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Dear Parents and Students,

Welcome to the St. Aloysius Gonzaga School family! As we are all aware schools, like families, need rules, regulations, and structure to enable us to have efficient and effective operations.

The purpose of our school handbook is to make everyone aware of the policies, procedures and other important information that you will need to know about St. Aloysius Gonzaga School. Additionally, please feel free to contact us if you have any questions that are not sufficiently answered in these pages.

There is much information contained in these pages. I ask that you make a commitment to sit down and read through this entire handbook so that you will be well informed. Knowledge of school procedures at the onset of the school year will help to prevent any potential problem situations for the entire school year.

After reading and sharing this handbook with your child (ren), confirm your intent to follow the policies and procedures explained within these pages by signing and returning the Handbook Agreement Form to school with your child on the first day.

As principal of our school, I would strongly encourage each and every parent to become active in our school family. I strongly believe that each time a parent becomes involved, our school community gets better and stronger. I invite you to participate in your child (ren)'s education in any capacity that you are able.

May God bless each of your families as we begin another school year!

Our School

St. Aloysius Gonzaga School is a Catholic elementary school serving the community in a suburban area. The school is divided into three areas: Primary Grades (K, 1,2, and 3), Intermediate Grades (4 and 5), and Middle School (6,7 and 8th Grades).

School Philosophy

St. Aloysius Gonzaga Catholic School is an essential part of St. Aloysius Gonzaga Parish. As such, St. Aloysius Gonzaga Church participates in the threefold mission of the Universal Church, as stated in the *National Conference of Catholic Bishops, To Teach As Jesus Did*: “The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people.”

St. Aloysius Gonzaga School exists to assist students in their understanding of the “**Good News**” of the Gospel message. The parish community is committed to provide a quality academic program that is consistent with the policies of the Archdiocesan Commission on Education, Chartering Requirements of the State of Ohio, and the Laws of the United States of America.

The school fully assumes the policies and the *Philosophy of Education* of the Archdiocese of Cincinnati.

School Mission

St. Aloysius Gonzaga School is a small, Christ-centered, elementary school, where the children are empowered to develop academic skills in a Catholic environment. Our goal is to educate, in partnership with the parents, the whole child: spiritually, intellectually, physically, socially, and emotionally. Ultimately, our mission is to enable our students to become full and productive members of adult society.



Parental Responsibilities

It is expected that parents/guardians will adhere to these school standards:

- Make sure your child attends school daily and arrives on time.
- Make certain that your child is clean and dressed properly.
- Guide your child from the earliest years to develop acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
- Teach your child by word and example to respect the law, school rules and regulations and the rights and property of others.
- Know and understand the rules your child is expected to observe at school and be aware of the consequences for violating these rules.
- Make sure that your child completes all of his/her homework on time and comes to school fully prepared.
- Encourage in your child a desire to learn and a respect for themselves and others.

As a courtesy to all of our students, we ask that:

- Invitations (ex: birthday party) not be given out in school
- If you bring in a special lunch for your child's birthday, you may only bring it for your child and not for selected friends of theirs. (You may bring a "treat" for the entire class)

These circumstances have too often been the cause of hurt feelings for the other children in that classroom who are not included



Admissions

No student will be excluded from St. Aloysius Gonzaga School solely because of religion, sex, race, color, national origin or ancestry. Admission will not be based solely on ability or achievement. However, since St. Aloysius Gonzaga School does not have the educational facilities to meet the instructional requirements of students with special needs, arrangements to work with the child's Individual Education Plan must be made between the parents and the school administrator.

St. Aloysius Gonzaga School is committed to serving the community. Enrollment priority will be given to:

- a. Presently enrolled children of active parishioners whose fees are current.
- b. Siblings of currently enrolled or previously enrolled students whose family's fees are current.
- c. Children of active parishioners who will be enrolling for the first time.
- d. Students whose parents are active in another Catholic parish, and therefore will pay the established non-parishioner rate.
- e. Other students.

For the purposes of receiving the parish contribution toward tuition, St. Aloysius Gonzaga Parish Education Commission defines active members of St. Aloysius Gonzaga Parish as families whom:

- a. Are registered at the St. Aloysius Gonzaga rectory.
- b. Demonstrate devotion to Sunday worship with the parish community.
- c. Are involved in the parish ministries and activities or committee works.
- d. Consistently contribute to the financial support of the parish through Sunday envelopes based upon family means.

Members of St. Aloysius Gonzaga Parish will pay the tuition amount as determined by the Finance Council and the Education Commission of St. Aloysius Gonzaga Parish. Families who choose not to financially support the Parish, or otherwise fail to meet the definition of active members of the Parish will be classified as Non-Active members of the Parish. Non-Active members will be required to pay the full per capita cost of tuition for their children. The Pastor, at his discretion, based upon a review of the family circumstances on a case-by-case basis may take exceptions to this exclusion.

All students transferring from another school into St. Aloysius Gonzaga School will be admitted on a probationary basis. To determine the possibility of the student's continued enrollment in St. Aloysius Gonzaga's instructional program, a quarterly review will be conducted by the principal, the child (ren)'s teachers and the parents/guardians. Families transferring their child (ren) from other local parishes and registering at St. Aloysius Gonzaga School will pay the established non-parishioner tuition rate for the first semester of attendance.



School Tuition

School fees pay only a portion of the cost to educate each child. St. Aloysius Gonzaga Parish provides a significant portion of the amount it costs to run St. Aloysius Gonzaga School, which is the reason for the difference in *active parishioner* and *non-parishioner* tuition. The current tuition will be disclosed prior to yearly registration.

There are four payment plans offered to submit the yearly tuition balance:

Plan 1—Full payment of tuition due by the 1st Monday in July, prior to the start of the school year.

Plan 2—Three payments, due by the 1st Monday in August (prior to the start of the school year), the 1st Monday in November and the 1st Monday in February.

Plan 3—Ten payments due by the 1st Monday each month starting in July (prior to the start of the school year) and ending in April.

Plan 4—Special arrangements can be made with the principal.

All tuition fees are due in full by the first Monday in April, regardless of your payment plan. Report cards and school records are withheld unless extensions are granted through the principal. Any late tuition (paid after April 30) must be paid in cash or a money order to receive report cards/transfer school records.

A \$50.00 non-refundable registration fee per family is payable at the time of registration. If the fee is paid on time (registration due dates are announced annually), it is deducted from your tuition. If it is paid late, it will not be deducted. This is done in hopes that everyone will complete the registration at one time.

School Supplies

Basic supply requirements are at the discretion of the classroom teacher. A list of basic supplies for each grade level is published in the spring. All students in grades 2-8 are required to purchase and use a Student Daily Planner. These are available through the classroom teacher.

Lost or Damaged Books

If a student loses, or damages a book beyond use, a fine for **carelessness** will be charged as follows:

- | | |
|-------------------------------|--|
| 1. Workbook | \$15.00 |
| 2. Hardbound Book | \$60.00 |
| 3. Damaged, but still useable | Individually determined by the amount of damage. |

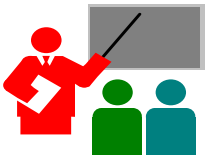
There are times when families can experience economic difficulties. If you anticipate a problem, please contact the principal's office as soon as possible. Such discussions will be treated in a confidential manner. Communication with the principal's office is of utmost importance.



St. Aloysius Fee Aid Program

The purpose of this program is to insure, to the extent made possible by available funds, that all children of St. Aloysius Gonzaga Parishioners have the opportunity to receive a Catholic grade school education at our school. Any questions regarding the program funding or procedures to enroll are to be directed to the principal. Once again, these issues will be treated in a confidential manner.

To be eligible to participate in the Tuition Fee Aid Program, you must be a registered parishioner of St. Aloysius Gonzaga Church. In order to qualify, a family should fill out the necessary forms and a determination will be made by the Principal and the Parish Business Manager.



Curriculum

Growing Together: Graded Courses of Study for elementary

schools in the Archdiocese of Cincinnati provides our school with “identifiable and measurable objectives in each subject area.” These documents shape and help to communicate the nature and content of our programs. Each subject area has a stated program *Philosophy, Goal and Objective*. Any educational program offered in a Catholic school must meet or surpass the minimum standards specified for such program by the Ohio Department of Education.



Academics

Evaluation/Testing: A child is a complicated, unfinished puzzle with talents, abilities, skills, goals and many personal traits that cannot be measured. Report cards and standardized tests are evaluations. These evaluations exist to help us understand the needs of individual students and to help a child grow and develop, as well as to provide a common ground of communication between parents, teachers and students. St. Aloysius Gonzaga is required to participate in the testing programs specified by the Archdiocesan Superintendent of Schools.

Parents view a child in a very natural environment -the home. Parents provide a unique insight into talents, abilities, skills, goals and personal traits. Teachers work, day in and day out, with a variety of children in a social and academic environment to which a parent is not privy. Both parents and teachers bring breadth and depth to their observations about an individual child. Teachers and parents need to share insights about the child to discuss strengths, areas in need of improvement, and how the child can be drawn into a goal setting process. Teachers and parents are encouraged to permit children possession of their education at appropriate times and bring them into the evaluative process.

The following standardized testing programs at St. Aloysius Gonzaga School follow Archdiocesan policy and the *Minimum Standards of the State of Ohio*:

Terra Nova Abilities Test –Grades 2, 4, 6 and 8. (In October)

Competency Based Testing/Writing Sample –Grade 3. (In February/March)

These tests are subject to change.

Assignments: The purpose of individual assignments for class and home is to strengthen the understanding of material presented and to develop better independent study habits. The assignment may be to enlarge capacities of resourcefulness and creativity or to strengthen a skill through practice. Assignments that are given for home are not always to be written. Many assignments will center on studying or reading and require a place, away from noise and distraction to be truly beneficial. There is no such thing as “being done with” or “not having” homework, students are expected to spend time daily studying independently.

The amount of time required to complete work at home will vary at each grade level and with each individual child. Not all children work at the same speed. The *recommended* time allotment is approximately:

20 to 30 minutes for Grades 1-3

45 to 60 minutes for Grades 4-6

60 to 90 minutes for Grades 7-8

It is helpful to remember that homework has a specific objective and is a necessary and important part of the instructional process. Homework also provides an opportunity for parents to be informed about the information that your child (ren) is being taught. Please take a few moments each day to look in your child’s backpack for the work they have done and any communications that may have come home. Your involvement in their education may spark their interest!



Religious Education

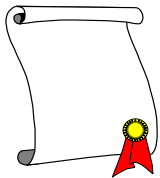
Every student attending St. Aloysius Gonzaga School must participate in the Catholic religious education program. Non-Catholic students must participate in all religion classes and exercises with the exception of the reception of the Sacraments. The curriculum of our Catholic school reflects a Catholic Christian philosophy and the basic teachings of the bishops. Religious education is in no way limited to formal classroom presentation. Our Catholic Faith permeates the school day. Catholic educators do more than convey knowledge to their students; they implant the Christian values that a person needs to put wisdom into actions as they strive to educate the minds and hearts of their students.

Religion classes enable students to learn about the life and teachings of Jesus; to deepen their faith; to help them to understand and express their faith more fully; to experience a personal relationship with God; to apply Jesus’ message to their daily life and to witness to Christ through prayer and service.

Parents are predominantly responsible for the religious education of their children as faith development begins within the Christian home. Parents are the first and foremost important models of faith, moral principles and values. Consequently, religious education classes help parents to prepare their child (ren) for the sacraments of Eucharist, Reconciliation and Confirmation.

Mass schedule: Children in grades 1-8 attend the Friday Parish Mass and Mass on all Holy days.

Throughout the year, students are given the opportunity to participate in several Christian Service Projects to serve others. (Food drives, donations of “out-of-uniform” money to charities, adopt-a-family at Christmas and serving at Mass to name a few.)



Report Cards

Report cards are issued on a quarterly basis. The Archdiocesan Report Cards are used for all grades. Kindergarten does not receive a 1st quarter report. The report card reflects not only the academic achievement of the student, but also conduct, effort and study habits.

Interim Reports are issued in the middle of each quarter, or as needed, for grades 4-8. These reports are designed to alert parents of potential failing marks, academic/ behavioral concerns early on, so that they can resolve the setback before the actual report card is issued.

The Grading Systems

- ❖ K-3rd Grade: “S” strong progress, “P” satisfactory progress, “N” needs time/experience/improvement and “U” unsatisfactory progress.
- ❖ 4th-8th Grade: “A” 100-93% *superior*, “B” 92-85% *very good*, “C” 84-77% *satisfactory*, “D” 76-70% *below average* and “F” below 70% *failing*.

Honor Roll

The honor roll is for students in Grades 4-8. Academic excellence continues to be a top priority within St. Aloysius Gonzaga School. To enhance this continuing process of education, an honor roll begins in the first quarter. The main focus of the honor roll is the recognition of all students, regardless of academic grouping, who meet the requirements set by the teachers and principal.

The Honor Roll will be as follows:

1. First Honors: All A’s and one B in the academic subjects
Second Honors: All A’s and B’s in the academic subjects
(Academic subjects are Religion, Reading, English, Math, Social Studies and Science/Health.)
2. A grade of “B” or better is required in physical education, music and art.
3. If an “Area of Concern” is received in *Personal Development*, a student is ineligible for honors.

The primary goals of establishing such an honor roll are to provide positive support to students who exhibit academic success and to provide a realistic goal for students in grades 4-8 that is based on ability and achievement.

Promotion and Retention Policy

Each student enrolled in St. Aloysius Gonzaga School will be promoted annually to the next higher grade upon completion of the instructional program calculated for that grade level. Successful completion shall be defined as achieving passing grades in all, or all but one of the academic

subjects. Unsuccessful completion, or failure, in any one of these primary subjects will not prohibit promotion to the next grade provided the student successfully completes an approved summer school class, or summer work, which corresponds to the failed subject. Written evidence signifying successful performance of the student in regards to the summer work or class is required.

Students who fail two or more primary subjects will be retained in the grade in which failure occurred. However, no student shall be retained for more than a total of two years. In addition, each student should be placed in the 9th grade prior to his/her 16th birthday, regardless of the number of years the student has been retained. In the event that the faculty and parents agree that retention for maturing purposes would benefit a particular child educationally, a student may be retained in spite of passing grades. Retention for such purposes should be used only in rare situations and is subject to administrative approval.



Special Services

Auxiliary Services that are provided through the *Ohio Auxiliary Services Program* and *Title VI B* of the *Education of the Handicapped Federal Program* revenues are available at St. Aloysius Gonzaga School. Funds for the programs are billed through the Oak Hills School District. Services are contracted through the Hamilton County Office of Education or the Oak Hills School District and Cincinnati Public School District. The following services are available:

- ✓ *Nursing Services* provide health screenings with referral and follow-up, emergency care for accidents and illnesses occurring at school, supervision of the administration of medications and medical treatments to students with special health needs, prevention and control of communicable disease transmission, and community resources for health instruction and health care;
- ✓ *Speech and Language Services* include identification, evaluation, and aid for specific speech, language, voice and fluency problems;
- ✓ *Psychological Services* include individual and/or group counseling, individual diagnostic evaluation and parent and professional consultation for educational planning and decision making;
- ✓ *Tutorial Services* are for students identified by teachers and parents. The instruction is designed to help each student function successfully in the regular classroom environment.



Attendance

School begins at 7:50 AM and ends at 2:30 PM. There is supervision beginning at 7:30 AM for morning drop-off.

The kindergarten sessions run from:

Morning kindergarten 7:50 AM –10:50 AM

Afternoon Kindergarten 11:30 AM –2:30 PM

Tardiness/ Truancy

A student is tardy if she/he is not present in their homeroom at 7:50 AM. Students arriving late must report to the office to obtain a *tardy pass* to give to their homeroom teacher.

Written excuses from parents explaining tardiness is expected. If tardiness is considered unreasonable, the parents will be contacted for a conference. Tardiness becomes part of the student's permanent record.

Excused tardiness is one in which a student comes late due to a doctor or dentist appointment or some other emergency.

A detention will be given for every 3rd time a student is tardy.

If excessive tardiness or truancy occurs, further disciplinary action will be at the discretion of the principal, which may include citing the parent/guardian to court.

Absence

If a student is unable to attend school, a parent/guardian is required to call the school at 574-4035 by 8:30 AM to report the absence (there is an answering machine if you wish to call the night before, etc.). Unreported absences will be checked by a phone call to the student's home or parent/guardian's workplace. When calling, please give your name, the student's name and homeroom, reason for the absence and any homework requests. All work is expected to be made up. **When the student returns to school, a written note stating the reason for the absence and signed by the parent/guardian is required.**

Early Dismissal

If a student is required to leave school earlier than normal school dismissal time, s/he must present a note to their teacher with a parent signature on it. The note must state the time they must leave school, the reason for the early dismissal and the name of the adult whom will pick the student up. (Students will be excused to properly identified persons only.) All students must be picked up from the school office.

Students missing over 1½ hours during the day will be marked as a ½ day absent.

Perfect Attendance

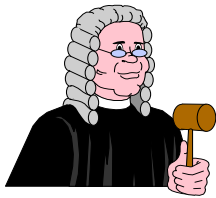
Students who have been in school a full day (no tardiness or early dismissals); every day for the entire school year will be awarded a certificate at the end of the school year.

Snow Days

When weather conditions necessitate a delay or school closing we follow the **Oak Hills School District** postings. St. Aloysius Gonzaga will not dismiss early due to weather conditions; with no bus service it is unfeasible to make arrangements for students to return home once they have begun the day.

Vacations

Family vacations are discouraged during school time. Classroom participation will be affected due to the student not being in attendance. A one-week written notice needs to be given to each teacher affected. Assignments may be given the day before the student's absence from school. It is the STUDENT'S responsibility to ask the teacher for the work on the day before a known absence. Teachers are not required to plan assignments before the vacation or instruct the student following their return. It will be the STUDENT'S responsibility to collect their missed work from a schoolmate.



Discipline

Discipline is fundamental in Catholic education. It is the aim of St. Aloysius Gonzaga to promote the Christian values of honesty, justice, charity, integrity and truthfulness. We attempt to help the student acquire a sense of responsibility, respect for authority, and a consideration for the rights of others. Our goal is to teach self-discipline. Each student must accept responsibility for his/her actions and not infringe on the rights of others.

Parents are encouraged to take an active role in the educational process by supporting, reinforcing, and developing a responsible self-heightened student. Since the education of your child is the main concern of the school, your full cooperation with our disciplinary procedures is necessary.

The following general rules of conduct for all students in St. Aloysius Gonzaga School are in effect during school hours and at all school sponsored events:

1. Respect themselves, others and all school or personal property.
 - a. Students, as members of a Christian community and representatives of St. Aloysius Gonzaga School, are expected to show respect, courtesy and good manners to all with whom they come in contact.
 - b. Students are expected to follow the directions of all teachers and appropriately authorized persons.
 - c. Students' language, gestures, dress, behavior, and activities must be consistent with the standards of Christian decency.
 - d. It is the student's responsibility to keep all books in good condition. Fees will be charged if books are mistreated or lost.
2. Behave cooperatively at all times.
 - a. Talk only at appropriate times.
 - b. Keep hands, feet, and objects to oneself.
 - c. Disruptive behavior of any kind by a student denies all students' rights to learn and will not be tolerated.
3. Honesty in all areas is the only accepted standard.
4. Complete assignments on time.
 - a. Assignments should be completed on time and done to the best of each student's ability. It is expected that parents will support this endeavor.
5. Food or gum chewing without permission is not allowed.
6. It is expected that students not participate in any activity or behavior that might endanger themselves, others or the property of others. The following acts of misconduct by a student on school premises, or at any school-sponsored activity off school premises, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, detention(s), suspension and/or expulsion.
 - a. Possessing or using dangerous weapons. This includes any weapon or look-alike weapon.
 - b. Fighting
 - c. Smoking or possessing tobacco products
 - d. Deliberate disrespect to teachers or other school authorities

- e. Possessing, using, selling, transmitting or being under the influence of any drug or alcoholic beverage
 - f. Turning in false fire, tornado, bomb or disaster alarms
 - g. Leaving school premises during school hours without the permission of proper school authority
 - h. Truancy
 - i. Stealing
 - j. Cursing, harassing (verbal, physical, written, sexual, etc.), harming or threatening words and/or actions toward school personnel, volunteers, students and/or visitors
 - k. Continual disciplinary problems
 - l. Vandalism of any nature
 - m. Vulgarity, profanity or obscenity in any form (verbal, printed, written, gestures)
 - n. Insubordination/disobedience
 - o. Failure to accept corrective action or discipline or refusal to cooperate with reasonable rules or requests
 - p. Disruptions of the school environment, school related activities or the academic process
 - q. Engaging in conduct that is contrary to the philosophy of the school or unsuitable for a Christian student
 - r. Note passing is not acceptable at any time.
7. The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to the school even though not mentioned specifically in the published rules and regulations.

Cell Phones

During the school day, it is not necessary for students to need the use of a cell phone or a pager. If it is necessary for students to have them for after school activities, they must bring them to the office and reclaim them at the end of the day. Any phone taken away, must be reclaimed by parents in the office. There is no need for students to bring any electronic equipment such as but not limited to iPods, CD players, or hand held video games, etc.

Integrity Policy

Students are expected to adhere to honesty, trustworthiness, and personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will not be tolerated.

Plagiarism is defined as "the act of stealing and using the ideas or writing of another as one's own" (The American Heritage Dictionary). Plagiarism is not only copying materials from books or encyclopedias, it is (but not necessarily limited to):

- Direct copying of text or images from a book, article, essay, computer program, handout, thesis, web page, part or all of another student's assignment, or other sources without paper acknowledgment, i.e. enclosing them in quotation marks.
- Constructing an essay, project, etc. by extracting large sections of text from another source, and merely linking these together with a few of one's own words.
- Taking information found on the Internet and turning it in as an assignment without putting the ideas into the student's own words.

Cheating will warrant a 0% for the work. Plagiarized work, if resubmitted, work will receive a grade no higher than 80%. If not resubmitted a 0% will remain.

A detention will be given for cheating.

Student Property Inspection

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or bags, containers, backpacks, duffel bags, book bags, brief cases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his/ her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Detention System

Detentions are cumulative throughout the school year.

- 10 checks earns a detention
- 2 detentions require a warning letter to the parents with a copy of the discipline sheet
- 3 detentions require a parent/teacher/student /principal conference
- 4 detentions require an in-school suspension.
- 8 detentions may warrant a 3 day out-of-class suspension with written notification going to the pastor and the St. Aloysius Gonzaga Education Commission of pending suspension and possible expulsion.
- 12 detentions may result in expulsion** from St. Aloysius Gonzaga School.
- Sheets start over each quarter but detentions roll over.

When a detention is incurred, written notice is sent home. The detention slip must be signed by a parent and returned to school the next day. Students will be required to serve a supervised 45-minute detention after school. After-school activities, such as speech, sports practice, games, scouts, dance, drama, or lack of convenience for parents are not justification for rescheduling detentions. Detentions are served on Tuesday and Thursday from 2:30-3:15.

****Expulsion:** A student is removed from the school community. Any student may be expelled for just cause.

If an expulsion is in order, the principal will, in the presence of the student and the student's parent/guardian, document reasons for the expulsion. Copies of this documentation will be given to the appropriate persons. A copy of the documentation will also be kept in the student's file. When expulsion is judged an appropriate response in any disciplinary action, the following procedures will be followed:

1. The advice of the school psychologist, physician, social worker, counselor, or other specialists will be sought.
2. Written notice is sent to the student and parent/guardian advising of proposed expulsion.
3. A hearing regarding the proposed expulsion will take place between the school representatives and parent/guardians.
4. Parent/Guardians have the right to appeal the proposed expulsion to the Area Superintendent of Schools.
5. St. Aloysius Gonzaga School follows the Archdiocese of Cincinnati Regulations regarding expulsion and suspension.

Harassment Policy (Archdiocesan Policy 306.05)

Our Judeo-Christian faith embraces each individual as a gift from God, worthy of love and respect, therefore, harassment or bullying in ANY form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation is prohibited. Harassment is defined as unsolicited, offensive behavior. It may be verbal-jokes, insults, innuendos, propositions or threats-or non-verbal-gestures, touching, assault or the display of pictures or other visual material. All harassment should be reported to a teacher, counselor or administrator. The complaint will be investigated. Disciplinary action against students may include suspension, expulsion and/or notification to legal authorities.

Child Abuse

All suspected instances of child abuse or neglect shall be reported to the proper authority according to the provisions of the Decree on Child Abuse.

~Approved by St. Aloysius Gonzaga Parish Education Commission, May 16, 2007



Dress Code

Students of St. Aloysius Gonzaga are expected to take pride in their personal appearance. All students should display cleanliness and neatness. Parents/guardians are primarily responsible for seeing that their child (ren) is in compliance with the dress code.

Any clothing that the administration/faculty considers inappropriate will dictate a phone call home to change attire. The student will return to class when clothing is appropriate.

BOYS (Grades 1-8)

- Pants: navy or khaki school dress pants. **No Cargo pants.** Belts are to be worn if pants have belt loops.
- Shirts: white uniform or knit shirt with collar, tucked in and sized to fit.
- Shorts: solid navy or khaki school dress shorts. **No cargo shorts.** Knit material, athletic, cut-off or gym style shorts are not permitted. Belts are to be worn if shorts have belt loops.
- Sweaters: plain navy or white in any knit style (sleeveless, vest, crew neck, v-neck or cardigan)
- Sweatshirts: St. Aloysius Gonzaga's official spirit wear* only.
- Socks: must be solid white or navy. Socks must be worn.
- Shoes: No sandals/clogs/crocs/flip-flops/Heelies are to be worn.

GIRLS (Grades 1-8)

- Standard uniform jumpers, or skorts, no more than 3" above the knee for Grades 1-3.
- Standard uniform skirts or skorts, no more than 3" above the knee for Grades 4-8.
- Shirts: white uniform or knit shirt with collar, long or short sleeve blouse, tucked in and sized to fit.
- Sweaters: plain navy or white in any knit style (sleeveless, vest, crew neck, v-neck or cardigan)
- Pants: navy or khaki school dress pants in place of jumper or skirt. **No Cargo pants.** No stirrup or knit style pants. Belts are to be worn if pants have belt loops.
- Sweatshirts: St. Aloysius Gonzaga's official spirit wear* only.
- Shorts: solid navy or khaki school dress shorts in place of jumper or skirt. **No cargo shorts.** Knit material, athletic, cut-off or gym style shorts are not permitted. Belts are to be worn if shorts have belt loops.
- Socks: solid white, navy or burgundy. Socks must be worn.
- Tights: navy, white or burgundy may be worn only under uniform jumper or skirt.
- Shoes: No sandals/clogs/crocs/flip-flops/Heelies are to be worn.

Girls may wear a watch or bracelet and one pair of small earrings. Boys may not wear earrings.

Hair should be neat and clean; above the eyes for everyone and above the collar for boys; no inappropriate hairstyles or unnatural hair colors (ie. Purple, blue, green, etc.). No make-up. Only clear nail polish may be worn.

No hats/caps are to be worn in the school building.

GYM UNIFORM (All Students)

- Navy blue gym/athletic shorts or sweatpants or St. Al's spirit wear* shorts or sweatpants
- St. Al's spirit wear* T-shirt or sweatshirt
- Gym shoes – no Heelies

Grades 1-4: Gym uniform may be worn on days that gym classes are scheduled.

Grades 5-8: All students will bring and change into appropriate gym attire before gym class.

No jewelry should be worn on gym days.

Kindergartners are not required to wear a uniform. Nice play clothes are appropriate.

*St. Al's official spirit wear shirts, shorts, sweatshirts, sweatpants, etc., can be **purchased through our athletic association.** Order forms are available in the school office.

OUT OF UNIFORM DAYS

- Appropriate attire – no tank tops, short or tight shorts/pants

~Approved by St. Aloysius Gonzaga Parish Education Commission, May 16, 2007



Support Programs

D.A.R.E.

We have a very active Drug Abuse Resistance Education program. The Green Township Police Department conducts the program. An officer frequently visits the 5th grade classes to reinforce the “Just Say No” message. The program examines drug use, effects, short and long term consequences and methods of dealing with peer pressure. Graduation from the D.A.R.E. program is a special event for the 5th graders and their parents as they celebrate and reinforce the anti-drug abuse message.

Everybody Counts

This educational program aims to make our children more aware of people with various disabilities. Each grade level focuses on a designated handicap that parent volunteers present in each classroom:

Kindergarten-Blindness, Hearing Impaired, Orthopedics	
1 st Grade – Blindness	5 th Grade – Diabetes
2 nd Grade – Hearing Impaired	6 th Grade – Learning Disabilities
3 rd Grade – Mental Retardation	7 th Grade – Eating Disorders
4 th Grade – Orthopedics	8 th Grade – Serious Illness (ex: cancer)

Career Day

We believe that the students in Grades 6-8 benefit from being introduced to a wide variety of possible career options. Volunteers from a wide range of fields give presentations to small groups of students explaining their work. This event is held every other year.

Spring Reading Program

St. Aloysius Gonzaga’s school-wide reading program is supported by our yearly “Read-a-thons”. We kick these off in March with many “Right-To-Read” activities. Each year, we challenge our student body to reach goals that strengthen their reading abilities and broaden their horizons. Rewards in the spring add to the fun and motivation.

Picture Parent Program

This educational program has goals of making our children more aware of different artists and increasing their appreciation for art. The curriculum includes studying various artists at specific grade levels. Parent volunteers staff this program for our K-8th graders. This is done once each quarter.

Servers

Boys and girls who have a desire to serve Mass may do so beginning in the 6th grade. Students who are scheduled to serve are expected to fulfill their obligation. They receive a schedule periodically throughout the year. They are required to be in the sacristy 15 minutes before Mass begins. This is an important service to our church and a real opportunity for our children to develop their faith as well as a sense of responsibility and commitment.

Parent Teacher Organization

The PTO of St. Aloysius Gonzaga School is a very active organization. In addition to conducting many projects for raising funds for the school, it has a positive social aspect whereby parents new to the school become acquainted with other parents. Membership fees are nominal and all parents are urged to become members.

The PTO sponsors numerous educational, social and fundraising activities (such as Everybody Counts, Room Mothers, Picture Parents, Library Volunteers, Scavenger Hunts and assorted sales). All parents are invited to participate/volunteer in order to keep these programs running and to support our students.

From time to time, communications will be sent home. General assembly meetings are held in the gym or undercroft of the church. Board meetings are held every month and are open to all parents. Times, dates and locations of both meetings are announced at the beginning of the school year and can also be found on St. Aloysius Gonzaga School's Web Site located at www.saintals.org.

Library

St. Aloysius Gonzaga School has an excellent library housing close to 14,000 volumes.

Volunteers staff the library during certain days of the week and each classroom is scheduled at least once a week to select books. When a volunteer is not present, all classes have access to the library with the supervision of their classroom teacher. There is a fee issued in the case of lost or damaged books.

Pictures/Yearbook

School pictures are taken in the fall. A yearbook may be ordered in the spring. These are optional items. Brochures with details are sent home with each student as picture dates approach.

Field Trips

Occasionally, the students will leave the school for field trips. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notice in advance of the scheduled trip date and will be asked to sign a field trip permission form if you wish your child to participate. The students must have permission slips and release forms signed by parents/guardians and returned to their teacher to be able to attend the function. Phone calls granting permission normally will not be acceptable. It is the child's responsibility to have the consent forms signed within the designated time frame.

Field trips are privileges, not rights. Forfeiture can occur due to a student's behavior.

Athletic Association

The Saint Aloysius Athletic Association sponsors and equips athletic teams comprised of students from St. Al's School and Parish. Participation in supervised leagues is encouraged in hopes of instilling the principles of good sportsmanship in these children. The sport's offered at St. Al's include: soccer, track, volleyball and basketball (boys and girls); football, wrestling, baseball and golf (boys only); and softball (girls only). Some sports are broken down by grade and some are by age. General membership meetings are held on the first Thursday of every month and new members are always welcome. ** If a participating student is doing poorly in school, it is recommended that he/she takes a break from any extra-curricular activities in which they are involved. If a student is absent from school they should not attend any extra-curricular activities.



Student Health



Communicable Disease: St. Aloysius Gonzaga will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding the exclusion and admission of students with communicable diseases or infections (known to be transmitted by any form of casual contact) that are considered a threat to others, as well as communicable diseases not known to be spread by casual contact (ex: Hepatitis B, HIV, etc.). Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being and individual confidentiality and needs.

Immunizations: Each student must have verification on file by the 15th day of entry to the school that they have received, or are in the process of receiving, the immunizations required by state law. Noncompliance is a justifiable reason for exclusion from school.

Illness or Injury: In the event of illness or injury occurring at school or at school functions that students are expected to attend, the following procedures will be followed:

1. School personnel will make every effort to notify the parent/guardian to be contacted in emergency situations. The directions on the *Emergency Medical Authorization Form (EMA)*, as completed by the parent/guardian, will be followed as closely as possible. It is the parent/guardian's responsibility to notify the school as soon as any information on that form needs updating!
2. Students going home early will be excused to properly identified persons only.
3. If the nature of the illness or injury indicates that immediate medical/dental evaluation is necessary and the parent/guardian cannot be reached, the doctor/dentist indicated on the *EMA* will be contacted and his/her directions followed.
4. If none of the above can be reached, the best shared judgement of school personnel regarding the interests of the child will be determined and followed.
5. If a child needs to be transported by the paramedic unit and the parents are not available:
 - A. School personnel will accompany the child.
 - B. The student's *EMA* will be sent with the student.
 - C. Parents will be given the full specifics at the earliest possible time.

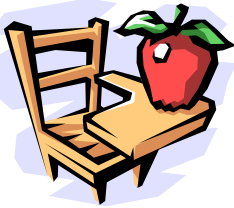
Medication:

1. Ohio State Law prohibits the administration of any drug (over-the-counter as well as prescription) without permission of the parent/guardian and the order of a physician. (This includes pain reliever, cough drops, etc.). Please do not send any medication to school with your child until these papers are completed. The school secretary, administrators and teachers are all prohibited by law from giving any treatment or dressing any wounds with medication. Treatment of wounds can only include cleaning with soap and water and covering with a band-aid or ice pack.
2. Whenever possible, medication should be administered before or after school hours. If a student must receive medication during the school day, a written request form signed by the parent and prescribing physician **must** be brought to the school by the parent/guardian along with the medication.

- A. *Administration of Medication at School (AMS)* forms can be obtained by request in the school office.
 - B. A separate request form must be completed for each medication to be administered.
 - C. If there is ever a change to the original physician's orders for the medication, a new *AMS* form must be signed by the physician and submitted.
 - D. *AMS* forms are only good for the school year that is in progress. New forms must be submitted at the beginning of each school year.
3. The medication must be in the original container in which the pharmacist or prescribing physician dispensed it. It must have the original affixed label stating the student's name, name of medication, dosage, route of administration and time of administration.
 4. Students are not permitted to carry any medication with them unless there is an agreement of school personnel for this and an *AMS* form has been signed by the parent/guardian and the prescribing physician and submitted to the office.
 5. It must be recognized that there are certain limitations to the responsibilities which the school can assume in administering medications:
 - A. It is the student's responsibility to remember to take the medication.
 - B. The school cannot guarantee that a rigid time schedule for the administration of medication can be followed.
 6. If the parent/guardian prefers to personally administer their child's medication at school, they should make arrangements with the student's teacher.

Prescribed Medical Treatment:

1. Whenever possible, prescribed medical treatment that is required by a student should be scheduled to be administered before or after school hours.
2. School personnel, other than school nurses who are competent to administer the prescribed medical treatment, shall not be required to administer prescribed medical treatment to students who are **not** identified as "handicapped" by the state and federal statutes.
3. It is advised that the parent/guardian or a parent's designated substitute assume the responsibility of administering the prescribed medical treatments to the student during school hours.
4. If the parent/guardian or designated substitute is not available to provide such service to the student, the consent of the parent/guardian, order of the physician and agreement of school personnel must be obtained before a prescribed medical treatment can be administered at school.
5. Parents assume any costs incurred to provide in service training for the school nurse(s) to guarantee competent and safe administration of the prescribed medical treatment.
6. In the absence of the school nurse, or during school hours when nursing coverage is not assigned, the prescribed medical treatment will not be administered. The parent/guardian or designated substitute must assume responsibility for the medical treatment during these circumstances.



Student Services

Cafeteria

Our school participates in the U.S. Government School Lunch Program. This program enables the school to offer a well-balanced lunch at a reasonable price. In addition to purchasing a complete meal in the cafeteria, the students have the option of bringing a packed lunch from home. They may purchase milk, or bring a non-carbonated beverage from home. Menus are distributed each month so that the students know in advance what will be served each day. Supervision is present and assistance is available at all times in the cafeteria where proper manners and disciplined conduct are expected of the students. The students are encouraged to eat a good meal. Students are advised of the charges for lunch and milk at the beginning of each school year and are given advance notice if there are ever any changes. **If a parent brings a forgotten lunch, it should be taken to the cafeteria, not the office.** This is because we prefer not to disturb the classroom learning process to deliver a lunch. Please mark the child's name and homeroom on their lunch and they can pick up it up when they go through the cafeteria line. (Please make them aware of this procedure early so they will know what to do if a lunch is forgotten.) Occasionally, students forget their lunch and no one is available to drop one off. In this case, students are permitted to "charge" a lunch. We encourage payment of charges on the day after they are incurred.

There is a \$30.00 cafeteria fee per family, due by the first day of the school year. This pertains to all families, regardless if students bring their lunch or purchase their lunch.

The cafeteria needs lots of volunteers to offer a hot lunch daily. If you can sign up to help in the cafeteria, you are reimbursed \$5.00 for every day you work. If you are unable to work, your cafeteria fee will go towards compensating a replacement. Due to safety concerns, please do not bring small children along with you, there are far too many opportunities for them to get injured or burned.

Thank-you!

Lunch will be between \$1.75 and \$2.00 per day. This includes milk. Milk separately is 50 cents. You can purchase a lunch card for 10 or 20 lunches.

ALL STUDENTS MUST EAT LUNCH. No food or throwing of any object is permitted in the cafeteria. It is the discretion of the principal as to the consequences of the throwing of food or objects in the cafeteria.

Lost and Found

Please mark all of your child's personal items: lunch boxes, sweaters, jackets, gloves, gym clothes, pencil cases, etc. Basically, the only thing you don't have to mark is your child. There is a lost and found box located in the cafeteria. Any unclaimed items left in the box will be donated to St. Vincent De Paul Society at the end of each quarter.

Telephone Usage

Messages for students are distributed during the day. Emergencies will be handled promptly. Students may not use the phone for unnecessary phone calls (forgotten homework, gym clothes, permission to go home with another student, etc.). Transportation arrangements should be made in advance.



School Safety

All visitors are required to report to the main office before proceeding to classrooms. We request that parents wait for their children in the parking lot after school. Since children need to feel independent, permitting them to meet you in a safe environment will encourage this. For the safety of our staff and students, all outside doors are kept locked throughout the day. Unscheduled visits to a child's classroom while in session are **not** permitted. If you would like to speak with teachers or the principal, please call to set up an appointment.

If it is necessary to bring an item to school for a student (such as medicine, books, etc.), the item should be brought to the office, not the child's classroom.

Fire and Tornado Drills

Monthly fire drills are held in order to provide students with the knowledge of procedures to cope with emergencies. Safety procedures are listed and explained inside each classroom near the entrance door. Tornado drills are also conducted, although less frequently, in order to familiarize the children with this safety routine.

Chemical/Biological and Nuclear/Radiological Attack Drills

In such a disaster, we will bring the children to the gym, as instructed by the Fire Department, and enact a **total lockdown-no one** will be allowed to enter or leave the building until the environment is deemed clear and safe. We have bottled water and snacks and the children have practiced this drill. If we have electricity, this will be announced on television. Room mothers will try to alert each family.

Automobile Traffic

The school parking lot is closed from 7:30 AM until 2:45 PM. Our drop off and pick up procedures can be inconvenient, but the **safety of our children is our main concern!** Please remind your children to be careful in the parking lot. Please ask them to walk, and not run so the drivers can plainly see them. Children should report directly to their car.

Morning Drop-off: Enter the Bridgetown Road lot by way of Meadowview Drive. Follow the arrows to drop off spot. To exit: If turning left, go to the traffic light in the bottom lot. If turning right, exit onto Meadowview Drive and proceed to stop sign. Please see map on next page. You also may go through the driveway between the back of church/school and the annex and drop your children off at the end of the driveway, by the side cafeteria doors. They will then need to go around to the front lot.

Dismissal

Walkers: All walkers will leave by the front doors.

Riders: If carpool parks across the street in the Bridgetown Road lot, students will leave by the front doors;

If carpool parks in the back convent lot, students will leave by the side (cafeteria) doors.

Afternoon Pickup: Please use the exiting procedures in the same way as described in Morning drop-off.

*Convent lot (in back) can be used for pickup only.

Bikes All bicycles must be parked and locked in the bike racks in the designated area. Bikes are to be walked on church and school property to insure the safety of students and persons on the grounds.

(Map)



Communications

Frequent communication throughout the school year is encouraged. It is in the best interest of your child to maintain an open line of communication with their teachers. Please schedule an appointment with the teacher to discuss concerns or difficulties that may arise as soon as they come up. This is the best way to confidentially and competently address your questions. Appointments should be made in advance to avoid conflicts given that teachers frequently have meetings, classes, tutoring sessions or appointments before or after school.

Parent Teacher Conferences

Parent-teacher conferences are scheduled, by appointment, two times during the school year. The conference dates are listed on the school calendar. To accommodate various schedules, the conferences are held during evening, as well as afternoon hours.

Friday Packets

At the end of the week, each family will receive a packet of papers with important information, such as a principal's letter with events that have taken place and events that are coming up, PTO information, Athletic Association information, Market Day order forms, announcements and much more. Please take the time to look this over and to stay up to date—it is a great source of information!

Classroom Newsletters

Teachers of grades K-3 send these home weekly.

Complaint Procedure

Communication between parents/guardians and teachers is the key to solving problems that may arise throughout the school year. Direct contact by note, telephone or a scheduled conference is critical in resolving issues successfully. Please keep in mind that all solutions are not instantaneous and time may be required for decisions to be reached that will be most beneficial to a child's educational process.

If an issue is one that is difficult to solve at the parent-teacher level, the principal's intervention may then be required. Parents seeking the counsel of the principal should subsequently inform the teacher involved of their decision. Should the matter not be adequately or satisfactorily resolved after being brought to the attention of the principal, it should be referred to the Pastor for arbitration, mediation and resolution. If the situation is still not resolved, with mutual agreement, the matter may be submitted to the Archdiocesan Office of Mediation.

If a question, concern or complaint about a policy is raised, this should be addressed to the St. Aloysius Gonzaga Education Commission in writing. If the matter is not resolved, it will follow the above steps from the Pastor to the Archdiocesan Office of Mediation.

Moral issues are to be directed immediately to the principal and Pastor.

Amendment

The administration reserves the right to make changes.

Statements in the handbook are subject to amendment with or without notice.

The school will attempt to keep you informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances.

**THE ADMINISTRATION RESERVES THE RIGHT TO CARRY OUT
DISCIPLINARY MEASURES FOR ANY OFFENSE OR MISCONDUCT RELATED TO
THE SCHOOL, EVEN THOUGH NOT MENTIONED SPECIFICALLY IN THE
PUBLISHED RULES AND REGULATIONS.**