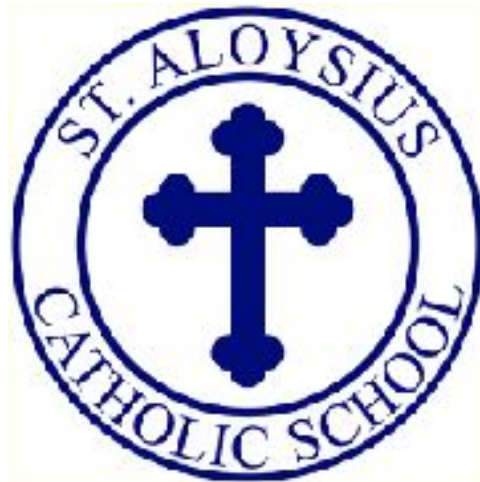


St. Aloysius Catholic School

Student Handbook
2022-2023



52 Church Street

(When driving, use Convent Street to get to the school)

P.O. Box 522

Gilbertville, MA 01031

413-477-1268

School Office Hours

Monday through Friday

7:30 A.M. – 2:30 P.M.

And by appointment

School Office: 413-477-1268

Fax Number: 413-477-1271

Email *: rmcquaid@stalloysiuscatholicsschool.com; d.rudnansky@stalloysiuscs.com
k.casiello@stalloysiuscs.com; m.fairbanks@stalloysiuscs.com

Website: www.stalloysiuscs.com

Facebook: www.facebook.com/StAloysiusCatholicSchoolGilbertvilleMA/

Parish Office: 413-477-6493

2022-2023 Staff

Pastor	Rev. Richard Lembo
Director	Mrs. Roberta McQuaid *
Associate Director/Gr. 7 Math	Mrs. Dawn Rudnansky *
Office Manager	Mrs. Kayla Casiello*
School Nurse	Mrs. Maxine Fairbanks*
Preschool	Mrs. Jennifer McNally
Preschool Aide	Mrs. Danielle Benkert
Kindergarten	Ms. Koren Madden
Kindergarten Aide	Miss Hannah Wrzesien
Grades 1	Miss Carrie Abreu
Grade 1 Aide	Mrs. Stacey Adams
Grades 2-3	Mrs. Kathleen Knight
Grade 4-5	Mr. Christopher Menard
Grades Gr. 6	Mrs. Erin Strogoff
Pastoral Assistant	Mrs. Loretta DiPietro
Art/ Music	Mrs. Mary Carfagna
Physical Education	Mrs. Tracey Harris
French/ Gr. 6-8 Grammar	Mr. Richard Monahan
Science Exploration	Mr. Mickey Novak
After School Coordinators	Mrs. Michele Connor/ Mrs. Lynn Wrzesien
Maintenance/ Technology	Mr. Dan McQuaid

***Who do I call or email?**

Mrs. McQuaid, rmcquaid@staloyusiuscatholicsschool.com: for matters relating to accounting, public relations, development and marketing, recruitment of new students and fundraising.

Mrs. Rudnansky, d.rudnansky@staloyusiuscs.com: for matters relating to parents, teachers or students, curriculum and assessments.

Mrs. Casiello, k.casiello@staloyusiuscs.com: for office related matters or help in filtering your concern to the proper person.

Nurse Fairbanks, m.fairbanks@staloyusiuscs.com: for specific health concerns.

New this year:

To notify us of an absent child or changes to your child's daily schedule, dismissal or after school program attendance, please email "notify@staloyusiuscs.com" and the email will be forwarded to Nurse Fairbanks, Mrs. Casiello, and Mrs. Rudnansky.

August, 2022

Dear St. Aloysius Catholic School Families,

This handbook is provided to serve as a guide to our rules and regulations. Most questions that are frequently asked by parents are answered within its pages.

St. Aloysius Catholic School is committed to upholding an environment that reflects respect for self and others and recognizes that the spiritual, academic, and social growth of our students is a shared responsibility between school and family.

We value the trust you have shown in us by your decision to send your children to our beloved St. Aloysius Catholic School. In turn, we look to you as partners in their education.

Yours in Christ,

The Faculty and Staff of St. Aloysius Catholic School

MISSION STATEMENT

St. Aloysius Catholic School is traditional in its teaching and understanding of Catholic doctrine. With a foundation built on faith rooted in the incarnate love of our Lord, Jesus Christ, we are dedicated to challenging each student through innovative academics, and developing good character, cultivating a spirit of charity for the community, supporting the family, and fostering a deep love for Jesus. Our ultimate goal is for each child to be set on a path to be the very best person that our Lord created them to be.

ABOUT ST. ALOYSIUS CATHOLIC SCHOOL

The original St. Aloysius School served local students from the early 1900's until 1970. When it was announced in late 2015 that St. Mary's School in the neighboring town of Ware would close, former parents and teachers approached the Roman Catholic Diocese of Worcester about forming an independent Catholic School in the St. Aloysius School building. With generous encouragement of the Diocese, its Catholic schools and Pastor Richard Lembo, St. Aloysius Catholic School was formed.

Sincere appreciation is extended to our many volunteers who helped to refurbish the building and to our benefactors who did not want to see Catholic education die in the Ware area.

ST. ALOYSIUS

Born in Castiglione, Italy, the first words St. Aloysius Gonzaga spoke were the Holy Names of Jesus and Mary. By the age of nine Aloysius had decided to forgo his family's call to military service and instead take up religious life, making a vow of perpetual virginity. When he was 18, he joined the Jesuits, after finally breaking down his father, who had refused his entrance into the order. He served in a hospital during the plague of 1587 in Milan, and died from it at the age of 23. The last word he spoke was the Holy Name of Jesus. He is the patron saint of Roman Catholic Youth.

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Schedule / Attendance / General Policies

Daily School Schedule: K – Grade 8

The school doors are opened for students at 7:20 A.M.

Students arriving at that time will go to their classrooms or upstairs to morning assembly.

7:30 A.M.	Entrance Bell
7:45 A.M.	Morning Prayers and Announcements
9:00 A.M.	Snack
9:20 A.M.	Recess
11:30 A.M.	School Lunch
11:50 A.M.	Recess
2:30 P.M.	Dismissal
5:30 P.M.	After School Program Closes

Uniform Policy for Grades K- 8

The school uniform is mandatory for all students in grades K through 8. Wearing uniforms reminds the students that school is a special place for learning. Cleanliness of uniforms worn in school is a reflection of the respect children have for themselves, so parents are asked to help assist their children in maintaining a level of neatness.

On **Mondays** and **Wednesdays**, students will wear gym uniforms as outlined below.

On **Tuesdays** and **Thursdays**, students will wear regular uniforms with option of any color polo shirt or white dress shirt. Girls may wear a skirt or jumper. All students may also wear pants (or shorts, weather permitting 4/15-10/15). Hoods and hats shall not be worn in the school building unless it is a theme day. On **Fridays**, students will wear regular uniforms (no shorts) and white dress shirt for Mass attendance;. Students can change into gym clothes for Science Exploration class should they wish. Regular uniforms must also be worn on Holy Days; gym uniforms will be worn on field trips unless otherwise noted. Uniforms can be purchased through the French Toast Company www.frenchtoast.com. French Toast uniforms can also be found online and through retailers such as Walmart, JC Penney, Amazon and Target. We have a number of uniform pieces in our gently used collection.

Girls Grades K-8

- Navy blue V-neck pleated jumper, (item # 1046) OR navy blue scooter.
- Plain, navy blue pants, docker style. Navy blue shorts (#1303) or similar, longer shorts.
- Short or long sleeve polo (item #s 1009 & 1012) OR any solid color purchased at any store.
- White blouse, long or short sleeve (item #s 1593 & 1594) OR similar purchased at any store.
- **Plain navy** (no emblems) blue sweater, zipper style hoodie or fleece purchased through the school or at any store OR (item #s 1120, 4101, & 1371).
- Tights or knee socks must be navy blue purchased at any store OR (item # 2244). Navy blue “leggings” can be worn under jumper or skirt for winter warmth.
- Dress shoes (black or brown) strap or tie. Select with safety in mind for stair climbing and play - or-
- Sneakers (some design is okay); white or blue socks of any style can be worn with sneakers.
- Make-up and nail polish is prohibited. Only natural shades of hair coloring are allowed. Please use discretion regarding hair accessories and jewelry; dangling earrings can be dangerous at gym or on nature walks.
- Gym uniform - plain navy blue sweatpants or shorts purchased at any store. Short/long sleeve shirt with school logo can be purchased through the school.

Boys Grades K-8

- Navy blue pants (item #s 1519 & 1524) OR similar can be purchased at any store. No cargo and no blue jean type material.
- Navy blue shorts (item # 1430 & 1431) OR similar purchased at any store.
- Short or long sleeve polo (item #s 1009 & 1012) OR any solid color purchased at any store.
- Short or long sleeve white button down dress shirt (items # 1014 & 1021) OR similar purchased at any store.

- Plain navy blue sweater, zipper style hoodie or fleece, purchased through the school or at any store (item #s 1370 & 1611).
- Socks (blue, black or white).
- Dress shoes black or brown (some design color is okay)- OR-
- Sneakers (some design is okay).
- Belt - black or brown.
- Gym uniform - plain navy blue sweatpants or shorts purchased at any store. Short/long sleeve shirt with school logo can be purchased through the school.

Uniform Code Enforcement

Personal appearance is the responsibility of each student, supported and guided by the home and school. The school uniform should always be worn with pride. Students out of uniform will be reminded of the school's policy by the classroom teacher. Repeated violations may require the teacher and/or director to send a note home informing parents of the violation and asking them to keep their child/children in compliance.

Casual Dress or NUT (No Uniform Today!)

Students are allowed to wear neat, casual clothing on dress-down days. Pants and jeans should fit at the waist and be free of holes and frayed edges. Shirts are not to carry inappropriate pictures, logos, or slogans. Skirts and shirts must be of appropriate length. Leggings may only be worn if a top covers the leggings to the mid-thigh. Tops should have modest necklines and should cover the midriff. Flip-flops, open-toed or open-backed shoes and tank tops are not allowed. Any student appearing at a dress down day with unacceptable attire will be sent to the uniform closet for a change of clothing. If you think maybe you should not wear it, err on the side of caution and wear something not in question. We request that you not use NUT day passes on Mass days. Students are allowed a NUT day for their birthday or half birthday and can earn them throughout the year.

Preschool Dress Code

Students should dress appropriately for an active school day with safety always in mind and dress to engage in playful activities. Clothing should be able to be manipulated personally by the child and should not require teacher intervention. All students must wear sneakers/athletic/durable shoes. Safety should be the first thing you think about when picking out your child's/children's shoe attire. In cold weather please make sure your child/children are prepared to go outside with a warm coat, hats, gloves, boots etc. Dresses should be worn with shorts underneath for modesty.

School Lunch NUT FREE INFO

Students are asked to bring their lunch to school. Due to our nut free policy (see Page 16), peanuts and tree nuts must be excluded from lunches and snacks. Tree nuts include: walnuts, pecans, cashews, brazil nuts, hazel nuts, macadamia nuts etc. Refrigeration is not available, so students should bring their lunch in an insulated lunch box with an ice pack. Students **can not share food** with other students and should not bring soft drinks, excessive amounts of candy or glass bottles without shatter proof protection. Parents should not bring lunches or drinks from carryout restaurants. Students are to bring in their own utensils/napkins and bring home any unopened food to avoid waste. At the conclusion of the lunch session students will clean up their dining area.

Bus Transportation

If you live in the towns of Hardwick or Gilbertville please inquire with the office if interested in bus transportation.

Car Transportation, Pick up/Drop off, Walkers

Parents who drive their children to and from school should use the Convent Street entrance. They will be required to drive past the front door and turn around in the back parking lot to drop students off at the main entrance six cars at a time. Students will be greeted by school personnel at their car and at that point can safely exit the car and walk towards the stairs. **For safety purposes due to oncoming traffic, parents will stay in the vehicle while students exit from the passenger side ONLY. Parents will put the car in park and secure the vehicle before students open the door.** Parents are asked to refrain from cell phone use and pay close attention during the drop off and pick up process. Please follow the traffic directions given by the teachers or officer on duty. Walking students need to have a note from the parent indicating the days they will walk and permission indicating such.

In the interest of safety, parents **picking up** their children at the end of the day are asked to repeat the drop off procedure. School staff on duty will check for parent arrival by use of family name placard provided by the school and placed for best visibility on their vehicle's dashboard or visor. The person picking up must be designated on the emergency contact sheet. **The vehicle must be placed in park. All students must enter the vehicle from the passenger side ONLY. In the case of YOUNG CHILDREN, the VEHICLE MUST BE TURNED OFF so that the parent may exit the vehicle to assist in securing the children.** Students not picked up by approximately 2:35 P.M. will be sent immediately to the After School Care Program and the parent or emergency contact(s) will be notified. Please call the school if you are going to be a few minutes late. Parents are charged the after school rate for using this program.

Delayed Openings/No School

On days when a delayed opening is announced, school will begin at 9:30 A.M. and end at 2:30 P.M. Early dismissals, late openings, and closings due to inclement weather are announced on local radio and television stations. Decisions regarding delays, closings due to inclement weather will be made using the Quabbin Regional School District's decision as a guideline; families may opt to receive a call through the District's "One Call" notification system. When a decision is made to dismiss early, every attempt is made to notify parents or those individuals who routinely pick up your child. After School services are not available when an early dismissal is called due to inclement weather or other reason.

Attendance/Absentee Regulations

Regular attendance is part of the learning process and builds community spirit and solid relationships. Please make sure your child attends school and that absences are for legitimate reasons. Parents of students who are not going to be in school are asked to call the school office before 8:00 A.M. Calls will be made from the office to a parent to determine the reason for the absence if the school is not informed by that time. Work missed due to absence from school needs to be made up in the most timely manner as possible. Work missed due to family vacation must be made up. Any assistance provided to students to make up missed work will be at the discretion of the teacher. If a student misses more than 20% of the school year it is not a guarantee that he/she will be ready for the next grade.

If a student is absent due to illness, they must be fever and/or symptom free for 24 hours before returning to school. Students who are sent home during the school day with a fever or the stomach bug will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. Likewise, students who are absent from or sent home sick from school should refrain from participating in after hours events on that day. A student absent for more than 5 consecutive days needs a doctor's note to return to school. **Guidelines for keeping your child home are attached to the end of this document for easy reference and will be provided to parents when a child is dismissed early from school due to illness.**

Early Dismissals/Tardiness

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child and if the child returns to school during the same school day, he/

she must be signed back into school by office staff. Students who are away from school for an appointment for 3 hours or more will be counted as absent for ½ day. Three early dismissals each of which are less than 3 hours constitute a day absent.

Our school community relies on the dedication and responsibility of parents and students to be on time for school. Late arrivals disrupt the flow of the morning. **Habitual tardiness is disrespectful to the classroom teacher and other students.** Please make sure to make appropriate morning arrangements so that tardiness does not become a habitual practice.

After School Care

The After School Program is open from 2:30 until 5:30 P.M. daily according to the school's schedule. Program staff will provide homework help, supervised outdoor play weather permitting, and occasional arts and crafts projects. Students attending the After School Program are expected to show respect for their classmates, teachers, and for other adults who work and volunteer at our school. Students who are disciplined regularly and do not improve their behavior may be asked not to attend the program. Incident reports will be used. Parents should provide After School students with a snack to eat from their lunch boxes. The program is non-committal and may be used whenever the need arises as long as the parent has committed to the terms outlined in the After School form. The rate for care is \$5 per hour; \$4.50 for each additional child from the same family. Since our After School Coordinator is only scheduled for the timeframe allotted, anyone picking their child up after the 5:30 end time will incur a \$1.00 per minute late charge and parent/emergency contacts will be called.

Field Trips

Educational field trips are designed to supplement different aspects of the classroom curriculum. A permission slip and a medical release/transport sheet are sent home to parents for their signature, and parents are asked to volunteer as chaperones. Signed permission slips should be returned to school promptly. Parent chaperones MUST have a valid CORI on file. Classes often participate in walks or hikes near the school. At the beginning of the school year, parents sign a permission slip giving permission for all walks and hikes based at school.

Physical Education

Students receive gym instruction on **Mondays** and **Wednesdays**. St. Aloysius is hoping to reinstate varying "genres" of physical education during some of the year. Each "genre" is taught by a professional that is either certified to teach/practice or is considered an expert in the area. Our physical education satisfies curriculum standards.

Participation in gym class is required by state law. A child will not be excused from participation without a parent explanation and if necessary a written note from a licensed health care provider. During class, students must wear gym uniforms and sneakers, as described in the uniform section of this handbook.

Lost and Found

Any items found in the school building or on the school grounds should be given to someone in the school office to be placed in the Lost and Found bin. Items placed in the Lost and Found will eventually be donated to charity if not claimed.

Birthday Observances/ Extracurricular Party Invitations

Students in Grades K through 8 may come to school dressed out of uniform on their birthday or half-birthday, following NUT guidelines. Birthday invitations or invitations to **any** extracurricular party may not be delivered in school, unless the entire class is invited. Students cannot exchange individual gifts at school. Parents who wish to bring food in to celebrate their child's birthday must get permission from their teacher, being mindful of dietary restrictions and our no nuts policy so that all children can be included in the celebration.

ACADEMICS

Entrance Requirements

Each school in the Diocese of Worcester will adhere to Diocesan policies regarding entrance requirements.

- Children entering Kindergarten must be five (5) years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent of displayed readiness. Parents of prospective students should make an appointment with the office .
- Children entering Preschool must be three (3) years of age by August 31st and must be potty trained before attending school. A child who has daily accidents is not considered potty trained. Children who wear pull ups are not considered potty trained.

A potty trained child is one who can:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what they are doing to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone else in the bathroom or if they are away from the classroom.
8. Awaken during nap time if they need to use the bathroom.

We will ask your child many times during the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed. We do understand that even potty trained children will occasionally have accidents. Accidents should happen infrequently and teachers will help children change their clothing if help is needed.

All applicants Grades 1-8 shall be screened/tested to determine the level of readiness and/or academic achievement to ensure appropriate grade placement. Records of prior school academic and social experience shall be reviewed and communication will take place with school officials before acceptance. The director(s) will make the final determination of acceptance.

- Proof of age (and certificate of Baptism, if Catholic), and state health requirements must be provided before acceptance.
- All newly accepted and enrolled students will be given a 1 calendar month trial period, with an extension if necessary, in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Aloysius School. A per diem refund will be issued based on accrued payments up to date of withdrawal.

Curriculum

St. Aloysius prides itself on its creative approach in educating children. Faculty strives to create a curriculum that is responsive to the students in the classroom allowing for collaborations between children and teachers. Our flexible approach to curriculum enables children's learning and teachers' thinking to be made visible through varied forms of documentation. We DO NOT administer MCAS testing or other state issued standardized tests. However, we use the Archdiocese of Hartford Frameworks as a guideline for content to be covered at specific grade levels. M.A.P. (Measure of Academic Progress) will be administered at least twice per year to students in grades K-8 throughout the Worcester Diocese.

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

- Religion - Catholic doctrine and tradition, Bible study, and social justice. Sacramental preparation and initial reception will take place in the child's home parish.
- Computer Literacy - Word processing, appropriate and ethical use of E-devices, and integration with curricular subjects.
- Handwriting - Penmanship is taught in grades K-6.
- Language Arts - Phonics, Reading, English, Spelling, Vocabulary, Composition, Grammar, Library Skills and Appreciation of Literature.
- Mathematics - Mathematical skills, Problem Solving and Pre-Algebra.
- Physical Education - Physical fitness programs appropriate for each grade.
- Science - General Sciences and Laboratory Experiences.
- Social Studies - History, Geography, Economics and Current Events.
- French - Introduction to conversational foundations.
- Fine Arts - Music, Visual Arts and Performing Arts

Report to Parent/Guardians

In order to maintain close contact between home and school, three report cards are issued each year. Progress reports will be provided for all students half way through the first marking period. Progress reports give parents an idea of how well their child is progressing and what adjustments may need to be made in order to help their child improve. In the second and third terms, progress reports will only be issued for those students for whom there is rising academic concern or unless otherwise requested by a parent/guardian. Report cards and progress reports are to be signed by a parent/guardian and returned to school promptly.

Parent-Teacher Conferences

Parent-HomeroomTeacher Conferences are held just prior to the first trimester report card for students in Grades K-8 and just after the Preschool progress report goes home. Parent participation in this conference is crucial for a successful school year for your child(ren). Conferences at any time during the school year can be requested if either the parent or the teacher feels the need. They are encouraged as a way of establishing greater communication between school and home. Conferences can also be scheduled with part-time teachers by request.

Questions and/or concerns regarding a student's school experience should always be directed to the classroom teacher first. If, after following this procedure, the parent is not satisfied, they may request a meeting with the Director(s).

Home-School Communication

Notices are sent home with students on an as-needed basis. A Communicator Folder is used to transport notices and other paperwork to and from school. **We ask parents to check these folders daily** to make ensure they do not miss any crucial information pertaining to their child(ren)'s education. Newsletters and calendars are sent home at the beginning of each month and posted on the school's Facebook page and on our website. The best way to communicate with teachers is determined by the teacher at the beginning of the school year.

Student Preparedness

Students are asked to check their folders and backpacks both at school and home to ensure they have everything they need. Parents are asked to help their children stay organized and be prepared for school every day, including making sure all necessary supplies and materials requested by teachers are provided. Parents should keep in mind that supplies purchased may need to be replenished during the year. For safety sake, students are not permitted to return to the classrooms after school unless escorted by a school staff member.

Homework

St. Aloysius believes that after school is a time for children to play outside, take music lessons, sports, or dance etc. There also needs to be time for family, chores, and reading alone. Our homework policy aims to accommodate all these needs.

With that in mind, the school assigned homework has several purposes:

- To keep in touch, connecting school and family
- To provide extra time to practice skills
- To work on things that may be best learned at home, at one's own pace
- To develop effective organization and time management strategies. And, as children get older, to develop responsibility for their own learning.

Homework enables students to:

- Make reading part of their daily routine
- Develop a topic or project further than is possible in class
- Work on long-term projects designed to develop a capacity for independent work and sustained effort.

Each student is responsible for submitting completed and neatly written assignments. Individual teachers in Grades K-8 will advise parents regarding consequences for incomplete homework. If your child is experiencing any difficulty with homework, please contact your child's teacher as soon as possible. Homework should not be a strain on the household.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers will consider the ability of the group and the assignments of other teachers when requiring home study.

Grades K-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

Grades K-8 may be assigned homework Monday through Thursday; grade 6- 8 may be assigned math on Friday. Tests will not be given to students on the first day of school for the week. If the first day of school for the week is a Tuesday, no test should be administered on that day. Projects will not be due to be submitted by students on the first day of school for the week. If the first day of school for the week is a Tuesday, no project should be due on that day.

Honor Roll

Honor roll students in Grades 4 through 8 are recognized at the end of each marking period by submission in the local Newspaper. High Honors and honors may be achieved by meeting the following standards.

- High Honors - All A's in Religion, English, Spelling/Vocabulary, Reading/Literature, Math, Science, and Social Studies with no mark lower than S (Satisfactory) in Music, Art, and Gym
- Honors - B's or above in Religion, English, Spelling/Vocabulary, Reading/Literature, Math, Science, and Social Studies with no mark lower than S (Satisfactory) in Music, Art, and Gym

Library

Satellite libraries have been established in each classroom. Students are encouraged to borrow books and are expected to treat them with care; the appropriate "sign-out" policy is at the discretion of the homeroom teacher. Donations to the classroom library are appreciated; please see the homeroom teacher for specific wants or needs.

CONDUCT POLICIES

Mass/Prayer

Students in Grades K-8 will participate in prayers and Mass as part of the school community. Students in grades 2-8 that have made their First Communion and are able to receive will go forward at the time of the Eucharist. Preschool students will attend morning prayer with the school community.

Respect and Kindness

St. Aloysius believes that all behavior can be guided by kindness and respect for others. All teachers model this behavior, and encourage students to treat each other with respect and kindness. Students are expected to cooperate with the spirit and policies of the school, which are designed to foster self-discipline and setting personal direction in life, especially their life in the Lord. Personal responsibility requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment; as well as many other factors, which the students' sense of appropriateness will indicate to them. The Director(s) reserve the right to determine the appropriateness of an action if any doubt arises.

Most problems that arise between students are solved cooperatively by students, with guidance from the classroom teachers. Students are taught conflict resolution skills and are encouraged to work on and enhance these skills over time with support from school staff where needed. If a student repeats or gets involved in serious infractions of school rules the consequence will be determined by the Director(s) on an individual basis.

Parents will be called immediately about any child fighting/punching/hitting or bringing a dangerous object/weapon to school. Parents will also be called if a child displays destruction of personal or school property, steals, or uses threatening words that would indicate the desire to hurt oneself or another. In an environment built upon the principles of Christ, violence is unacceptable. Students demonstrating violent behavior will be sent home that day. More severe punishments may be given at the discretion of the Director(s). Repeated offenses will warrant a meeting with the student, parent, teacher, and Director(s) to discuss the situation. A suspension may be issued at this time.

Suspension-

Suspensions, both in and out of school, may be given because of persistent noncompliance with school rules. Suspensions will be invoked only when all other means of discipline have failed. Any student receiving a suspension will also receive a "0" for all assignments/tests given during his/her suspension.

Expulsion-

Expulsion is a most serious matter and is invoked rarely and only as a last resort. Before expulsion, the student and his/her parents must be granted a hearing by the Director. Action is then determined by the Director after consultation with the Diocese. If expulsion is determined, the Director shall notify the parents/guardians in writing and shall file a copy of the notice with the Diocesan School Office.

A child currently enrolled at St. Aloysius is not automatically accepted for the next year. If the administration, after careful consideration, feels that it is in the best interests of the child (or the rest of his/her class) to not return, the Director will notify the parents. If the school cannot establish harmonious relationship with parents, the administration can decide to dismiss the child.

Care of School Property

Each student is responsible for the proper care and maintenance of school property, including school grounds, buildings, equipment, books, and materials. Parents will be billed for repair or replacement for books or equipment that is damaged beyond normal wear.

Bullying and Cyber-Bullying

St. Aloysius strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include suspension or expulsion from school. Parents will be notified and a meeting scheduled for any reported bullying related incidents. Consequences will be progressive and will be aligned to the offense.

Bullying is defined as any overt action by a student or group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity. These acts are repeated against the same student over time. Bullying includes intimidation or assault; extortion; oral, written or electronic threats; teasing; 'putdowns', name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; and social isolation. Parents of the person reporting being bullied will be notified that the issue has been addressed, but will not be notified of what the outcome and/or consequence was per individual privacy rights.

Please have a discussion with your child about bullying as outlined on pages 20 & 21.

Cheating/ Plagiarism

Cheating may be defined by the following behaviors: bringing answers into a test, copying from another student, sharing answers with another student, and/or using unauthorized notes or technology. Such behavior is dishonest and unacceptable. Any student caught cheating will be given a grade of zero for the assignment, quiz, or test.

Students who choose to present work that is not their own are practicing plagiarism. Plagiarism may include copying text from another source verbatim, paraphrasing another's words without giving proper credit, or using a non-original idea and claiming as authentic. Students who are found plagiarizing will receive a zero for the assignment.

Computer Use and Internet Conduct

Grades K-8 have been equipped with computer technology, including Internet access with filtering components. Student use of computers is carefully monitored in the classroom and should be used to enhance the overall curriculum and improve student skills, such as keyboarding, word processing, presentation preparation, research, etc. Any misuse of electronic property or inappropriate computer behavior will result in loss of computer privileges. Students and parents must also be aware that Internet communications (completed at school or at home) that are inappropriate, serve to bully/harass, taunt/disrespect, convey threatening messages or in any way reflect negatively on St. Aloysius School's students, staff or school community will not be tolerated.

Technology Concerns

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

Cell Phones- Students that carry cell phones are required to store cell phones in their backpacks with the phone turned off. Any student using a cellular phone during school hours for any reason will receive disciplinary actions determined by the Director(s) and the phone will remain in the office for the rest of the school day. Subsequent offenses will result in the loss of the privileges of bringing a phone to school. St. Aloysius is not responsible for the loss or damages of any such devices on school grounds or while on field trips.

I-pads/I-pods/MP3 Players- I-pads/I-pods/MP3 Players and portable electronic game devices may not be used during school hours. I-pads and laptops should only be brought to school if directed by a teacher for assignment purposes. Any of these items found in use during the school day will result in disciplinary action determined by the Director(s). St. Aloysius is not responsible for the loss or damages of any such devices on school grounds or while on field trips.

E-Books (Kindle, Nooks, etc.)- E-books may be used before and after school when homework is completed. All other times E-books should be turned off and safely stored in the student's backpack. Misuse of an e-book (during an unapproved time, inappropriate content, or use of the E-book to access the Internet) will result in the loss of privilege. St. Aloysius is not responsible for the loss or damages of any such devices on school grounds or while on field trips.

Outdoor Play/Recess

St. Aloysius believes in children running, breathing fresh air, and playing outside in nature. Students may spend a lot of time outside, in all kinds of weather. It is the parents' responsibility that students will be dressed for the weather, and for being outside every day. Weatherproof, comfortable clothing can help make this time enjoyable. Walks and hikes occur frequently throughout the school year, therefore a pair of mud boots or shoes that can withstand anything that nature throws at them are suggested for such occasions!

Toys

Students should not bring toys to school, unless otherwise directed by a teacher. This includes action figures, swords or light sabers, etc. It is not appropriate to have these in the classroom or at recess. Any questions should be brought to the attention of the Directors for clarification.

HEALTH POLICIES

Medical Records

The office is required to have an up to date record of the state mandated vaccinations or a signed vaccine waiver either religious or medical, and a record of the most recent physical examination. For emergency purposes, the emergency contact form is filled out yearly and is easily accessible. School Emergency Forms accompany the class for major field trips.

Use of Medication at School

The school should be informed of any over the counter medications that a child has been given that morning. Please send in a note to the office and the child's teacher will be informed. The dispensing time for medication should take place when the child is *not* in school. Use of over the counter medications are not allowed without a physician's order during school hours.

If medication must be dispensed during school hours (i.e. inhalers or Epi-pens), parents must sign and return a Request to Administer Medication Form, which releases St. Aloysius personnel from any liability. Medications must be given to the school in a pharmacy or manufacturer labeled container, and must be delivered to the Director, or classroom teacher and transferred to the school nurse. A written order from a nurse practitioner, or a doctor must accompany a request to administer medication. This can be their signature on the medication form, or a copy of the prescription.

Children may not take any medication without supervision and documentation. Children cannot be in possession of medication.

Communicable Diseases

Please see the Guidelines to For Keeping Your Child Home from School at the end of this document.

Reporting Child Abuse

All St. Aloysius staff are mandated child abuse reporters. Any suspicions of child abuse are reported to the Director(s), who will notify the Department of Children and Families.

Nut-Free Policy

There are students at St. Aloysius Catholic School that have a life-threatening food allergy to peanuts and tree nuts (almonds, cashews, walnuts, Brazil nuts, macadamia nuts, pine nuts, hazelnuts etc..) Strict avoidance (not being around the food) is the only way to prevent a life-threatening allergic reaction. We ask for your assistance in keeping these students safe.

If exposed to peanuts or tree nuts, by eating or touching, the students may develop a life-threatening allergic reaction that might result in death. To reduce the risk and maintain safety for these children, St. Aloysius Catholic School will become an allergen–safe zone. ***Please do not send any products containing peanuts or tree nuts with your child to school.*** Many foods you would not think contain peanuts or tree nuts actually do. The best way to determine whether or not the food contains peanuts or tree nuts is to carefully read both the ingredient labels to see if peanuts or tree nuts are a listed ingredient, and the allergy alerts located on the product packaging. For example, the allergy alerts may read:

- ...may contain traces of peanuts or tree nuts
- ...produced on machinery that also processes peanuts or tree nuts
- ...produced in a facility that processes peanuts or tree nuts

While we know this is an extra step, your help is needed, due to the seriousness of the consequences.

Any exposure to peanuts or tree nuts may cause a severe allergic reaction. If your child has eaten peanuts or tree nuts before school, please be sure your child's hands and face have been thoroughly washed with warm water and soap prior to coming to school. Soap and water is the best way to remove food residue from the hands.

PARENTAL ENROLLMENT AGREEMENTS

Tuition

All tuition payments and fees are due as explained in the yearly payment schedule. Mrs. McQuaid can answer all financial questions.

Circumstances that prevent families from meeting their financial obligations should be brought to the attention of the Directors.

No refunds will be given to students withdrawing before the end of the school year. No records will be transferred until accounts are settled.

Volunteers

This school and its vibrant community could not exist without the wonderful volunteer efforts of our parent body. Parents pitch-in in many different ways: by serving on committees, baking for events, providing snacks or supplies, lending an extra hand in the classroom/lunchroom, maintaining the building, and in so many other ways that the list is endless.

St. Aloysius is so grateful for your generosity. Let us know where your talents lie, and we will match them with school needs. Parents are essential members of the school community. A form is sent home at the beginning of each school year.

All parent/grandparent volunteers must have a current Criminal Offender Record Information (CORI) and a Diocesan Code of Conduct form on file and must have viewed the Diocesan DVD before volunteering. Typically, at least one CORI meeting is held per year.

Fundraising

Because tuition does NOT cover all of the expenses of the school, fundraising is a NECESSITY, and all families are expected to contribute at least twice a year. We welcome your ideas for new fundraisers!

Many retailers give cash back directly to the school if you shop using their store; simply click the following links or use the school codes:

- Amazon Smile: Go to https://smile.amazon.com/ref=smi_ext_ch_81-3204132 to automatically earn .5% for St. Aloysius School
- Office Max / Office Depot: Go to: <https://www.officedepot.com/cm/school-supplies/give-back> . Use school ID: 70240334
- Stop & Shop: Go to <https://stopandshop.com/pages/a-plus-rewards> , create an account if you don't have one and enter the St. Aloysius School code: 40764.
- Box Tops for Education – Download the app and scan grocery receipts to earn for the school – www.box-tops4education.com. Our School ID is # 9680044

- Send your used printer toner and ink cartridges into the school. We recycle through Staples, earning \$2 for every unit! We save hundreds of dollars every year on our office supplies!
- Buy pizza and cookie dough! Our biannual Hillside Pizza Sale raises hundreds of dollars every year.
- Donate supplies, such as copy paper or cleaning supplies.
- Organize a fundraising event, such as a bake sale or restaurant give back, where the restaurant will donate a percentage of a night's proceeds.

Parents as Partners

As partners in the education process at St. Aloysius, we expect parents to set rules, times, and limits so that your child:

- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Has a nutritional snack and lunch every day
- Completes assignments on time
- Is polite, respectful and follows school rules
- Gets to bed early on school nights

It is the responsibility of the parent to take a proactive role in the education and social activities of their children. As a parent you can work with your child to assure their safety. We ask that you:

- Know your child's teachers
- Teach your child that they can speak openly about anything that makes them feel uncomfortable, confused, or upset
- Listen carefully to what your child is saying about the people around them

As partners in the educational process of your child, parents are expected to:

- Support religious and educational goals of the school; attend Mass on Sundays and Holy Days of Obligation
- Actively participate in school activities such as Parent-Teacher Conferences, PTO, etc.
- Notify the School Office of any changes of address or important phone numbers
- Notify the school of a child's absence or change to their schedule
- Meet all financial obligations to the school
- Complete and promptly return to school any requested information
- Inform the school of any special situations regarding the student's well-being, safety, and health
- Read and/or listen to school notes, calendars, messages, and newsletters and to show interest in the student's total education
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student concerns

Visitors Please make an appointment ahead of time

ALL parents and visitors to the school MUST sign in upon entering the building. Apart from a formal open house program, visitors may not enter the classroom without the consent of the Director or prior notification of the teacher involved. This includes time in the morning before classes.

TELECOMMUNICATIONS USE AGREEMENT- *Telecommunications Use Agreement*

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

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

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using a computer, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink while using a computer.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CDs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

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

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

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

6. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

7. Students are not to engage in cyber bullying or texting activities in school.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Please have a conversation with your child about our Bullying Policy

The bullying policy of St. Aloysius Catholic School is based on Roman Catholic principles and ideals, and recognizes the dignity and worth of each student. We encourage compassionate behavior between students and all others. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and the particulars of the situation as well as on school guidance procedures.

What is “Bullying”?

1. Name calling
2. Saying or writing nasty things about another person
3. Excluding others
4. Threatening others
5. Making others feel uncomfortable or scared
6. Taking or damaging another’s belongings
7. Hitting, kicking, or pushing of any form
8. Making others do things they do not want to do

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. However, bullying can make young people feel lonely, unhappy and frightened. It makes them feel unsafe and think something must be wrong with them. They lose confidence and may not want to go to school any more. It may even make them feel sick.

What will happen if a Charge of Bullying is made?

- There will be a prompt investigation by the teacher and/or the administration based on the seriousness of the allegation.
- Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the teacher and/or administration.

Consequences for Bullying

St. Aloysius Catholic School will impose consequences for students who are determined by the teacher and/or administration as having bullied another student. Our progressive discipline regime is intended to deter future bullying and encourage compassionate behavior towards others.

(Continued on next page)

DEFINITIONS

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

Aggressor is a student who engages in bullying, cyber-bullying or retaliation.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the Target;
- infringes on the rights of the Target at the school;
- Materially and substantially disrupts the education process or the orderly operation of the school.

By way of example only, bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

For the purpose of this Plan, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying (as defined below).

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

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

St. Aloysius Catholic School
HARASSMENT INCIDENT REPORT FORM

Date of Report _____ Time of Incident _____

Type of Incident (circle all that apply):

Harassment / Bullying Cyber Bullying
Retaliation Other _____

Person reporting incident (circle one):

Student / Teacher / Parent / Counselor / Nurse / Support Staff / Other

Name(s) of Target

_____ Grade _____
_____ Grade _____

Name(s) of Alleged Aggressor(s)

_____ Grade _____
_____ Grade _____

Describe the incident that was reported or witnessed. Please be thorough and provide as much detail as possible. Please attach extra paper if necessary.

Name(s) of Witnesses (if any)

_____ Grade _____
_____ Grade _____

Physical Evidence (if any)

Action(s) Taken (To be completed by the office)

GUIDELINES FOR KEEPING YOUR CHILD HOME FROM SCHOOL WHEN ILL

Keep home from school:

- Any physical or emotional condition that would prevent him/her from participating comfortably in class.
- A fever of 100 degrees or more. Coupled with a rash, earache, sore throat, sluggishness or nausea, fever may signal a highly contagious infection. Keep home until fever free for 24 hours without use of medication to keep fever down.
- A fever of 100 degrees or more, with chills or shaking chills, difficulty breathing or shortness of breath, new loss of taste or smell, muscle aches or body aches, stomach issues, cough, sore throat, headache, fatigue, and nasal congestion which may indicate COVID-19.
- A persistent, productive cough and wheezing coupled with a thick or constant nasal discharge.
- An undiagnosed rash, especially when there is a fever and behavioral change.
- Strep throat- Keep home until student has been on antibiotics for at least 24 hours and fever is gone.
- Pinkeye, in which there is a white or yellow discharge, often with matted eyelids after sleep, eye pain and redness.
- Head lice - Keep home until treated.
- Chicken Pox - Keep home until all blisters are scabbed over and dry.
- Diarrhea or vomiting – Must be symptom free for 24 hours before returning to school.
- Impetigo – Keep home for 24 hours after starting antibiotic treatment.
- Ringworm (contagious fungus infection) – Keep home until treatment is started. Ringworm on the scalp requires an oral medication. Ringworm on the body can be treated with a cream applied directly to the affected area and covered with a Band-Aid.

COVID-19 Information and Response

We continue to follow any guidance issued by DESE and DPH which is based on CDC guidance. Students and staff are free to continue to wear masks if they choose. At this time we will no longer be testing students for COVID-19 during the school day. Guidance on this topic is ever-changing; updates will be made as needed.

Parent/Student Signature Page

**Please sign and return the form below to the School Office
By September 15, 2022**

It is important that both the parents and the students read and understand the policies contained in the St. Aloysius School Parent/Student Handbook. This handbook is part of the contract existing between the school and the parents/students, ensuring that all uphold the respectful environment that makes St. Aloysius School the great place of learning that it is.

The Director has the right to amend the Parent/Student Handbook at any time during the school year.

We, the undersigned, have read and agree to follow the procedures and policies set forth in the St. Aloysius School Parent/Student Handbook.

X

Parent Signature

X

Student Signature

X

Student Signature

X

Student Signature

Date Signed: _____