may leave their table only when excused by the lunch monitor or designated adult. Courtesy and good manners are expected of all students at all times. If a student's behavior is not acceptable, appropriate action will be taken to correct the situation. This may include administrative intervention and/or conferencing with a parent.

### ***PARENT INVOLVEMENT***

Parents must consider seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society and parents are the primary educators of their child/ren. The Academy has the privilege and responsibility of partnering with parents in this sacred work.

Cooperation of parents with the school is expressed by, but not limited to the following:

- sending their child to school nutritiously fed, physically fit, clean, and properly dressed according to school uniform guidelines
- assisting their child in his spiritual, academic, and moral development through careful attention to his faith life, personal development and academic success, his report card, supervising home study – both written assignments and time for daily reading and cooperating with the school in matters of activities, recreation, and discipline
- paying attention to their child's special interests and talents so that they may be developed to the fullest
- sending a written explanation each time their child is absent from school or late
- taking an active role in the Parent Association and other Academy-sponsored activities

Parent volunteering is highly welcomed and encouraged at the Academy.

## **PARENT ASSOCIATION**

The St. Aloysius Academy Parent Association is a vital part of the school community. Meetings of the Executive Board are held monthly during the school year. Social and fund-raising activities are planned with active parent participation. An Association fee is requested at the beginning of the school year.

## **SCHOOL STORE - WILDCAT WONDERS**

The school stationery store is open to students before classes on specific days designated at the beginning of the school year. Stationery items and clothing are available. The school clothing store is also open in August to accommodate families who wish to purchase clothing at the beginning of the school year. School spirit wear is also available to both students and parents in August and at other designated times throughout the school year. Order forms and pricing can be accessed on the school website.

## **SCHOOL TELEPHONE**

Messages to students should be given before school. Students may not call home unless it is an emergency. As necessary a phone is made available to a student in the main office. Personal cell phones may not be used by students during school hours. It is not appropriate for a parent to try to contact a student by cell phone during the school day. This action makes a student liable for possible disciplinary consequences.

Forgotten homework, books, or sports equipment do not usually qualify as emergencies.

## **VISITORS**

Visitors, including parents, must report to the school office upon entering school, sign in the *Visitors Book* and receive a visitor's badge. This includes parents serving as volunteers. Visitors, including parents, may not go directly to the classrooms to visit teachers or students during school hours unless permission is given by the Principal. This is to safeguard instructional integrity as well as a safety measure for all concerned, especially students.

## **ACADEMICS**

The Academy makes every effort to support, to motivate and to encourage its learners. It is expected that students will put forth their best efforts to cooperate and to participate in learning. A student must satisfactorily complete all class assignments and homework on time. Incomplete or late completion of homework assignments can affect the student's effort grade on the report card and may impact an academic grade. Daily performance of students is assessed by the teacher. Neatness, completeness and quality of content of a student's work, as well as class participation, are part of the overall report card grade. Students must use copybooks, workbooks and other required materials as directed. Executive skills that include organization and study skills are incorporated with academic content and skills development.

It is expected that students:

- be attentive, cooperate and respect the teacher at all times
- show respect for other students, including their ideas and personal belongings
- show care for school property
- actively participate in class, contributing and collaborating

Students are required to achieve a passing grade (70) in all subject areas at their particular grade level. When a student becomes at risk academically, and/or socially or emotionally supportive interventions will be put in place. One such intervention is the Instructional Support Team process that involves periodic meetings attended by teacher, parent and administrator. A failure in any subject must be brought to a passing grade for the next report period; a probationary time period will be designated during the following marking period for assessment of a student's status. Failure to achieve a passing grade results in a conference with a parent, teacher, and possibly the student (and the Principal). Without improvement, it is possible that probationary terms for continued enrollment could be established or that dismissal from the Academy can result.

## ***BOOKS and OTHER SCHOOL RESOURCES***

Students are expected to use school materials and facilities

respectfully. Any malicious or careless damage will necessitate disciplinary action and possible financial compensation.

Students are expected to take care of their personal belongings and any text, workbook or other resource the school provides. A student's copybooks should be kept in good condition. Textbooks and workbooks are provided for instructional purposes. These books must be covered and handled carefully. All books must be carried to and from school in a school bag. If a book provided by the school is lost, mutilated, or destroyed, the parents must assume the cost. Lost library books are subject to fines to compensate for the value. Students in grades 5-8 are issued an Academy flashdrive for academic purposes only.

Students in grades 5-8 use a personal Chromebook managed and monitored by the Academy. The Chromebook is purchased by the parent through the Academy. Guidelines are published yearly that govern appropriate student use.

### **DELAWARE COUNTY INTERMEDIATE UNIT**

St. Aloysius Academy is entitled to the services provided by the Delaware County Intermediate Unit. These services include diagnostic educational evaluations, psycho-educational evaluations, counseling, and speech therapy. Reading and mathematics support may also be available. Services are generally initiated by the classroom teacher in partnership with the parent.

### **DISTINGUISHED HONORS AND HONORS**

To be eligible for *Distinguished Honors*, a student must

- be in grade 6, 7 or 8
- maintain a 94 or above in each major academic area and a 90 or above in AP(Honors) Math and Latin
- maintain at least a "3" rating (Developing Appropriately) in all other academic areas
- maintain at least a "3" rating in effort and conduct (personal development)

To be eligible for **Honors**, a student must

- be in grade 6, 7 or 8
- maintain an 88 or above in each major academic area and an 85 or above in AP(Honors) Math and Latin
- maintain at least a “3” rating (Developing Appropriately) in all other academic areas
- maintain at least a “3” rating in effort and conduct (personal development)

### **FIELD TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural and social experiences of each student. Educational field trips are encouraged but not required; if a parent chooses for a child not to participate in a field trip, then the student is required to attend school on that day or be marked absent. Parents request in writing that the Academy permit their son(s) to take part in field trips by completing the Field Trip Parent Permission form.

Participation in a field trip experience is a privilege not an entitlement. For a student whose behavior may cause concern for personal safety as well as the common good, the teacher may request that he not attend or that one parent/guardian accompany him. Faculty members, assisted by other designated adults, must accompany the students. All trips originate and terminate at the Academy since they are school-sponsored activities. All methods of transportation must be adequately insured.

### **HOMEWORK**

The purposeful objective of homework assignments is the extension of learning beyond the classroom. Homework is usually an assignment given by the teacher that reinforces or enriches a concept or skill presented in class. This assignment can include both written and study work. While not precluding parent monitoring or assistance, assignments should be done by the student independently and should not require undue parental involvement. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The Academy realizes that teachers, students and curriculum content vary, but the following time allotments provide a



suggested framework:

Grades K, 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90 -120 minutes

If a student is absent, parents should check on the homework website for assignments. Parents may call the main office for student books and other learning resources before 1:00 P.M. Books can be picked up at the office after 2:00 P.M. This arrangement is to minimize classroom distraction and interruptions.

### ***MUSIC PROGRAM***

Participation in the music program is encouraged as it contributes to a student's personal growth. A student's effort, respect and cooperation are essential to continuation in the music program. St. Aloysius Academy has a comprehensive music curriculum that includes weekly classroom music instruction for all students. Instrumental, piano, and choral lessons are available. In addition, there are opportunities to play in the band, jazz band, marching band, and percussion ensemble according to cooperation, ability and achievement. A Music Program handbook that details the policies and procedures of the Music department, including student expectations, is available and posted on the school website. A fee schedule for individual lessons and group instrumental participation is issued yearly.

### ***LEARNING SUPPORT – REMEDIATION AND ENRICHMENT***

The services of a learning support teacher are available for students who need additional instructional assistance in skills development or may benefit from enhanced enrichment in addition to classroom instruction. This support is provided primarily to students in Grades K-5. Students may receive this service as determined by professional testing or mutual agreement of the teacher and parent. The final determination for initiating or suspending this service resides with the Principal.

## **REPORT CARDS**

Report cards are issued to students in Grades K through 8 three times during the academic year. The academic calendar defines Trimesters. Parents are asked to carefully review the student's progress and contact the teacher as needed regarding report card grades. A school-initiated parent/teacher conference is scheduled usually prior to the completion of the first trimester. A parent's attendance is essential. A conference with the child's teacher may be requested at any time during the school year.

Likewise, a teacher may request a conference with a parent. Conferences normally do not include a third party, e.g. grandparent, relative, friend of the family, etc.

Since direct communication can provide helpful insight that is in a student's best interest, St. Aloysius Academy requires parents to first meet with the teacher in matters concerning the personal development or academic progress of their child. If this meeting is not satisfactory, another meeting with the Principal/Vice Principal, teacher and parents can be arranged as a supportive intervention.

During each Trimester, student progress can be viewed by parents at any time via their access to the school's on-line grading program, [www.OptionC.com](http://www.OptionC.com). This communication feature keeps parents current about student achievement, potential failures or missing assignments. This is to allow sufficient time to make up tests, complete assignments or improve study habits. Certain circumstances warrant an incomplete (Inc.) on the report card. Grade-level appropriately, students have a designated time period to hand in assignments that meet with teacher approval. A grade will then be issued. This time frame is applicable only for the first two report periods.

## **REPORT OF STUDENT PROGRESS**

A student's progress can be viewed at any time via Internet at [www.OptionC.com](http://www.OptionC.com). Parents are provided unique identification numbers and passwords to access their son's OptionC account.

## **STANDARDIZED TESTING**

The Terra Nova is administered each year, usually in early spring, to students in Grades 1-7. The results are communicated to parents and are reviewed and analyzed by the school for curriculum and instruction planning that enhances teaching and learning on behalf of learners.

## **CODE OF CONDUCT**

*"The school's task is to cultivate the intellectual, creative and aesthetic faculties of the individual; to develop in the students the ability to make correct use of their judgment, will and affectivity; to encourage just attitudes and prudent behavior and to prepare them for their working lives."- St. John Paul II*

Mutual respect and cooperation characterize interactions in the St. Aloysius Academy school community. A positive atmosphere of discipline and order creates a safe and supportive learning environment that fosters personal and social growth in all students. The essence of Christian discipline is self-discipline. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors. As a result, character and the ability to make good choices reflecting Gospel values are strengthened. Students are encouraged to seek the common good at all times.

Students need to realize that the observance of classroom directives and school policies brings about harmony and order, and that these are in place to safeguard their liberties rather than curtailing them. It is the intent of the Academy to develop this self-discipline in each student and to instill proper attitudes toward discipline and personal responsibility.

Violence, bullying or harassment, in any form, including verbal, emotional (oral, written or electronic) or physical behavior is not tolerated at St. Aloysius Academy. In some cases, this behavior can result in dismissal from the Academy. Conduct by students or parents, or anyone acting on their behalf, incompatible with the religious and educational mission of St. Aloysius Academy is

subject to disciplinary review, and may result in expulsion. In extreme cases this may include reporting to the appropriate legal authorities. This policy also refers to any abusive, violent, inappropriate or harassing conduct, real or electronic, which causes public scandal, defamation or embarrassment to St. Aloysius Academy. This policy applies both on and off the school campus as well as in social media venues.

The school administration makes the final determination about the inappropriateness of behavior. If a student is suspended, the circumstances of the suspension may require further intervention before the student may return to school.

The Academy expects students to comply with directives and policies. Students must be respectful, courteous, cooperative and attentive to teachers and staff at all times. They must show respect and consideration for their classmates. They are expected to respect and care for school resources and school property. Classroom discipline is the responsibility of each teacher and usually matters of discipline are handled there. This includes but is not limited to general classroom management, behavior, assignments, etc.

Continuous disregard for school regulations and policies will result in disciplinary action at the discretion of the teacher with counsel from the Principal. It may be necessary to suspend a student if there is a serious violation or blatant disregard for school regulations. Any conduct inside or outside the Academy, as well as on-line, deemed inappropriate or detrimental to the reputation of the Academy can result in disciplinary action. Students found in possession of a weapon, illegal drugs, or pornographic material may be suspended with possible dismissal from the Academy. As needed, legal authority may be contacted.

Every student has the right to a school environment that is safe, orderly and conducive to learning. Any student who consistently disrupts this environment, either inside or outside the classroom, may be dismissed. When suspension is deemed necessary, the student's parents/guardians will be notified. A written record of such suspension is kept on file. Any suspension makes a student

liable for dismissal. Dismissal or expulsion is viewed as a radical action at which point the Academy is stating that the student's interests would be better served in another environment and that it is counter-productive for the student to continue as a member of the Academy community.

St. Aloysius Academy reserves the right to dismiss any student at any time whose conduct is considered to be inconsistent with the goals and philosophy of the Academy and the values of the IHM Congregation or the Catholic Church. This also applies to a parent or guardian. The Academy reserves the right not to invite a student back for the next academic year if behavior, attitude, or academics are not in keeping with the policies and philosophy of the Academy. Parents are encouraged to cooperate with the school in modeling and teaching these values and principles. Parents/guardians who do not cooperate with the Academy may be asked to withdraw their son. The common good is the priority of the Academy.

Students who participate in the Athletic program or Music program are subject to the policies and procedures of those programs. The Athletic Handbook and the Music Handbook can be accessed on the Academy website.

The Principal is the final recourse in all disciplinary matters and reserves the right to waive any and all regulations for just cause at her discretion.

### ***ACADEMY DRESS CODE***

Our school uniform is a source of school pride; it is part of our St. AA legacy. The personal appearance of students, including the correct wearing of the school uniform as described, should contribute to their self-confidence and self-esteem and not – through lack of adherence - distract from learning. Therefore, students are expected to be neat, well-groomed, and in complete uniform at all times. Current fads in hair style, clothing, jewelry or shoes are not acceptable. **The following is the uniform requirement at the Academy:**

- official navy blazer with school emblem (sewn on blazer) – school seal

- regulation dark gray dress pants with black, navy blue or dark brown dress belt (no designs or elaborate buckle)
- white dress shirt (no decoration); short or long-sleeved
- navy tie (**K-5**); red and navy tie (**6-8**) \*\*
- navy blue or black dress socks
- black, brown OR beige or black buck shoes - oxford tie, Velcro, or slip-on [Merrell Jungle Moc]. **No loafers, boat (Sperrys or otherwise), boot, moccasin/slipper or athletic styles are permitted.**

For unusual circumstances, a note can be sent to the Principal requesting an exemption from the Dress Code for a short period of time.

#### **EARLY FALL & SPRING UNIFORM**

Usually during September through mid- October, mid-April, May and June, students may wear a **blue uniform golf shirt embroidered with the school name**\*\*. This replaces the tie, white shirt, and blazer. **The St. AA golf shirt may be purchased through the school store\*\*.**

#### **PHYSICAL EDUCATION UNIFORM**

Students must be in complete uniform for physical education classes. This includes:

- ✓ \*\*regulation St. AA Academy navy shorts and St. AA Academy navy sweatpants
- ✓ \*\*regulation St. AA Academy school grey t-shirt
- ✓ \*\* white or navy St. AA logo crew socks or plain white or navy crew socks
- ✓ non-marking sneakers (tie or Velcro)

**NOTE: Grade 6, 7 & 8 only – Wildcat sweatpants are mandatory; Grade 5 wears the regular St. AA sweatpants.**

**For physical education class day, ONLY students in Grades 5-8 have permission to wear St. AA Spiritwear items (shirt & shorts) in place of the regulation uniform with the exception of the **REQUIRED St. AA Phys. Ed. Uniform sweatpants** as directed.**

- **NOTE:** All students have permission to wear St. AA Spiritwear items when enjoying a non-uniform day, such as a Dress Down.

- Most uniform items other than what is offered at the school store are sold through the Flynn and O’Hara Uniform Company; this company provides the school with a % of all sales. 1-800-441-4122 or [www.flynnohara.com](http://www.flynnohara.com)

**NOTE:** \*\* Indicates items sold at **St. AA school store – Wildcat Wonders**

HAIRSTYLES: Students’ hair cuts are to be neat and clean – no excessive length [Limit: mid-neck line] – (shoulder length or longer is not acceptable); no bangs covering eyes. Hair should be styled away from the eyes. Hairstyles should not become a source of distraction to oneself or others. Fad hairstyles that are considered by the administration as excessive and hair dying or extreme color changes are not acceptable. Facial hair is not permitted.

JEWELRY: Earrings, rings, necklaces, and fad jewelry are not permitted. A suitable wrist watch and a religious medal on a thin chain may be worn. In addition, no visible body piercings or tattoos are acceptable.

### ***BUS SERVICE***

Bus transportation is handled through the school district of the student’s residence. Transportation is provided to individual students within a ten-mile radius from the perimeter of the school district. No student may ride a bus other than the one to which he has been assigned. Students who are not registered with the transportation department in their local school district may not ride the bus.

Students are expected to conduct themselves in an orderly manner and to show respect for the bus drivers and fellow students. Students are expected to remain in their seats at all times and to be cooperative in order to insure the safety of all. Shouting, screaming, using foul language or any inappropriate physical contact will not be tolerated. If it is necessary for the bus driver to issue a citation to the student, an additional disciplinary action may be taken by the Academy. The Principal has the authority to suspend or dismiss any student from the bus for inappropriate behavior. Infractions of bus rules as reported and

verified. Continual abuse of bus privileges can result in a suspension or the denial of transportation as well as other disciplinary action by the Academy. This bus policy also applies to the St. Aloysius Academy bus (leased) and all other transportation services.

Every School District has established the following general rules in order to insure the safety of all passengers. Each school district may add protocols to safeguard students.

- Use only the bus and the bus stop assigned
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly and make no unnecessary noises
- Do not talk to the driver unless it is necessary
- Keep head and arms inside the bus
- Do not eat or drink while riding the bus
- Do not litter the inside of the bus or throw anything out the window; do not damage seats or other parts of bus interior
- Be quiet when the bus is crossing railroad tracks
- *Students are not permitted to change their assigned bus without district authority*
- Never stand until the bus comes to a complete stop

### **DEMERITS (GRADES 3-5) AND PERSONAL DEVELOPMENT INFRACTIONS (GRADES 6-8) (PDI)**

A student's personal development and character formation are priorities at the Academy. Normally, prior to the issuance of a demerit or PDI other interventions are initiated. The following explanation serves as a guideline for the issuance of demerits or a PDI. It is not an all-inclusive list:

- Improper, inappropriate or disruptive behavior – including, but not limited to disturbances in class, gym, playground, lunchroom or school bus
- Disrespect – any improper attitude or behavior displayed toward any teacher, staff member, volunteer parent, administrator or fellow student. This includes verbal, non-verbal or physical bullying-like behavior towards another student
- Dress code violation – any repeated infraction of the uniform dress code



- Gum chewing/eating in class - gum is not permitted on campus, including the school, chapel, gym, lunchroom or parking lot; snacks may be eaten only at the designated time and place
- Not prepared for class – not having proper supplies or books for class repeatedly. A demerit or PDI will be issued after a warning (conferencing with student) has been given
- Cheating/Plagiarism – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action
- Abusive language – any inappropriate written or verbal language used on school premises. This includes cyber-bullying
- Damaging or defacing school property.
- Failure to return a signed demerit or PDI form – these are returned the next school day
- Electronic device usage, including cell phones, during school time without teacher permission
- Any other improper, rude or inappropriate behavior that warrants disciplinary attention
- Misuse of technology, including damage to devices

When a student receives a demerit or PDI, the parent must sign it and return it the following day to the issuing school official. A parent signature indicates that the parent has seen the demerit or PDI.

### ***DETENTION***

A detention is warranted after three accumulated demerits /PDI or after one serious infraction which warrants an immediate detention. This decision is made by the Principal. An administrator/teacher will extend at least a twenty-four hour parental notice for a detention. All detentions must be served in a timely fashion.

### ***DRUGS AND OTHER SUBSTANCES***

No student may use, possess, sell, or distribute alcohol, tobacco or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school sponsored events. The term “alcohol, drugs, and other substances” shall be construed throughout this policy to refer to

the use of all substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel or designated personnel with written orders from a physician and parent.

***ELECTRONIC DEVICES, COLLECTIBLE ITEMS, GAMES***

Personal MP-3 players, iPods or any tablet devices such as an iPad, cellular phones, hand-held video games, smartwatches or any other personal electronic/mobile devices or collectible items are not permitted in school. These can be distracting or disruptive to the learning environment and may not be seen, heard, or viewed during school hours. The Academy is not responsible for lost or stolen items; this includes all personal valuables.

The Academy reserves the right to search anything brought on its campus. In some cases infraction penalties can include a fee and/or the confiscated object being held from the student or parent at the discretion of the Principal. Items taken by faculty or staff will be returned at a later date, in most cases, directly to the parent. A Bring Your Own Device (BYOD) policy is in effect for all students. Teachers may make an exception when a device is used for educational purposes; this will be communicated to parents.

***HARASSMENT***

The Academy prohibits harassment and bullying of any kind including sexual harassment. Sexual harassment refers to any unwelcomed sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Any student or parent who is determined by the Principal to have violated this policy will be subject to appropriate disciplinary action. In some cases this behavior could result in the involvement of law enforcement.

## **SUSPENSIONS AND EXPULSION**

Just and appropriate disciplinary policies are essential to the well-being of each student, the common good and the educational process. St. Aloysius Academy's procedures, which are remedial in nature, include the necessary provisions that support the individual student's personal development and protect the common good of the school community.

Infractions of a serious nature are liable for suspension as determined by the school. Parents will be informed in writing of the suspension as well as by phone. In-school or out-of-school suspension will be determined by the Administration. Following suspension, parents [and the student] will attend a conference with the Administration. Students removed from the school community will not be readmitted before a parental interview has been conducted, and all other conditions for re-admittance have been satisfied.

Parents and a student may be required to sign a formal agreement in which they signify their understanding of the suspension and agree to assume responsibility for future inappropriate behavior. Parental cooperation is essential to a united support of a student. When necessary, a student will be referred to a counselor. The signed agreement of parents and a written report of the suspension are placed in the student's file. Suspension records are not a part of the student's permanent or cumulative record. Suspension records will be made available to authorized school personnel and parents.

Serious infractions on campus, bus or at any school activities may result in an immediate suspension or a more serious disciplinary action. Some examples of serious infractions include, but are not limited to, the following:

- Serious disrespect for authority
- Disruption in a classroom that results in a loss of instructional time
- Absenting oneself from class or any other school area without legitimate permission
- Harassment or bullying (verbal, emotional, sexual, physical or electronic); this includes cyberbullying
- Possession of any item which may present a danger to others

- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages
- Vandalism
- Stealing (including cheating)
- Truancy
- Violent or abusive language or behavior; fighting of any kind
- Technology or electronic device misuse
- Bomb scares or false alarms

Suspension may lead to expulsion. The Principal will inform the parents of the seriousness of the matter that warrants a suspension and seek their immediate cooperation in a corrective program designed to resolve the student’s situation. Mandatory intervention strategies may be included.

After two (2) formal suspensions, a student may be liable for expulsion. In certain instances an infraction may warrant immediate expulsion. St. Aloysius Academy reserves the right to dismiss any student whose conduct or parent’s conduct is inconsistent with its policies, the common good of the school community or Catholic teachings. Parents will be informed in writing of an expulsion. The Principal, after careful examination of the facts of the student’s situation, determines all instances of suspension and expulsion.

***LEADERSHIP COUNCIL***

Qualifications for nomination for President (Gr. 8), Vice-President (Gr. 7 or 8) and other Leadership Council positions (Gr. 7 or 8):

The student must:

- A. Have attended St. Aloysius for one full year before the election
- B. Have a cumulative general average of 88 or above with no major subject average lower than 85 and at least a “3” (Developing Appropriately) in all other academic areas
- C. Have at least a “3” in conduct and effort

Qualifications for nomination for Class Representative (Gr. 5-8):

The student must:

- A. Have attended St. Aloysius for one full year prior to the election

- B. Have a cumulative general average of 85 or above with no major subject average lower than 80 and a "3" (Developing Appropriately) in all other academic areas
- C. Have at least a "3" in conduct and effort

Elected officers must maintain throughout the school year the standards that were used in the eligibility/ selection process, carry out the duties assigned to their specific offices, consistently uphold school policies and promote positive school spirit. A Leadership Council officer/class representative is expected to adhere to the Academy's Code of Conduct, be a team player and display respect and cooperation at all times. Failure to do so can result in a probationary period designated by the Leadership Council moderator in consultation with the Principal. Dismissal from the Leadership Council may result if consistent cooperation and standards are not maintained.

**P.A.W.S. LEADER CRITERIA**

GOAL: To promote the *Magis* in the tradition of St. Aloysius Gonzaga and to encourage students to assume roles of Christian leadership and service in the IHM tradition of love, creative hope and fidelity!

A student at each grade level merits recognition, age appropriately, for demonstrating qualities of character or Christian values or demonstrating growth in personal development qualities. Sometimes it is merited for consistent performance or improved effort; other times it may be merited for an extraordinary achievement or action. It is also awarded for showing improvement in a particular aspect of personal or academic development. This is usually awarded on a monthly basis and publicly acknowledged at a school gathering.

***Such aspects of a student's personal development include but are not limited to:***

- Accepting responsibility
- A willingness to help others; volunteering
- Cooperation
- Displaying a recognized level of improvement in personal development skills or academics
- Respect for teachers, classmates and school property

Influencing other students positively  
Kindness  
Courtesy  
Hardworking – consistent effort  
Faithfulness to an assigned duty  
Sportsmanship – positive attitude and team spirit  
Leadership

**P.A.W.S. = Peace, Awareness, Witness & Service – True Wildcat spirit!**

## **MEDICAL INFORMATION**

The Health Room is available during school hours for students who become ill. If in doubt as to your son's health in the morning, a parent is advised to keep him home. If a student is absent 5 or more consecutive days, a doctor's note is required.

A School Nurse provided by the Academy is on duty four days per week. The Radnor Township school nurse is available only one half-day per week; this nurse also coordinates the yearly health screening for all students. The school nurse's responsibility is the care and safety of all students. The school nurse also maintains all Health Records. At times the school nurse offers instructional presentations to the students on matters of health and safety. Parents are asked to contact the school nurse if a student has a specific health issue or if any concern arises. If a student is injured or becomes ill during the school day, the Academy will make every effort to contact the parent in a timely manner. Important student health-related information and required forms can be found on the Academy website on the Parents tab at "Forms/Downloads".

## **IMMUNIZATIONS**

Immunizations are required for all students entering school for the first time at the Kindergarten or first-grade level and also for students entering from out of state or from another country.

- Diphtheria and Tetanus -- 4 or more properly spaced doses of DTP, DtaP, Td, or DT, or any combination of the three with one

- dose administered on or after the fourth birthday
- Polio - 4 or more properly spaced doses of polio vaccine (IPV or OPV) (4th dose on or after fourth birthday and at least 6 months after the previous dose given)
  - Measles (Rubeola), German Measles (Rubella), or Mumps - 1 dose of each preferably given as MMR on or after the first birthday
  - Measles (Rubeola) - a second properly spaced dose, preferably give as MMR
  - Hepatitis B - 3 properly spaced doses of vaccine
  - A Tuberculin test within the last 6 months (or statement by Physician that your child is not at risk)
  - Varicella:
    - ✓ 2 doses of varicella (chickenpox) vaccine or history of disease
  - Children attending 7<sup>th</sup> Grade need the following
    - ✓ One does of tetanus, diphtheria, acellular pertussis (Tdap)
    - ✓ One dose of meningococcal conjugate vaccine (MCV)

Children entering pre-Kindergarten must have all age-appropriate immunizations and maintain a schedule to have all of the above completed before entering Kindergarten. A dental exam is required for students in K, 3, and 7 and all new students; a physical exam is required for students in K and 6 and all new students.

### ***Medical Appointments***

Arranging doctor or dental appointments during the school day is strongly discouraged. Whenever possible, parents are requested to schedule appointments on school holidays or after school.

### ***Medications***

Physicians should be encouraged to prescribe medication for children before and after school. However, the Academy nurse or in her absence a faculty member, will dispense medications when prescribed. If a student is in need of medication during the school day, the following requirements must be met:

*Prescription and non-prescription medications must:*

- be clearly identified as to the name and type of medication

- be in the original container
- carry a prescription label with the student's name, drug identity, dosage instructions, doctor's name, and current prescription date
- have a note/medication form filled out, dated and signed by the parent and doctor indicating the student's name, dosage, time and other pertinent information - **THE DOCTOR MUST SIGN THE FORM**
- be kept in the school office or clinic and administered by the school nurse or her designee
- a completed Medication Form must be on file

A non-aspirin analgesic, antacid, ibuprofen or Benadryl will be administered to a student only with the written permission of a parent as noted on the Student Emergency form. Permission via the telephone is not sufficient. **Students may not carry medicine on their person nor self-administer medication. This is a matter of personal safety.**

*When to keep your child home from school:*

- fever of 100 degrees or higher and child should be fever free for 24 hours (without fever reducing medication)
- if your child has a low grade fever (99 degrees) and has other symptoms (cough, headache, sore throat, nausea, cramps) or generally looks sick
- if your child has a GI virus that includes vomiting or diarrhea, they should not return until they have gone 24 hours without vomiting or diarrhea. Also, if your child vomits in the morning prior to the school day, please don't send him that day.

### **Concussion Policy**

If a student is diagnosed with a concussion, it is our desire that he recover as quickly as possible. In the medical profession, there is a universal agreement that cognitive and physical rest is critical to healing. Once a student has returned to school, it is assumed that, with appropriate medical accommodations, he is capable of working in class; completing assignments, homework, and assessments. Any medical accommodation must be **updated by a medical professional** on a regular basis until the student has been cleared for full academic participation including physical



education (gym and karate), recess and attendance. Students must be **headache and concussion symptom free for 24 hours before returning to school.**

**A DOCTOR'S NOTE is needed once a student is diagnosed with a concussion, stating the date of the concussion and all cognitive and physical restrictions.**

A concussed student **WILL NOT** be permitted to participate in any extracurricular activity, sports, field trip, or gym/karate until they are **MEDICALLY CLEARED.**

**A CLEARANCE NOTE, FROM THE DOCTOR** is needed once a student is to resume all activities both cognitively and physically.



## TECHNOLOGY

The Academy provides Internet access to students with teacher supervision for instructional purposes. In an effort to ensure the safety of the student and guard the liability of the school, an *Acceptable Use Policy* has been developed. A copy of this policy along with the *Student Internet Access Contract* is provided in this handbook. Parents and students are required to read the policy and sign the contract distributed at the beginning of the school year.

### ACCEPTABLE USE POLICY FOR TECHNOLOGY 2017-2018

#### Purpose

Technology is a valuable and real world educational tool. *St. Aloysius Academy* will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, parents, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

#### Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in

school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the *Acceptable Use Policy* and may be subject to the disciplinary measure found herein.

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

## **Goal**

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

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate analysis, evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

## **Responsibilities of User**

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

At *St. Aloysius Academy* we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

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

## Technology Use Guidelines

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

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

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

- Teacher/school eBoard®
- Teacher/school Learning Management System – Option C™

- Teacher/school email
- Teacher/school phone number
- Teacher created, educationally focused networking sites
- Teacher/school Google Classroom

Administrators, teachers or staff in their normal responsibilities and duties may be required to contact parents outside of the school day. An administrator, teacher, or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students.

If a student contacts an administrator, teacher, or staff member using a personal phone/cell number, email or networking sites, the administrator, teacher, or staff member should immediately report this to the school administration or appropriate authorities. The exception for Gr. 5-8 when the electronic communication is for instructional purposes (@ihm.staloysiusacademy.org account).

**Electronic and Mobile Devices:** Users must adhere to school policy that may further define uses of mobile devices. Cell phones, eReaders, iPads, iPods, Tablets may be brought to school, but must be turned off and in a student's bag during school hours. In the case of Gr. 5-8 students, the cell phone/device is housed in the homeroom for the duration of the school day. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use. Students may use electronic devices for educational purposes only. Students who access social networking, gaming sites, photos, or music on their personal phones, smartwatches or other mobile devices before, during or after school will be in violation of this policy. (*Guidelines posted: Parent-Student Handbook, BYOD, [www.staloysiusacademy.org](http://www.staloysiusacademy.org)*)

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

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

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

**Administrative Rights:** The *Academy* has the right to monitor both student and employee use of school computers, mobile devices, and computer accessed content. Due to the evolving nature of technology, *St. Aloysius Academy* reserves the right to amend or add to this policy at any time without notice.

### Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Flickr, Google+, Houseparty, Instagram, Kik, Snapchat, Tumblr, Twitter, and YouTube.

Administrators, teachers, staff, parents, and students may not mention members of the *St. Aloysius* community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

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

### Policy Violations

Violation of the above rules will be addressed by the administration of *St. Aloysius Academy*. Violation of these rules may result in any or all of the following:

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

**St. Aloysius Academy**  
**Acceptable Use Policy for Technology**  
**BYOD – Bring your Own Device**  
**2017-2018**

*St. Aloysius Academy* is committed to educate its students to work and to learn effectively with technology and to ensure responsible use of technology. If students are to be productive members of the 21<sup>st</sup> Century workplace, they must move beyond the skills of the 20<sup>th</sup> Century. The characteristics of the 21<sup>st</sup> Century classroom are different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology. During your child/ren's formative years at *St. Aloysius Academy*, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. We recognize that the digital world allows anytime, anywhere access therefore *St. Aloysius Academy* is providing the opportunity for the students to **Bring Your Own Device - "BYOD"** (e.g. *Android, eReader, iPad, Kindle*) to school under the supervision of teachers. Use of technology is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *Acceptable Use Policy for Technology and Parent-Student Handbook*. The purpose of the BYOD is to support the students' learning.

**Guidelines for BYOD**

- Use for educational purposes only.
- The device is the responsibility of the student.
- Access to the *St. Aloysius Academy* network on a personal/non-school issued device will not be permitted without explicit administrative permission.
- No downloads or updates on a personal/non-school issued device will be performed at *St. Aloysius Academy*.
- The device is used with the teacher's knowledge.
- Teachers have the right to monitor and restrict use of the device.



- Unauthorized use of the device will result in loss of privileges.
- The St. Aloysius Academy Acceptable Use Policy for technology as stated in the handbook applies to BYOD.
- St. Aloysius Academy will not provide technical support on personal/non-school issued devices.
- Unauthorized filming, photographing, or recording of any person or class is prohibited. This is considered a serious disciplinary infraction.
- Personal device should be clearly labeled with student name.
- St. Aloysius Academy cannot be held responsible for loss or damage to the personal device.



## Chromebook Initiative

### Grades 5-8

St. Aloysius Academy endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate. The focus of the Chrome device initiative at St. Aloysius Academy is to create a collaborative learning environment. This environment will enable and support students and teachers to implement a transformative use of technology while enhancing students' individual engagement with content and promoting the development of self-directed, responsible learners. Students will extend their 21<sup>st</sup> Century digital literacy skills of collaboration, communication, creativity, critical thinking, organization, and innovation. They will transition from consumers of information to creative producers and owners of knowledge.

The Chromebook allows student access to Google Apps for Education, and other educational web-based tools. Google Apps for Education is a suite of productivity and collaboration tools which includes but is not limited to Gmail, calendar, word processing (Docs), presentations (Slides), spreadsheets (Sheets), forms, as well as apps available in the Chrome Web Store. All documents and files will be stored online in the Google Cloud environment. With a wireless Internet connection, and each student's Chrome/Google login information, they can access their data from anywhere, at any time. The Chromebook is an educational tool not intended for gaming, or social networking.

The St. Aloysius Academy Acceptable Use Policy for Technology applies to all student use of Chromebooks. (*Guidelines posted: Parent-Student Handbook, BYOD, [www.staloyusacademy.org](http://www.staloyusacademy.org)*)

Teachers may set additional requirements for Chromebook use in their classroom.

### **General Guidelines:**

- Chromebook should be clearly labeled with student name.
- Chromebooks must be transported with care in the required school issued case/bag.
- Chromebooks must be brought to school each day charged.
- Do not over charge the device. (i.e. not necessary to leave plugged in overnight.)
- Battery life – 50% should last the school day.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- No food or drink near the Chromebook when it is in use.
- Chromebooks should not be left in an unsupervised area.
- Inappropriate media may not be used as a screen saver or background.
- Screen background must be a solid color.
- Sign-in picture should be a student photo or selected from the Chrome “people” box.
- No stickers adhered to the device.
- Games may not be downloaded during the school year.
- Grade 5 requires that a USB mouse be attached to the Chromebook.
- Printing functionality is subject to classroom requirements.
- St. Aloysius Academy will submit an insurance claim for 1 repair if the device is accidentally damaged. Additional repairs are the responsibility of the parent and student.

### **School Issued Chrome/Google Account:**

- Is a requirement for access to login to the Chrome device.
- Student Gmail account is built into the St. Aloysius Academy domain. (\_\_\_\_\_@ihm.staloyusiacademy.org)
- Login information is confidential. Students should never share user names or passwords.

### **Electronic Communication:**

- Do not use school issued email account for personal communications.
- E-mail sent/received should be related to educational needs.
- Always use appropriate and proper language.
- Do not transmit language/material that may be considered offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail communications are subject to review by St. Aloysius Academy at any time.

### **Operating System/Security:**

- The Chromebook operating system, Chrome OS, updates itself automatically on start up.
- The Chromebook is built with layers of protection against viruses, and malware including data encryption and verified boot. There is no need for additional virus protection.
- The Chromebook does not run Windows or MAC application software.

### **NetSupport School** – Classroom management solution

- Teacher can monitor all student Chromebooks.
- Allows teacher to control student activity on each device in the classroom.
- Enhances collaboration with the teacher by providing the functionality to chat with a student and answer a “help” question.

**Acceptable Use Policy for Technology  
St. Aloysius Academy  
Student Internet Access Contract  
2017-2018**

I understand that when I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and *St. Aloysius Academy*.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology and BYOD for St. Aloysius Academy*.

Student \_\_\_\_\_ Name(print) \_\_\_\_\_

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

Graduation Year \_\_\_\_\_

Grade/Room \_\_\_\_\_

**Parent or Guardian:** We ask that you review this policy with your child and sign below:

**Student Access Contract**

I hereby release *St. Aloysius Academy*, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school network, hardware or Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology* for St. Aloysius Academy. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology and BYOD* for St. Aloysius Academy. I hereby give my permission for my child to use the school network, hardware and Internet. I will not hold St. Aloysius Academy liable as a result of my son's use of the Internet on school premises. I understand that my child has agreed to follow the guidelines of this *Acceptable Use Policy for Technology and BYOD* for St. Aloysius Academy.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

