



St. Aloysius
Gonzaga

Family Handbook

rev: 2023



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Dear Parents and Students,

Welcome to the St. Aloysius Gonzaga School family! The purpose of our Family Handbook is to make everyone aware of the policies, procedures and other important information that you will need in order that we become effective partners in the process of educating your child(ren) at St. Aloysius Gonzaga School.

Our parents and our students are expected to be familiar with the contents of this handbook. Knowledge of school procedures at the onset of the school year will mutually improve our ability to work together for the students' benefit.

After reading and sharing this handbook with your child(ren), please confirm your intent to comply with the obligations and opportunities explained within these pages by signing and returning the Family Handbook Agreement Form on or before the date specified on the form.

As principal of our school, I would strongly encourage each and every parent to become active in our school family. I believe that a parent's involvement makes the student's experience more meaningful and the whole school community is strengthened. I invite you to participate in your child(ren)'s education in any and every way possible. You, as well as your child(ren) are a valued member of our school community!

May God bless our school and each of your families as we work for all God's Children!

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.

GATOR – "GIVING ADMIRABLE THOUGHTFUL OUTSTANDING RESPECTFUL"

School Mission

St. Aloysius Gonzaga School is a Christ-centered, Roman Catholic, elementary school where the children are empowered to become full and productive members of the Church and society. We strive to



educate, in partnership with the parents, the whole child: spiritually, intellectually, physically, socially, and emotionally.

Parental Responsibilities

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

- Parents are to set a good example for the students by following and reinforcing school policies.
- Make sure your child attends school daily **and arrives before 7:45 a.m.**
- Make certain your child is well-rested, alert, and free of known illness.
- Make certain that your child is clean and dressed properly.
- Understand the rules expected at school and be aware of the consequences for violating these rules.
- Make sure that your child completes homework on time and comes to school prepared.
- Encourage in your child respect for themselves and others.
- Interact with teachers in such a way that models respect for their professionalism.
- Contact staff members directly via their school phone number, school email account or specific media app used by the teacher i.e. Remind/Class Dojo. Parents should not contact staff members about school related items via social media, text messaging or personal email!
- Parents should follow the Problem Resolution process for concerns involving the School, as follows:

Problem Resolution:

Efforts to resolve classroom issues should always begin with the teacher or staff member with whom the incident occurs. If these fails to resolve this issue, parents may contact the principal. The parent, teacher, and principal shall then meet to work toward a solution. If the issue for resolution cannot be resolved at this level, the principal and pastor shall meet to seek a solution. **The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership has been irretrievably broken.**

Protecting God's Children – Safe Parish: It is expected that all parents be aware of the Archdiocesan policies surrounding the issue of child abuse and protection. All school personnel and regular volunteers (this includes classroom helpers, adults who attend field trips or other events) are expected to be trained in, and compliant with Safe Parish, which is a nationally recognized educational program and which provides the “certification” and continued education stipulated by the Archdiocese for all employees and volunteers. Additionally, all school personnel are bound by ethics and the civil law to report any instance of child abuse to the proper civil authorities. Please do not ask teachers, staff or administration to transport your child in their vehicle at any time.

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, some students who have needs beyond our capacity to make reasonable accommodations may not be admitted. Parents must make the school aware of any special needs prior to enrollment.



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. Siblings of students whose parents are active in another Catholic parish paying the non-parishioner rate.
- f. Other students.

Currently enrolled preschool students will be given priority to enroll into kindergarten. A special enrollment window will open for current preschool students prior to enrollment for the general population. Preschool families that do not enroll during that window will not be guaranteed a place in kindergarten.

Members of St. Aloysius Gonzaga Parish will pay the tuition amount as determined by the Finance Council 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 child(ren).

All students transferring from another school into St. Aloysius Gonzaga School are admitted on a 90 day probationary basis. After the end of that school year, parents, teachers and administration will consult regarding the child's continuation. If agreed, the student will continue in good standing.

Tuition and Financial Matters

School fees pay only a portion of the cost to educate each child. St. Aloysius Gonzaga Parish provides approximately half of the amount it costs to operate St. Aloysius Gonzaga School, which is the reason for the difference in *parishioner* and *non-parishioner* tuition. The Finance Council will make every effort to disclose rates prior to registration for the following year. St. Aloysius Gonzaga School does accept the EdChoice Scholarship from the State of Ohio for eligible families/students.

Tuition is paid through the tuition management firm, FACTS. Once the tuition amount is established and a family is registered in the school*, each household will receive an invoice from FACTS that indicates their tuition obligation and allows the family to decide upon one of several payment plans. These payment plans and options may change from year to year and families will receive that information before their decision has to be made. Students may be dismissed from school for repeated non-payment of tuition.

*There is a \$50.00 per family, non-refundable registration fee.



St. Aloysius Gonzaga School offers tuition aid to active-parishioner families only who have been members for at least one year. The purpose of this program is to insure, to the extent made possible by available funds, that all children of parishioners have the opportunity to receive a Catholic grade school education at their parish school. Application for Tuition Aid is made through FACTS (see above in “School Tuition”) after registration.

Academics

Curriculum: Any educational program offered in a Catholic school meets or surpasses the minimum standards specified for such programs by the Ohio Department of Education. ***A Graded Course of Study*** for elementary schools in the Archdiocese of Cincinnati provides our school with identifiable and measurable objectives in each subject area. These documents communicate the nature and content of our academic program.

Parents provide a unique insight into talents, abilities, skills, goals and personal traits. Teachers work 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 strengths and areas needing improvement. Teachers and parents are encouraged to foster in the child a sense of ownership of his/her education.

Religious Education: 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.

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.

Parents are the first and most important models of faith, moral principles and values. Teachers and religious education classes *can only assist* parents with faith development. Consequently, there can be no guarantee that students completing our religious education will grow to be practicing Catholics.

Evaluation/Testing: Classroom tests and quizzes, as well as standardized tests, are evaluations. These evaluations exist to help us understand the progress and the needs of individual students. They also provide a basis for communication between parents, teachers and students. In addition to providing many types of daily and periodic evaluation, St Aloysius Gonzaga School participates in the yearly I-ready as mandated by the Archdiocese of Cincinnati. All students receiving any type of state scholarship funds are required to participate in the state required content assessments for grades 3-8.

The following standardized testing programs meet the Archdiocesan policies and the standards of the Ohio Department of Education and are subject to change:

Required State Testing Intermittently throughout the year

Center of Grace

ACRE (Assessment of Catholic Religious Education): Grades 5 and 8. (January)

I-READY



Assignments: The purpose of individual assignments in class and at home is to strengthen the understanding of material presented and to foster independent study habits. 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. 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 following time allocations are intended as a guideline:

Grades K-2	20 to 30 minutes Total
Grades 3-5	30 to 60 minutes Total
Grades 6-8	60 to 90 minutes Total

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 your child is being taught. In the lower grades, 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. In the middle and upper grades, talk to your child about assignments – including what's coming up. Involvement in their education will spur their interest! Alma & Google Classroom are tools that we use at Saint Aloysius for communication.

Report Cards: Report cards are issued each trimester. Out of consideration for the developmental needs of our kindergarten students, Kindergarten does not send home the first report card. Grades and Attendance information are always accessible to families in Alma, provided tuition payments are up to date.

Grading Scales:

K-2nd Grade:

“O” outstanding

“S” satisfactory

“N” needs time/experience/improvement

(with +/-)

3th-8th Grade

“A” 100-93% superior

“B” 92-85% very good

“C” 84-77% satisfactory

“D” 76-70% below average

“F” below 70% failing

(with +/-)



Honor Roll: The honor roll is in effect for students in grades 4-8. 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. The Honor Roll will be as follows:

1. **First Honors:** All A's and one B in the academic subjects
2. **Second Honors:** All A's and B's in the academic subjects
(Academic subjects are Religion, Reading, English, Math, Social Studies and Science/Health.)
3. A grade of "C" or better is required in Phys. Ed., Music and Art for both 1st or 2nd Honors.
4. If an "^" is received in *Personal Development*, (last 5 categories above "Comments:"), a student is ineligible for Honors.

Promotion and Retention Policy: Each student enrolled in St. Aloysius Gonzaga School will be promoted annually to the next higher grade upon successful completion of the instructional program established for their current grade level. Successful completion shall be defined as achieving passing grades in all, or all but one, of the academic subjects. Failure, in two or more of these primary subjects, may prohibit promotion to the next grade.

Students in the sixth, seventh, or eighth grades who are not promoted to the next grade may not continue at St. Aloysius Gonzaga School without the permission of the principal.

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: The State and Federal governments provide funding for some services offered at St. Aloysius Gonzaga School. These services are funded through the *Ohio Auxiliary Services Program* or *Title VI B of the Education of the Handicapped Federal Program*. Costs 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:

1. *Part-Time Nursing Services* provide health screenings with referral and follow-up. Minor first-aid is handled by the teacher or school office.
2. *Speech and Language Services* include identification, evaluation, and aid for specific speech, language, voice and fluency problems.
3. *Intervention Services* are available to students who are referred for or identified as having a specific learning disability or those requiring such services in order to be diagnosed.



Attendance

School Hours: Preschool – Morning drop-off 7:00 – 7:45am. Classes begin at 8:00am
Dismissal for preschool is at 2:15pm

Main Building K-8: Supervision is provided beginning at 7:00 am in the cafeteria. Students are not to be dropped off before this time. We cannot be responsible for student safety before this time. During a **2-hour delay** students cannot be dropped off until 9:30 am in either building.

At 7:30 am students will be dismissed from the cafeteria to their classroom for community building. At 7:45 am Homeroom- announcements and 8:00 am the first bell.

Absence: Please note: The office must be notified of any absence or tardiness. Reporting an absence to a teacher by text, email, or Class Dojo does not get recorded as Absent – you need to report it to the main office or the child will be marked as an unexcused absence. If a student is unable to attend school, a parent/guardian is required to call the school by 8:30 a.m. to report the absence (a voice message may be left if you wish to call the night before, etc.). When calling, please give your name, the student's name, and reason for the absence. Unreported absences will be checked by a phone call to the student's home or parent/guardian's workplace. When the student returns to school, a written note stating the reason for the absence and signed by the parent/guardian is required. All work is expected to be made up. **Assignments known prior to the absence are expected to be on time.** Students are permitted one day more than the number of days absent to turn in missing assignments. Exceptions can only be made in consultation with the teacher(s).

If a student is absent more than 3 consecutive days or more than 12 non-consecutive days in any two consecutive quarters, the parent/guardian must provide the school with written notice from a physician.

Tardy: A student is tardy if the student is not present in their homeroom by **7:45 a.m.** Students arriving late must be accompanied by an adult and report to the office to obtain a tardy pass, and get their temperature taken before parents can leave. Parents in the K-8 building should park in the front lot and walk their child into the office to be signed in. Under no circumstances can a late student be dropped off in the back alley. A student who misses more than 90 minutes of class time will be marked as a ½ day absent. **5** tardies will equal an "unexcused absence" which will count against received scholarships and in addition will require a conference with the principal to help resolve the issue. Excessive tardies may result in expulsion.

Parental Release: "A student who misses any amount of their class time during a school day that is not contiguous with the beginning or end of the day will be marked 'Left Early Excused,' if the student returns with an excuse from dental/medical appointments, etc. Such occurrences will be counted in the same total with "Early Dismissals" on the Report Card."



Early Dismissal of a Student: If a student is required to leave school earlier than normal school dismissal time, he/she must present a note to their teacher with a parent signature on it. The note must state the time they will leave school, the reason for the early dismissal and the name of the adult who will pick the student up. (Students will be released to properly identified persons only.) All students must be picked up from the school office. Again, a student who misses more than 90 minutes will be marked as a ½ day absent.

Vacations: During the school year, vacations are considered unexcused absences. While taking family vacations during school time is discouraged, we recognize the parents' prerogative. However, teachers are not required or expected to plan assignments before the vacation or to provide missed instruction when the student returns. 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, however, it is the student's responsibility to seek the information, complete the assignments, and turn in the work as arranged with the teacher(s).

Snow Days: When weather conditions necessitate a delay or school closing, we follow the **Oak Hills School District TV/Radio** postings. If school is delayed 2 hours, teachers/staff follow this as well, so dropping off your student should be delayed 2 hours as well. No one will be here to supervise your child. St. Aloysius Gonzaga **will not dismiss early** due to weather conditions. However, parents may, at their discretion, pick up their child(ren) early if weather conditions worsen during the day. We cannot dismiss students to anyone other than parents/guardian without written permission from the parents/guardian. During a 2-hour delay students cannot be dropped off until 9:30 am in either building.

Discipline Policy

Philosophy: Appropriate student behavior is fundamental in Catholic education. It is the intent of St. Aloysius Gonzaga to instill and promote the Christian values of honesty, justice, charity, integrity and truthfulness.

Academic achievement is closely related to the system of discipline at St. Al's School. The aim of discipline is to develop within the students strong habits of character that will enable them to face with fortitude and determination those difficulties found both in study and daily life. The ultimate goal of any disciplinary system is self-discipline. Discipline is necessary to create and maintain desirable learning conditions.

Students must assume responsibility for their own learning, be responsible learners, and assume the responsibility for exhibiting conduct that does not infringe upon the right of another. The school has the right to expect reasonable and self-disciplined behavior from each student and parent.

Disciplinary action includes, but is not limited to, a written or verbal warning, points, suspension or expulsion. The following acts of misconduct shall constitute sufficient cause for disciplinary action:



- Possession of any item commonly considered or understood by the administration to be a weapon (knives, guns, clubs, etc.)
- Fighting
- Deliberate disrespect to teachers or other school authorities
- Possessing, using, selling, transmitting or being under the influence of alcohol or any illegal or controlled substance
- Causing false fire, tornado, bomb or disaster alarms
- Leaving school premises during school hours without permission of proper authority
- Stealing
- Vandalism or any blatant disregard for parish/school property or that of another person
- Vulgarity, profanity or obscenity in any form (verbal, printed, written, gestures, etc.)
- Engaging in conduct that is contrary to the philosophy of the school.

The administration reserves the right to impose disciplinary measures for any behaviors on or off campus that significantly affect the school environment and/or operation.

Discipline Policy

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

A. RESPECT

Students are to consider it a matter of personal honor to show courtesy at all times to every member of the faculty, office, cafeteria, and maintenance staff and to all guests and visitors as well as to each other. Parents are encouraged and reminded to cultivate the virtues of kindness, thoughtfulness, politeness, and refinement in their children.

B. CODE OF CONDUCT

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness while recognizing positive behavior whenever possible. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

The goal of excellence is dependent upon the existence of an environment that is conducive to teaching and learning. This environment exists in all areas of the school building including church, playground, cafeteria, hallways, and classrooms. St. Aloysius Gonzaga School has a primary purpose – the education of the whole person in a truly Christian atmosphere. In order to achieve this purpose, each student is expected to observe certain basic rules of conduct.

Every individual of St. Aloysius Gonzaga School is entitled to respect and a safe learning environment. Therefore, the discipline offenses and consequences include, but are not limited to, the examples listed in this handbook.



It is the policy of St. Aloysius Gonzaga School NOT to discuss disciplinary actions except with the parent(s)/legal guardian(s) of the student or students who have been disciplined.

C. BASIC SCHOOL RULES

For all to contribute to the Common Good, each student should strive to:

1. Be on time and consistent in school attendance.
2. Respect teachers, staff, school property, and other students' property.
3. Be responsible for his/her own learning. Students are expected to behave in a manner that allows other students to learn. Behavior that distracts or disrupts the class or teacher is not acceptable.
4. Keep hands and feet to oneself. Students are not permitted to throw objects, push other students, or act in a manner that may bring harm to another individual or themselves.
5. Behave in the cafeteria in a manner that allows others to enjoy and pleasant atmosphere.
6. Be silent and walk in the halls.
7. Do not engage in unsafe or inappropriate activities.
8. Be in proper uniform at all times.
9. Never use profanity or inappropriate language or actions.
10. Behave properly in church. Church is a place of prayer. Students' conduct reflects their respect for the Lord and others present.
11. Obey teachers' directions.
12. Do not engage in violent behavior.
13. Do not destroy or steal school property or the property of others.

D. STANDARDS OF BEHAVIOR

A school is an environment in which students come to learn. To promote this goal there must be a proper atmosphere in which to do so. Students must respect the right of each other to learn and must accept each other's individuality. In this way, each student will be free to reach his/her greatest potential. These standards extend to all phases of school activity.

1. IN THE CHURCH - Students should recognize that the church is the place of worship and that people act reverently there. All students attend and participate in designated religious functions.



2. IN THE CLASSROOM - Students are expected to contribute to the proper learning environment through active participation, responsibility in completing assignments, following the classroom rules and respecting teachers, aides, volunteers and other students.

3. IN THE CAFETERIA - Lunch is a time for students to relax and socially interact. Students are expected to be respectful and friendly toward all classmates, cafeteria volunteers, and monitors, and to use acceptable table manners and quiet voices. They should accept responsibility for the cleanliness of the area in which they eat. No schoolwork or books may be brought to the cafeteria.

4. ON THE PLAYGROUND - Students will use the time on the playground for relaxation and enjoyment and allow others to do the same.

5. IN THE HALLWAYS AND RESTROOMS - Students are expected to show courtesy and respect to one another. They are not to loiter in these areas. Students should help to keep these common areas clean and in working order.

E. BULLYING POLICY

1. GENERAL

a. It is the policy of St. Aloysius Gonzaga School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

b. The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.

c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. DEFINITION OF TERMS

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

-Causes mental or physical harm to the other student; and

-Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention will be paid to the words chosen and the actions taken, whether such conduct occurred in front of



others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. TYPES OF CONDUCT

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors, and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 1. Posting slurs on the Internet, websites, blogs or social media/networks;
 2. Sending abusive or threatening instant messages, text messages, emails or other communications through the Internet, websites, blogs, or social media/networks;
 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. COMPLAINTS

a. FORMAL COMPLAINTS

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or



administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. INFORMAL COMPLAINTS

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. ANONYMOUS COMPLAINTS

i. Students who make informal complaints as set forth above, may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. SCHOOL PERSONNEL RESPONSIBILITIES

a. TEACHERS AND OTHER SCHOOL STAFF

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.



b. ADMINISTRATOR RESPONSIBILITIES

i. INVESTIGATION

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. RESPONSE

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. REPORTING

1. REPORT TO THE PARENT OR GUARDIAN OF THE OFFENDER



a. If after investigation, an act of harassment, intimidation or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. REPORT TO THE PARENT OR GUARDIAN OF THE VICTIM

a. If after investigation, an act of harassment, intimidation, or bullying against a student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

3. POLICE AND CHILD PROTECTIVE SERVICES

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations from outside agencies.

6. MISCELLANEOUS

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

F. PERSONAL PROPERTY

Students may not bring items such as toys (unless requested by the teacher or given other permission), Pokemon or related cards, games, etc. to school. There will be a warning given for these items the first time and then any time after that, they will be confiscated. For electronic items (cell phones, e-readers, tablets, etc.) please see the Electronic devices and related items section in Part II of this handbook.

G. DISCIPLINE POLICY

Children at St. Aloysius Gonzaga School are expected to observe the school rules as detailed above. At St. Aloysius Gonzaga the children's growth in age and maturity is expected to be reflected in their behavior. Please read the classroom rules and behavior plans that apply to your child's age carefully and discuss them with your child. Support your child's teachers throughout the school year by reinforcing these good behavioral habits.



Parents also play an important role in creating a proper atmosphere at school. The Catholic Church and our school recognize parents as the primary educators of their children. The education of students at our school is a partnership between the parents and the school. Consistency between what the school expects of the students and what the parents expect of their children at school should result in fewer discipline problems. Open communication through proper channels between parents and staff is not only encouraged, but is expected. If however, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child.

The learning environment must exist in all areas of the school building, including the church, playground, cafeteria, hallways, gym, and classrooms. Studies effectively argue that interruptions in learning, most often attributed to misbehaving students, have a more negative impact on learning than large class size. Failure to conform to required rules of conduct, as defined by the administration and the faculty, is punishable by appropriate disciplinary action to be administered by a teacher or the administration.

School policies will encourage the students to develop their skills in self-discipline.

All “inappropriate conduct” cannot be listed in any behavioral code. The school administration reserves the right to take disciplinary action as needed in any particular situation.

1. GRADES K-3

The teachers in grades K-3 may use a variety of discipline techniques. Each classroom will have a set of rules for that room. Teachers are expected to post the rules in the classroom and clearly explain the classroom rules the first day of the school year. Classroom discipline techniques could include cards, charts, Class Dojo, or any other means the teacher believes is best. When the teacher has exhausted all options in a particular situation (addressed with the student/loss of Class Dojo Points), the 4-8 Point System will be used.

2. GRADES 4-8

Various numbers of points may be issued for a variety of reasons which are outlined below. Points will accumulate each trimester and follow the procedure outlined in the handbook. Points will be given at the discretion of the staff member involved.

When an inappropriate behavior occurs, the supervising teacher or adult may issue points. At the end of each day, teachers will input behavior points into a student’s ALMA account. Parents are encouraged to check this behavior record regularly by signing up for updates from ALMA.

POINT SYSTEM

Points can be issued for a variety of reasons. The examples below are a rough guideline of the distribution of points. Please keep in mind that all reasons for points cannot be listed in this



handbook. The assignment of points is at the discretion of the staff member addressing the incident. ALMA will be used to document and keep track of points.

The inappropriate behaviors and their point values are as follows:

0.5 Point Violations

- A. Gum/Food
- B. Uniform violation/PE uniform violation

1 Point Violations

- C. Lack of cooperation/Not following directions
- D. Disruptive behavior in classroom/hallway/church/cafeteria/playground

2 Point Violations

- E. Inappropriate language/Profanity/Vulgar language (written, verbal, or electronic)
- F. Inappropriate/unruly behavior

3 Point Violations

- G. Disrespect to teachers, staff, students, or visitors (written, verbal, or electronic)
- H. Cheating
- I. Harassment- physical, verbal, emotional, or electronic
- J. Leaving a designated area without permission
- K. Misuse of technology
- L. Cell phone infraction

4 Point Violations

- M. Fighting
- N. Stealing, Forgery, or Plagiarism
- O. Damage, destruction, or loss of school property
- P. Threats/Bullying/Intimidation/Intentionally excluding others

5 Point Violation (points administered by principal and recorded on behavior card)

- Q. Suspension

Consequences for grades 4-8:

Step One: Notice will be sent home and emailed to the parent upon the receipt of the fifth point. Failure to acknowledge receipt of a five point letter does not change the course of action of the school. The school will continue to utilize the discipline system and will move forward to step two.

Step Two: After a student accrues ten points, a parent conference will be called to discuss a Plan of Action with the teacher. This meeting will include the teacher(s), student, and parent(s). **Parent meetings are expected to occur within 24 hours of parent notification of ten points.** It is the parent's responsibility to monitor points on ALMA as well as to acknowledge receipt of a teacher's



email regarding ten points or by sending back the signed ten point letter with your child the next day or by acknowledging receipt of the letter via email. Failure to acknowledge receipt of a ten point letter and/or attend the conference meeting does not change the course of action of the school. The school will continue to utilize the discipline system and will move forward to step three.

Step Three: When a student accrues fifteen points, a parent conference will be called. The principal and teacher will meet with the parent(s) and the student. The student will be placed on Disciplinary Probation via a Disciplinary Plan. The student must show a measurable improvement in attitude and/or conduct. If violations of probation occur, the student is liable for expulsion. Parent meetings are expected to occur within 24 hours of parent notification of fifteen points. It is the parent's responsibility to monitor points on ALMA as well as to acknowledge receipt of a teacher's email regarding fifteen points or by sending back the signed fifteen point letter with your child the next day or by acknowledging receipt of the letter via email. Failure to acknowledge receipt of a fifteen point letter and/or attend the conference meeting does not change the course of action of the school. The school will continue to utilize the discipline system and will move forward in implementing a Disciplinary Probation Plan without the input of the parent.

Behavior points will reset at the start of each trimester for most students. However, those students that have had a significant amount of points each trimester, the principal has the discretion to engage staff and family in a final plan

Teachers have the discretion to remove one point each trimester. The tenth or fifteenth point cannot be removed.

The school will keep the parent informed of behavior via ALMA and email. It is imperative as well as the expectation that the parent will check ALMA and email on a regular basis, at a minimum of once per week, to stay informed of a child's behavior concerns which are indicated via points issued. Letters sent home requiring a parent signature are offered only as a courtesy. **Failure on the part of the student to give the parent a behavior letter and/or failure on the part of the parent to sign and return a behavior letter, action plan, or probation plan does not indicate failure to communicate on the part of the school/teacher.**

H. SUSPENSION/EXPULSION GUIDELINES

SUSPENSION - In certain situations that are extreme or not provided for in the point system, the principal may find it necessary to issue a suspension.

OUT OF SCHOOL SUSPENSION

In certain situations that are extreme or not provided for in the point system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms and length of the suspension and notify the parents/guardians in writing. A conference with the parents/guardians and school administration/principal will be required for the student to return to



school. Any work missed for a suspension must be completed and turned in at the teacher's discretion.

EXPULSION

Suspension or expulsion of a student requires action of the school principal. All responsible alternatives should be considered. The school administration/principal is the final recourse in all disciplinary actions.

Offenses that may result in Immediate Expulsion:

- A. Possession, use, sale, and/or under the influence of illicit drugs, alcohol, tobacco products, other hallucinogenic substances, or look alike drugs while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- B. Possession, use, and/or under the influence of alcoholic beverages while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- C. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof intended to be and/or construed to be a weapon on school/parish property
- D. Possession, use, and/or under the influence of tobacco products (including vape or e-cigarette) while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- E. Physical assault resulting in pain, suffering, the need for medical attention, or contacting of the local authorities
- F. Arson
- G. Bomb threat/ Written threat/ Verbal threat including those on social media
- H. Destructive or inappropriate use of church, school or personal property
- I. Gross misconduct – conduct unbecoming a Christian, fighting or other physical abuse, indecent (lewd or sexual) behavior, theft, dishonesty, sabotage, serious breaches of health and safety rules, or offensive behavior (such as discrimination, harassment, bullying, abuse and violence including those on social media)
- J. Incidents which require the services of the Police Department or EMS services

The expulsion procedure is as follows:

The case will be discussed with relevant staff and parents/guardians.

The parents/guardians and student will meet with the administrator.

Written notice will be given or sent to the parents/guardians stating the reasons for the student's expulsion.



The Archdiocese of Cincinnati will be notified of any expulsion.

The policies in this handbook are not limited to actions or behavior on school premises or at school functions. The school reserves the right to enforce the policies contained herein for student action and/or behavior not occurring on school grounds or at school related functions not limited to bus, social media (which can be proven without reasonable doubt), sporting events not on school premises, etc. regardless of place or circumstance every student is representing the St. Al's school community.

The school administration/principal is the final recourse in all disciplinary matters and may waive any and all rules at his/her discretion for just cause.

Communication of Disciplinary Measures: As appropriate, school personnel will communicate disciplinary measures to parents of a child that receives discipline. However, it is a violation of a family's right to privacy for any disciplinary measures taken against a child to be shared with parties that are not that child's family.

Academic Integrity – One's Own Work: 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 and noted in their permanent record. 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 proper 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

Plagiarism will warrant a grade of 0%.

Harassment, Intimidation and Bullying:

1. General

- a. It is the policy of St. Aloysius Gonzaga School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.



- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
 - o Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - o Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.



- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - i. Engaging in unsolicited and offensive or insulting behavior;
 - ii. Physical violence and/or attacks;
 - iii. Threats, taunts, and intimidation through words and/or gestures;
 - iv. Extortion, damage, or stealing of money and/or possessions;
 - v. Exclusion from the peer group or spreading rumors; and
 - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;



3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints



- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.



b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in



seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

- a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

- a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

3. Police and Child Protective Services



- a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All school personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

- a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident,

including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Student Property & Inspection: Students are discouraged from bringing personal property to school. Neither the parish nor school accepts any liability for personal items which may be lost, stolen or damaged while on parish/school grounds. These items might include, but are not limited to, cell phones, playground equipment, electronic games, jewelry, etc.

School administrators may inspect any school property used by a student at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any student's personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing such property onto or taking them from the school's premises. Such items include, but are not limited to, backpacks, book bags, lunch boxes or bags, purses, and pockets. A student and his/her parents or guardians consent to this inspection policy as a condition of enrollment and attendance at the school. Refusal to consent to an inspection may result in disciplinary action, up to and including expulsion, even for a first refusal.

Personal Electronic Devices(Cell Phones): Students may bring a personal electronic devices to school but these may not be used between the hours of 7:00 a.m. and 3:00 p.m.. They must be off and packed away in lockers, not to be carried in student's pockets, back packs, or desk. Misuse will result in the device(s) being confiscated and only returned after school hours to the parent. The Acceptable Use



Policy remains in effect beyond the school day. Like all personal property, the school will not be responsible for its loss, theft, or incurred damage.

St. Aloysius Gonzaga 2023-2024 Dress Code

General Information: Students of St. Aloysius Gonzaga are expected to dress in accord with the prescribed dress code. All students should display cleanliness and neatness. Parents/guardians are primarily responsible for seeing that their child is compliant with the dress code. ***Any clothing that the administration/faculty considers out of uniform will warrant a phone call home to change attire. The student will return to class when clothing is appropriate.***

Hair should be clean and worn in a simple style. It should not hang below the eyebrows or in the face. No purses are to be brought to school. Hair may not be extreme or distracting (i.e.; no mohawks, shaved designs or hair coloring). No hair spray or gel should be brought to school. Nail polish is limited to clear, neutral colors (no fake, black, neon, bright, designs, or other distracting colors are allowed). No fake nails, press on or nails that are too long for computer use or safety issues. No hats are to be worn in the school building. No dangling earrings only studs. Jewelry should be limited to one ring and/or a simple cross necklace. No bracelets. ***The school is not responsible for the loss, theft, or damage to personal property.***

Boys (Grades K-8)

- Pants or shorts: solid Navy or Khaki school dress. ***No cargo or skinny styles. No athletic, or cut off.***
- Shirts: White, Red or Navy Uniform Polo Style, tucked in and sized to fit
- Sweaters: Plain Navy or White in any knit style (vest, crew neck, v-neck or cardigan)
- NO HOODED SWEATSHIRTS- including Saint Al's spiritwear
- Jackets: Only jackets ordered through St. Al's Spirit Wear are permitted (full zip or ¾ zip)
- Socks: must be solid White, Navy, or Black. Socks must be worn visibly above shoe.
- Shoes: No sandals, clogs, crocs, flip-flops, or boots are to be worn (rain/snow boots can be worn to school and changed)

Girls (Grades K-8)

- Grades K-6 may wear New Plaid (or navy or khaki same style) jumpers found at Schoolbelles.
- Grades 7-8 may wear New Plaid Kilt Style Skirt (or navy or khaki same style) at Schoolbelles.
- Pants or shorts: solid Navy or Khaki school dress. ***Length of shorts are to be 2" above knee. No cargo or skinny styles. No athletic, or cut off.***
- Shirts: White, Red or Navy Uniform Polo, tucked in and sized to fit.
- Sweaters: Plain Navy or White in any knit style (vest, crew neck, v-neck or cardigan)
- NO SWEATSHIRTS • Jackets: Only jackets ordered through St. Al's Spirit Wear are permitted (full zip or ¾ zip)
- Socks: solid White, Navy or Black. Socks must be worn visibly above the shoe.



- Leggings: Navy, White or Black may be worn only under uniform jumper or skirt
- Shoes: **NO** sandals, clogs, crocs, flip-flops, UGG style, shoes without backs or slippers. Rain/Snow boots can be worn to school and changed.

Out-Of-Uniform Day – (Donation \$1.00) for students to be out of uniform. All donations will be donated to a charity selected for that month. A paper copy of the schedule will be coming home in the student packet. These days will occur on the last Wednesday of every month. Some out of uniform days are announced as a special “theme” e.g. funny hat, Wacky Wednesday or Pajama Day. Otherwise, the ***“usual out of uniform rules apply.”*** This means clothing must be neat, clean and modest. Relaxed bottom pants/Athletic shorts are allowed. No tights are to be worn in place of pants. Shorts must be 2” above knee appropriate length. All shirts must have sleeves. The principal reserves the right to determine appropriateness of clothing. If you have to ask, “Is it ok to wear...?” The answer is probably not what you want to hear.

Spirit Wear Days: St. Aloysius Gonzaga permits Spirit Wear Day for special occasion. On these days’ students who wish to participate must wear official spirit wear purchased through the spirit wear department. No other items may be worn (i.e. Nike jacket over spirit wear shirt). On spirit wear days students are invited to wear relaxed bottoms, athletic shorts, and jeans which follow the same guidelines as out of uniform policy. You can always wear your uniform if you prefer. Spirit wear can be purchased at participating in spirit wear day is optional. Spirit Wear can be purchase at: <https://www.writelysew.net/stores/StAls> – Our PTO Spirit Wear Coordinator Ella George will keep us updating when the website goes live.

Student Health

Communicable Disease & Lice: To the best of our ability, 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, lice etc.). Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual confidentiality and needs. **In the event of lice,** students will not be permitted to return to school unless they are free of all lice and nits. The child must be checked in the office before they may report to their classroom.

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. If parents are noncompliant, it may result in 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 when any information 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: Whenever possible, medication should be administered before or after school hours. Forms are available in the office or on our web site that must be completed before we can administer medications at school. The medication must be in the original container in which the pharmacist or prescribing physician dispensed it. It must have the original label affixed stating the student's name, name of medication, dosage, route of administration, and time of administration. If the parent/guardian



prefers to personally administer their child's medication at school, they must come to the school office. Students are never permitted to carry medication on their person with the exception of an inhaler and then, only when the aforementioned paperwork is completed and on file with the office.

If there is ever a change to the original physician's orders for medication, a new form must be signed by the physician and submitted for school files. Also, new forms must be submitted at the beginning of each school year.

The regular school personnel (secretary, administrators, teachers, maintenance staff) are all prohibited by law from giving any treatment or dressing any wounds with medication. Treatment of wounds will only include cleaning with soap and water and covering with a band-aid or ice pack.

Prescribed Medical Procedures: Whenever possible, a prescribed medical procedure required for a student should be administered before or after school hours.

During school hours, it is advised that the parent/guardian or a parent's designee assume the responsibility of administering the prescribed medical procedure for the student.

School personnel, other than the school nurse, shall not be required to administer prescribed procedures.

In the absence of the school nurse, or during school hours when nursing coverage is not assigned, the prescribed medical procedure will not be administered. The parent/guardian or the parent's designee must assume responsibility for the medical procedure during these circumstances.



Support Programs

Parent Teacher Organization: The PTO of St. Aloysius Gonzaga School is a very active organization. In addition to conducting many projects for the school, it affords a positive social environment whereby parents come to know each other. Membership fees are nominal and all parents are urged to become members.

The PTO sponsors numerous educational, social and fundraising activities. All parents are invited to participate and volunteer in order to maintain these support programs

General Assembly meetings are held 4 times per year. Board meetings are held every month. Times, dates and locations of both meetings are announced at the beginning of the school year.

Library: St. Aloysius Gonzaga School has an excellent library housing roughly 8,000 volumes. Volunteers staff the library during certain days of the week and each classroom is scheduled at least once a week to check out 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 for lost or damaged books and report cards will be held until paid.

Pictures: 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. Picture days are “out-of-uniform” but the administration reserves the right to have students call home if their attire is not in keeping with the general decency expected.

Field Trips: Occasionally, the students will leave the school for field trips. These trips are designed to supplement 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. The students must have permission slips signed by parents/guardians and returned to their teacher to be able to attend the field trip. It is the student’s responsibility to have the permission slip signed within the designated time frame. **Field trips are considered a privilege earned. They are not a right to which students are entitled. Therefore, a student’s behavior can be cause for him/her to forfeit the opportunity to participate.**

Use of School Equipment or Space: The parish and school are extremely grateful for the contributions made by so many good people. It is our goal to work cooperatively with the parish organizations. In order to safeguard a common investment, when any parish organization needs to use school resources, it is expected that they will have proper permission. Use of school space must be requested through the Family of the Holy Eucharist.



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 the students know in advance, what will be served each day. Supervision is present and assistance is available at all times in the cafeteria.

ALL STUDENTS ARE EXPECTED TO EAT LUNCH. We discourage students from throwing their food away but will not force the students to eat. Throwing or otherwise playing with food is considered wasteful and will incur disciplinary action.

Lost and Found: Please mark all of your child's personal items with their first and last name. 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. Again, the school or its staff will not be responsible for the loss, theft, or damage to personal property.

Telephone Usage: Messages for students are distributed during the day. Emergencies will be handled promptly. Students may use the phone at the discretion of the office staff. Generally, after-school transportation arrangements are expected to be made in advance.



School Safety & Traffic Procedures

Vehicle Traffic: Safety must always take precedence over convenience. It is imperative that parents follow the procedures outlined below. This is for safety reasons, but also to demonstrate a good example to the children when it comes to school rules. Remind your children to be careful and walk in an orderly manner so the drivers can plainly see them and have time to react if necessary.

Morning Drop-off:

ALLEY BEHIND SCHOOL: Enter the alley driveway off Church Ln. and proceed toward Weirman Ave. Pull up next to one of the numbered cones and come to a complete stop. Your child should exit your car and immediately enter the SAFE ZONE and proceed the cafeteria. Preschool families should come to a complete stop and wait for a staff member to unload your child from the car. Never exit your vehicle during drop off.

Pulling up on the street at Bridgetown or Weirman Avenue is never to be used as a drop off zone.

BRIDGETOWN ROAD LOT: Parents are also welcome to park in the lot on Bridgetown Rd., cross with their child and walk them to the cafeteria door to enter the building. **Under NO circumstances is a child permitted to exit their parent's car in the large lot and cross Bridgetown Rd. unescorted.**

Dismissal:

ALLEY BEHIND SCHOOL: Parents should enter the alley behind school at their designated pick up time. Parents MUST enter the alley coming from Harrison Ave on Church Lane; absolutely no cars should enter the alley having turned on Church from Bridgetown Rd. Your child will be waiting for you outside of the cafeteria doors and will enter your car after it comes to a complete stop.

BRIDGETOWN ROAD LOT: Parents are welcome to park in the large lot on Bridgetown Rd. and wait for their child to be dismissed from the cafeteria doors closet to the gym. Parents are expected to cross their child safely at Bridgetown Rd.



Visitors: For the safety of our staff and students, all outside doors are kept locked throughout the day. All visitors are required to report to the Elementary School Office before proceeding throughout the school. We expect that parents will wait for their children in the parking lot after school. **Unscheduled visits to a child's classroom 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 (medicine, books, etc.), the item must be brought to the office, **not to the classroom.**

Emergency Drills: Regular 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, and other emergency drills are also conducted less frequently in order to familiarize the children with these safety routines.

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. Appointments should be made in advance to avoid conflicts given that school staff members have frequent meetings, classes, tutoring sessions or other appointments before and after school.

School Office Hours: It is important that our parents understand that the school office hours will end at 3:00pm. There should not be any expectation that the doors or phones will be answered after this time. Coordinators of extra-curricular activities will be the responsible contact person(s) after hours.

Alma-*Information Forthcoming*: Instructions will be in student packets.

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.

Gator Gazette: At the end of the week, each family will receive an email through Alma with the "Gator Gazette" attached. The Gazette consists of important information, such as the principal's newsletter, PTO information, Athletic Association information, and much more. It is the parents' responsibility to keep up-to-date with this valuable and important information.

Classroom Communication: All teachers are required to maintain a website with pertinent information for students and families. Homework should be posted daily to the teacher's website if homework has been assigned. Some teachers also use a classroom management app such as Class Dojo or Remind. This is not required program for teachers.

Parent Cooperation as a Condition of Enrollment: The education of a student is a partnership between the parents and the school. Just as the parent has a right to withdrawal a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.



Preschool Handbook

St. Aloysius Gonzaga Preschool maintains a handbook pursuant to the specific needs of the preschool. However, The St. Aloysius Gonzaga Family Handbook is also applied to the preschool.

Amendments to the Family Handbook

The administration reserves the right to amend the Handbook with or without prior notice. Amendments will be included in the Friday Packet and on the web site (www.saintals.org).



Family Handbook Agreement Page

IF YOU DO NOT AGREE WITH OR CONSENT TO THE STATEMENT BELOW PLEASE INDICATE,
“NO” IN THE SPACE PROVIDED, OTHERWISE *LEAVE IT BLANK*.

_____ (**Blank or NO**) throughout the school year St. Aloysius Gonzaga School sends press releases and/or photographs to the media, or publish online, relevant to student achievements or other activities about our school. In order to do so, we need the consent of the parent or legal guardian to publish photos of the student(s). In the case of online publicity, only first names will be used.

As a parent or guardian of a student attending St. Aloysius Gonzaga School, I hereby acknowledge that I have read, and agree to be governed by, the policies in this Family Handbook. Failure to return this signatory page does not dismiss your obligations or opportunities identified within.

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Children's Names: _____

Please return this page on or before the first school day of September.

Thank you for your ongoing support and cooperation!
