



St. Aloysius
Gonzaga

Family Handbook

Grades Preschool through Eighth
2024-2025

Important Phone Numbers

School..... 513-574-4035

School Fax.....513-574-5421

Preschool.....513-587-3978

School Website..... www.saintals.org

St. Aloysius reserves the right to amend stated policies at any time in the interest of fundamental school values.

Parents and students are expected to understand and follow all the information and directives contained in the handbook.

Signature on Handbook Acknowledgement Form indicates understanding of “right to opt out” which must be submitted in writing to the school office no later than September 15th of each school year.

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WELCOME

PRINCIPAL LETTER

Thank you for choosing St. Aloysius Gonzaga School for your child's education. St. Aloysius School, is part of St. Aloysius Parish, is a Catholic school committed to Gospel values incorporated throughout our strong academic program. The staff integrates the best instructional practices to foster the gifts of all students, empowering them to meet the challenges of the future. At St. Aloysius, we believe that the education of a child must be a team effort with the student, parent, and teacher all working toward the same goal...student success. In fact, we believe 'Educating the Mind and Nurturing the Spirit' is our mission.

We are excited to have you as part of our St. Aloysius Family, and we are looking forward to a great year of learning and growing together!

Mrs. Sandy Ortman-Tomlin (Mrs. O-T), Principal

SCHOOL HISTORY

St. Aloysius Gonzaga School has a long history on the west side of Cincinnati, Ohio. Beginning in 1866, the school and parish experienced consistent growth as Cincinnati's Catholic families moved up the steep slopes that surrounded the city, and established farms and family businesses between 10 and 15 miles from the downtown area. A small group of German Catholic farmers met and began to establish St. Aloysius Parish. The Catholic population continued to expand consistently for the next 100 years. It outgrew two previously constructed churches and outgrew its original territory. In 1899 three Sisters of St. Francis from Oldenburg, Indiana arrived at St. Aloysius. They began a tradition of teaching service at the parish school lasting until 2007. At that time the parish continued to support the school. A preschool experience was created and offered during the 2017-2018 school year and has been so successful that the empty convent has been renovated and we now have 3,4,5-year-old classes of preschool students.

MISSION STATEMENT: St. Aloysius Gonzaga is a Christ-centered Roman Catholic elementary school, where the children are empowered to grow as disciples of Christ. 'Educating the Mind, Nurturing the Spirit'

Beliefs

- We believe student formation in discipleship is the chief purpose of the school by providing a spiritual education rooted in the Catholic Church and the highest quality in academics.
- We believe we are called to be followers of Jesus Christ, witnessing to the moral and social teaching of the Church.
- We believe each student is a valued individual regardless of his or her unique physical, social, emotional, intellectual, and spiritual needs.
- We believe prayer is an essential part of every day, and Eucharistic Liturgy is a unifying expression of community.
- We believe in preparing students to be responsible stewards of God's gifts in an ever-changing society.
- We believe instruction must provide for the learning styles of all students, giving them the opportunity for success.

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 will focus on community and service this year by establishing a Gator Cares Program within the school community, continuing to accentuate;

GATOR – “GIVING ADMIRABLE THOUGHTFUL OUTSTANDING RESPECTFUL

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.

ACCREDITATION

In 1994, the Bishops of Ohio formed the Ohio Catholic School Accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

OCSAA accreditation also requires schools to show evidence that they are implementing OCSAA Standards. The State Board of Education has approved these Standards as comparable to the Operating Standards for Ohio's Schools. Through the OCSAA accreditation process, a new Catholic school can apply for a charter from the state of Ohio and existing Catholic schools can maintain their state charters. **St. Aloysius School is a fully accredited school and received the latest accreditation May 2024.**

ADMINISTRATION

St. Aloysius School is a parish school which operates under the authority of the Pastor, Fr. Matt Robben, under the direction of the school principal, Mrs. Sandy Ortman-Tomlin.

RIGHT TO AMEND

This handbook is not a binding contract with St. Aloysius School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

NON-DISCRIMINATION STATEMENT

No student may be excluded from St. Aloysius School solely because of race, color, national/ethnic origin, or ancestry.

REGISTRATION REQUIREMENTS FOR ALL STUDENTS

All registrations, transfers, and admissions are made through the principal's office.

A. The primary and essential purpose for the existence of St. Aloysius School is to provide a Catholic education for the children of the families of St. Aloysius Parish. The following regulations have been adopted:

1. All pupils to be admitted must accept the curriculum and discipline as provided in the school regulations.
2. All Catholic children of the parish are eligible for admission to St. Aloysius School.
3. No pupil may be excluded from St. Aloysius School because of race, color, religion, national origin, or ancestry.
4. The admissions policy shall not be based solely on ability or achievement.

B. Selection of Students:

1. Pupils will be admitted who give promise to being capable of successfully completing the total or prescribed educational program of the school. Incoming pupils will be admitted on a probationary basis at the discretion of the principal. Those students who have a history of poor achievement due to lack of effort or application of skills or have difficulty following rules and regulations, will need to meet with the principal prior to the start of the academic year.
2. The registration of children with special needs will be reviewed annually by the administration, Intervention Assistance Team, and parents prior to the acceptance of registration. The purpose of this procedure is to assess whether or not St. Aloysius School can best meet the spiritual, social, intellectual, physical, and personal development of the individual child.
3. When more qualified students apply for admission than can be accommodated, the selection of those to be admitted must not discriminate against any group or any individual. The following criteria are to be observed at the discretion of the principal and/or pastor:
 - a. Target enrollment per class in grades 4 through 8 is 25 students per homeroom. Target enrollment per class in grades 1 through 3 is 25 students per homeroom. Target enrollment per class in kindergarten is 25 students per homeroom.
B Target enrollment per class in Preschool is based on the maximum number of students per adult based on age which is 12 students per adult for three-year-olds and 14 students per adult for four-year-olds.
 - b. Pupils from the past year have the first priority.

Other children are welcome regardless of race, religion or national origin as long as space is available and those seeking admission can meet the tuition requirements.

Assuming the above requirements are met, no child is excluded as long as he/she can benefit from our educational program and if his/her presence will not be a detriment to the learning atmosphere of the other children.

The admittance of children after the school year has begun will be considered on a case-by-case basis.

To be eligible for admission into the Three-year-old class, a child shall have reached his/her third birthday BEFORE September 30th.

To be eligible for admission into the four-year-old or 5-year-old class, a child shall have reached his/her fourth birthday BEFORE September 30th.

To be eligible for admission into the kindergarten class, a child shall have reached his/her fifth birthday BEFORE September 30th. All students must be toilet trained.

Continued enrollment of any student is based on completion of required forms, attendance, academic performance, ability of the school to meet the academic and behavioral needs of the student, and behavior in line with the disciplinary expectations of the school as well as the support of the parent. Parents are expected to support the school and school staff in their efforts to educate students academically, socially, emotionally, and morally. **Parents who choose to behave in ways that go against the policies of the school, undermine the staff, show/represent the school in an unfavorable light, or create situations that are unsafe for their child, other children, the staff, or the school will be asked to leave the school. Such behaviors include but are not limited to situations occurring on social media, in person, over the phone, sent via electronic communication, or in writing.**

SCHOOL AGE

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

EDUCATING STUDENTS WITH SPECIAL NEEDS

St. Aloysius School will evaluate on a case-by-case basis whether it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

ADMISSIONS PROCESS

The admission process at St. Aloysius is as follows:

1. The APPLICATION form is completed by the parent/guardian, submitted with all requested information, and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

Admission to St. Aloysius is considered according to the following priorities:

- 1) Students currently enrolled at St. Aloysius, who reenroll by the specified annual enrollment dates.
- 2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
- 3) Students who are current parishioners of St. Aloysius Gonzaga apply for enrollment after the specified annual enrollment dates.

- 4) Students who are new parishioners of St. Aloysius Gonzaga apply for enrollment after the specified annual enrollment dates.
- 5) Students who are not active parishioners are applying for enrollment as private students.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

WAITLIST

Students not selected for admission to St. Aloysius will automatically be placed on a waitlist. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admission Policies above. The waitlist will exist from year-to-year only, and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

STUDENT ROSTER

A roster of names and telephone numbers of students attending St. Aloysius School will be available only to the staff and parents of those children currently enrolled in that class. The roster shall not include the name or telephone number of any parent, custodian or guardian who requests the administrator not to include this information on the list. **This request must be made in writing and submitted to the school office prior to September 15th of each new school year.**

CHANGE OF ADDRESS/TELEPHONE NUMBER

Should the address, telephone number, e-mail address (or other pertinent information regarding an enrolled student) change, please notify the school office immediately. New proof of address will be required for any Ed Choice Voucher student.

ACCURACY OF INFORMATION STATEMENT

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

ACCEPTANCE OF REGISTRATION

Acceptance of registration at St. Aloysius School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

ACADEMIC PROGRAM

ACADEMIC EXPECTATIONS

Students at St. Aloysius School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

HOMEWORK

Homework is an important part of school life to reinforce classroom instruction. It deepens understanding and builds essential skills needed to be successful in high school and beyond. Parent involvement, interest, and patience with nightly homework are critical to your child's success. Meaningful homework is purposeful, efficient, personalized, doable, and inviting. Most importantly, students must be able to freely communicate with the teachers when they struggle with homework, knowing they can acknowledge that they do not understand a task, so the teacher can alter instruction appropriately for the student.

With this in mind, we follow the "10-minute rule" which indicates that approximately 10 times the grade level is the appropriate number of minutes a student should work on homework for optimum effectiveness. This means that if your child is in the first grade, they should have approximately 10 minutes of homework, 40 minutes in the fourth grade, 70 minutes in the seventh grade, etc. This research-based approach is approved by both the National PTO and the National Education Association.

The focus of homework should be quality over quantity. If a student is struggling to complete a homework assignment, the parent is asked to send a note to the teacher explaining how long the student attempted to work on the assignment. It is more important that a struggling student tries to complete an assignment and then follows up with the teacher in the morning for extra support than for a parent to do the work. When a parent completes the assignment, the teacher is led to believe that the student understood the material presented in the lesson.

HOW PARENTS CAN HELP WITH HOMEWORK

1. Establish a regular time and place for homework completion.
2. Make sure your child understands that non-written assignments (reading and studying) are an essential part of homework.
3. Help your child with organization. Check to see that all work is complete and that all work, books, and materials are placed back in the backpack to be returned to school each day.
4. Guide, but do not do assignments for your child.
5. Help with time management/planning of long-term assignments.
6. Contact your child's teacher if your child struggles to complete homework in a timely manner.

HOMEWORK REQUESTS

Students and parents are to check for homework using Option-C, Google Classroom, OneNote, or Class Dojo. Other than when a student is on vacation, a parent may request a homework packet for the absent student. The request must be made prior to 9:30 a.m. on the day of the absence. When requesting the homework, parents need to also indicate to whom the homework packet should be given and what books, if any, are needed. **Every effort will be made to meet this request; however, there may be times when the teacher is unable to accommodate the request due to other scheduled activities, a substitute teacher covering the class, etc. In such an event, the parent/student is encouraged to review the homework listed in Google Classroom, OneNote, Class Dojo, etc.**

GRADES AND GRADING

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

The current recommendation is kindergarten – third grade use standards-based report cards. These report cards use a numeric indicator to show growth toward proficiency. Fourth grade – eighth grade will use traditional based report cards with the following grade scale:

93-100 – A

85 -92 – B

77- 84 – C

70 – 76 – D

Below 69 - F – failing

OPTION-C

Parents and students are encouraged to monitor their grades on a weekly basis. This can be done by logging in to Option-C: www.OptionC.com. Username and passwords are sent home at the beginning of the school year. If you misplace your login information sheet or get locked out, please contact the office for assistance.

FIELD TRIPS

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

It is necessary to have written permission to participate in class trips. Forms will be sent home prior to the trip for this purpose. While field trips offer the student a different approach to learning and serve to enhance instruction, they are viewed as privileges. Good behavior and regular attendance are key factors for field trip participation. Parents have the right to opt out of a field trip for their child; however, that student must stay home under adult supervision during the time the class is out of the building. The student is expected to return to school to complete the rest of the school day if more than two hours are left. If a student stays home from school on the day of a field trip, it will be considered an unexcused absence. The school does not have extra staff to supervise students who are not attending a field trip. Alcohol, drugs, and weapons are prohibited at any school function on or off campus before or during the event by all individuals including parents and other adults.

PROMOTION AND RETENTION

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

Promotion:

Preschool- Parents will meet with the teacher during the first and third trimester to discuss placement for the following year. Promotion to the next level is based on mastery of required skills and age.

Primary Grades – Promotion through the primary grades will be determined by the child’s proficiency in reading and math skills and overall readiness for the next grade level. If it is necessary for a child to repeat a grade, either because of immaturity or lack of understanding of fundamentals (reading, phonics, and number comprehension), it is best to retain the child in one of the primary grades, preferably Kindergarten or Grade One.

Junior High Grades-Promotion through the junior high grades will be determined by the child’s proficiency in reading and math skills, overall achievement in each of the other core subjects (Religion, Social Studies, Science/Health) and overall readiness for the next grade level.

Retention:

The decision of the student’s retention is made by the principal and grade level teacher in collaboration with the parents and with the child’s best interest as the primary focus. Parents will be informed in advance if retention is thought to be in the child’s best interest. Any junior high student who fails for the year may not be permitted to return to St. Aloysius School if it is deemed that another educational setting will be more beneficial to the child.

Grades K through 3 - A student may be retained for the following reasons:

1. Performed unsatisfactorily and receives an average of ones and twos on his/her report card for the year in Language Arts and/or Mathematics
2. Has not achieved overall readiness for the next grade level.
3. Excessive unexcused absence that has impacted readiness for the next grade level

Grades 4 through 8 – A student may be retained for the following reasons:

1. Working below grade level/Demonstrates Limited Progress toward Proficiency Standard (Failing two or more major subjects at the end of the school year.)
2. Excessive unexcused absence that has impacted readiness for the next grade level

RECORDS REVIEW

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students’ parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TRANSFER OF STUDENT RECORDS

When a student transfers to another school, his/her permanent record card is sent to the school the child will be entering. It will not be given to the pupil or parent. St. Aloysius School must have signed permission from parents or guardians before records are transferred. Academic records will not be transferred if tuition and fees are not fully paid, as stated under the Financial Policy of this handbook.

WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS

A student may be asked to withdraw for academic reasons from St. Aloysius School if it has been determined the school cannot meet the student’s instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Aloysius School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school’s request for withdrawal due to academic reasons.

WITHDRAWAL/DISENROLLMENT OF STUDENT BASED UPON THE CONDUCT OF PARENT(S)/GUARDIANS

St. Aloysius School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

CURRICULUM

St. Aloysius School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

CURRICULUM AND ASSESSMENT - PRESCHOOL

St. Aloysius Gonzaga Preschool provides a curriculum that is aligned with Ohio's Early Learning and Development Standards. The curriculum focuses on the following domains: Social-Emotional Development, Approaches to Learning, Cognitive Development, and General Knowledge (including Mathematics, Science, Social Studies), Language and Literacy Development, Physical Well-Being, and Motor Development. Additionally, students will participate in specials with those content teachers. Parents are encouraged to visit the online website to build upon lessons and experiences from the classroom. Student development will be assessed both formally and informally throughout the school year. Parent-teacher conferences will be held in the fall and spring. We will be utilizing the Ages and Stages Questionnaires as a screening tool for our students at the beginning of the year and at the end of the year to track their progress. Our teachers will also collect information for the Early Learn Assessment throughout the year. Early education professionals use this information to ensure that children are on the path to kindergarten readiness.

STANDARDIZED TESTING

St. Aloysius School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The standardized testing program is administered in the following way:

1. The I-Ready Reading and Math test (grades K-8) administered each year in the fall, winter, and spring. Results of these tests are kept on file in the school office and help the teacher and the administration in the proper academic placement of students. Results are sent home to the parents for their use in understanding the academic progress of their child.
2. Students in grades 2-8 take the ARK (Assessment of Religious Knowledge) test each Spring.
3. Students in grades 3-8 who receive the EdChoice Scholarship as well as ESL identified students (English Second Language) will participate in the state mandated testing program each year. Grades 5 & 8 will participate in Ohio State Science testing.
4. Other standardized tests and/or multi-factored evaluations are given at the discretion of the principal/teacher in consultation with the student's parents.

REPORTING STUDENT PROGRESS

St. Aloysius School issues report cards to the families on a trimester basis. In an effort to protect the Earth's natural resources, paper report cards and interim reports will not be sent home. Parents must check Option-C on a regular basis for the most up-to-date information on homework completion and test grades. Report Cards will be available electronically through Option-C approximately one week after the end of the trimester unless the family's tuition payments, as well as all applicable school charges and fees, are not current. An explanation of the grading system is printed on the report card. Parents are encouraged to keep up with their child's grades based on papers that are sent home each week or by accessing grades posted to Option-C. Contact your child's teacher immediately should you have a concern about grades. A request may be made for a printed report card through the homeroom teacher. The final report card of the year will be printed out and sent home with each child if all school tuition, fees, and charges are fulfilled.

Progress Reports in Preschool Classrooms

Children's development and skills levels are assessed periodically so that teachers can plan for educational, social, and emotional experiences that support the individual's development and ensure that preschool children enter kindergarten with age-appropriate skills and knowledge. A printed assessment will be sent home two times per year.

Conferences may be requested at any time.

HONOR ROLL for Grades 4-8

St. Aloysius School will recognize students in grades 4-8 who take pride in their academic work and behavior.

First Honors

- 1) All A's in academic subjects (English, Mathematics, Reading, Religion, Science and Social Studies)
- 2) Must have a "B" or higher in Art, Music, Physical Education, and Fine Arts
- 3) Behavior points will be considered if over 5 points in a semester

Second Honors

- 1) All A's and/or B's in academic subjects (English, Mathematics, Reading, Religion, Science and Social Studies)
- 2) Must have a "B" or higher in Art, Music, Physical Education, and Fine Arts
- 3) Behavior points will be considered if over 5 points in a semester

STUDENT ACADEMIC SUPPORT PROGRAMS

St. Aloysius School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a response to intervention (RTI) method:

- Title 1 Math/Reading through Oak Hills Local School District and Cincinnati Public Schools
- Special Education Intervention through Oak Hills Local School District
- Speech Language Intervention through Oak Hills School District

TEMPORARY HOME INSTRUCTION

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

FAITH FORMATION

RELIGIOUS EDUCATION

St. Aloysius School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Preschool students will attend Mass on certain Feast Days and once a month during the third trimester.

Parents are urged to instill in their children an appreciation of spiritual values and encourage them to attend Mass every Sunday, holy days of obligation and participate in the Sacrament of Reconciliation together outside of school. Grades 1-8 students participate in the weekly celebration of the Mass for the student body. School Mass occurs on Tuesdays at 8:00am. The opportunity to receive the Sacrament of Reconciliation is available for the children during the school year. In addition to this, students participate in daily prayer, prayer services, service projects of various kinds, and projects for the missions. The Sacraments of Reconciliation and First Holy Communion preparation and celebration are offered in the Second Grade. The Seventh and Eighth Graders celebrate the Sacrament of Confirmation upon the availability of the archbishop every year.

Children who are not Catholic will still participate in the weekly school masses.

Interested in becoming Catholic? Please contact St. Aloysius Parish at (513) 574-4840.

ATTENDANCE

SCHOOL DAY HOURS

The school day runs from 7:45 am – 2:30 pm.

ARRIVAL AND DISMISSAL – Detailed procedures in separate document provided to families

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 set 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.

Arrival

Early Drop-Off Procedures (7:00-7:45) – For Elementary students, 7:15 – 7:45 for Preschool

1. Students K-8 may be dropped off beginning at 7:00 am. Preschool students may be dropped off at 7:15 am. Parents should drop off students in the alley and will enter and go directly to the cafeteria or preschool building.
2. Students will be monitored in both the cafeteria and preschool lobby until 7:30. At such times students will be picked up and taken to their homerooms. Students will be walked to their classrooms by a staff member or preschool helper.
5. While in the cafeteria or preschool lobby, students are to remain seated and should quietly read a book, study, work on homework, take a nap, etc.
6. Students are not permitted to have phones or electronic devices out.

Dismissal

1. Students will be dismissed at 2:30 pm.

2. There will be multiple locations for pick-up and each family will need to fill out a dismissal permission slip.
3. Students will be monitored by staff through the dismissal process. Beginning at 2:45 students will be escorted to Aftercare and charged accordingly
4. Students are not permitted to have phones out until they have exited the building.
5. Detailed instructions will be provided in another document.

AFTER CARE PROGRAM - *Parent Paid Service*

The After Care Program is available Monday through Friday during the school calendar year. The program runs from dismissal to 5:30 p.m. For information for K-8 call Melissa Tenhundfeld (513-574-4035), for preschool call Stephanie Goettke (513-587-3978) Students may not be in any other parts of the building while attending the After Care Program. The After Care Program will not operate if the school is closed due to inclement weather/emergency or if there is an early dismissal due to inclement weather/emergency. Whether foreseen or unforeseen, if a child is not picked up by 5:30 p.m., there will be an assessed "late fee".

The After Care program is considered an extension of St. Aloysius School and all policies and procedures apply to those students in After Care. Students are not permitted to have electronics (i.e., tablets, gaming devices, cell phones) while participating in the program.

DAILY ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Regular attendance is necessary to ensure a successful school life. Students are expected to be on time and remain in school the entire day. In accordance with the Child Safety Act, when a student is absent from school one of the parents is required to call the school office by 9:00 A.M. each day the student is absent. The parents should state the reason for the absence. This is to ensure the safety of the student and the liability of the school.

- When the student returns from an absence, a written note from the parent should be presented to the homeroom teacher. The note should contain the date of the absence(s) and the reason.
- If a student is absent three or more consecutive days, a doctor's note verifying illness is required.
- If a student is returning to school after an extended absence due to hospitalization or partial hospitalization, a safety plan must be received from the hospital/doctor outlining restrictions, expectations, and supports needed for the student to safely/comfortably participate in school.
- Students are expected to make-up all missing assignments upon their return to school and the student should meet with the teacher(s) to discuss a plan for due dates if applicable. Due dates for long term assignments will not be altered.
- Early dismissal from class must be processed through the school office. When writing a request, the time must be stated and who will be picking the student up at the office. Only necessary appointments should be scheduled during school hours.
- According to EdChoice Scholarship guidelines, students who have twenty-one or more excused or unexcused absences for the school year are considered **INELIGIBLE** for the scholarship. A written note by the parent or a note from a doctor verifying the absence must be sent to school with the student **upon his/her return** to avoid losing the scholarship.

For Grades K-8

Our goal is to keep communication open about your child's health and attendance. Every absence should be accounted for with documentation sent to the main office.

When your child misses school, they are missing discoveries, experiences, explanations, social interactions, and instructions that cannot be replaced. Attendance and student success go hand in hand. To serve our students and families in the best way possible, we will be monitoring student attendance closely and *reaching out to families early*, to prevent truancy and to create positive and impactful relationships between our school and our families. Outlined below are steps St. Aloysius will be taking to monitor attendance for the school year:

5 days absent or 5 days tardy	Parent(s)/guardian will receive a check-in from the homeroom teacher to identify any problems or barriers causing the absences and/or tardies.
7 days absent or 10 days tardy	Parent(s)/guardian will receive a phone call and a letter home notifying the family of the number of absences and/or tardies.
10 days absent or 20 days tardy	Parent(s)/guardian will be asked to meet with Mrs. O-T to sign an Attendance Success Plan. Biweekly check-ins will occur to monitor the status of attendance goals outlined in the plan.
20 days or more absent	Potential loss of Education Choice Scholarship and the potential to be asked not to return to Saint Al's next school year, as stated in the Student/Parent Handbook.

- Any student who misses 15 or more days during the school year may be excluded from other activities, field trips, and/or Field Day.
- Any student who misses 20 or more days may be asked to leave the school. A child cannot be properly educated if he/she is not in school.

TARDINESS

All Students are expected to be in homeroom before 7:45am. **Students arriving after 7:45 am are considered tardy, and a parent MUST bring the student into the office and sign them in late for school.** It is important that students are on time, and parents are asked to cooperate in seeing they get to school before 7:45am.

- Corrective measures may be taken when a student is excessively tardy. Such measures may include missing recess time to make up work, exclusion from field trips, and exclusion from "fun" class activities such as field day, etc.
- Students arriving after 11:00 A.M. will be counted absent for one-half a day. Students are responsible for any missed assignments. Tardies will be converted to days absent for truancy filing purposes based on the arrival times.
- 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.

REPORTING AN ABSENCE

A student's absence must be reported to the school office by 9:00 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence. You can call and leave a message of absence 24 hours a day.

APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

When possible, medical, and dental appointments should be scheduled outside of school hours.

Vacations during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teacher(s) at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation. In most cases, it is extremely difficult for teachers to give out homework that far in advance as homework is based on how well students understood the lesson taught in class that day. Students are encouraged to keep up with work posted on Google Classroom, OneNote, Class Dojo, etc.

Before planning a vacation during the school year, please be aware that vacations are always considered unexcused absences.

MAKE UP WORK

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school.

SHADOW DAYS

St. Aloysius School will permit **eighth** grade students, **only**, to have two shadow days during their eighth-grade year as follows:

1. A shadow day is defined as a day to visit a particular high school during a regular school day to experience the life and culture of the school.
2. Students should try to shadow on days when St. Aloysius School is closed, and the high school is open. No shadow days will be permitted during April/May due to administration of the IOWA and state tests.
3. A shadow day is considered an excused absence from St. Aloysius School provided all parts of this policy have been fulfilled. As an excused absence, the student will be able to make up all the missed work and must do so within one school day following the shadow day. Students can request work from the teachers on the day they return to school.
4. If the policies are not followed, the shadow day will be an unexcused absence.
5. **Five school days prior to the intended shadow day, the student must submit to the eighth-grade teacher a fully completed Shadow Day Request Form.** (This includes the parent signature. The high school section will be completed by the high school on the day of the shadow. The back side is to be completed by the student AFTER attending the shadow day.)
6. **The student must bring written verification from the high school indicating the student was present at the high school for the shadow day. A signature line is provided on the Shadow Day Request Form for high school verification. The student must also complete the reflection side of the form before returning it to the homeroom teacher on the day they return to school. The form will then be forwarded to the principal. Once the principal has reviewed the completed form, the absence will be changed to excused in the attendance system.**
7. A second shadow day for the same high school will not be permitted.
8. It is the parents' responsibility to provide transportation to and from the high school on a shadow day.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Aloysius School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Aloysius School when determining whether to admit or retain a student.

STUDENT PREGNANCY

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation with a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school able to accommodate the request?

HEALTH AND SAFETY

St. Aloysius School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

ADMINISTERING MEDICATIONS TO STUDENTS (R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e., throat lozenges, acetaminophen drugs such as Tylenol and Datriil, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the principal's discretion, the school may require that medication be kept by school personnel until the student uses it.

Notwithstanding the above, a student may possess and use an epinephrine auto injector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student can possess and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;

- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee must administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

MEDICAL INFORMATION

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

MEDICATION ADMINISTERED AT SCHOOL

** Specific forms are required and can be found on the school website or in the school office.*

Children are not permitted to carry medication on their persons. The only exception is for a child who has a doctor's note indicating they may self-carry an inhaler for asthma and other respiratory conditions.

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Parents of children with chronic conditions (severe allergies, severe asthma, epilepsy, diabetes, etc.) requiring specific treatment or emergency responses must follow all guidelines for prescription medication and shall annually file a health care plan with the school that has been approved by a physician. **If a student does not have his/her prescribed emergency medication at school, the student is not permitted to attend school field trips.** If a student is required to carry an emergency response medication, such as an Epi-pen, the above self-medication statements are required.

If a child becomes ill at school, the parent will be notified to come and get the child as soon as possible.

HEALTH POLICIES

1. *Child's Medical Statement* - Each child must be examined by a licensed physician prior to enrollment. If in preschool, the physician report is only good for one year from date on form and may need to be re-evaluated if

expiration occurs prior to the end of the school year. A physician's signed statement certifying the child is free from communicable disease with a complete list of immunizations and a TB test is required. The school provides the form to be used by the child's physician. This must be on file within 30 days of the child's first day of attendance.

2. *Accidents – Minor injury* - If a child receives a minor injury while at school, appropriately trained personnel will administer first aid. The office manager/principal will hold a current First Aid Certificate from the American Red Cross or appropriate training as certified. The nurse or teacher will notify parents about minor injuries when the child is picked up at the end of the day.

Accidents - Serious Injury - If a child receives a serious injury, parents will be contacted immediately. If parents or guardians cannot be reached, instructions on the Emergency Medical Authorization Form will be followed. **Parents must have an EMA (provided by the school) on file no later than the Monday immediately following the first day of school each year.**

3. *Transportation* – The life squad will be called for any emergency and for transporting a child to the hospital. The parent helper, aide or St. Aloysius staff member will accompany the child in the event the parents cannot be contacted.

4. *Mildly Ill*-If a child is mildly ill i.e., allergy or sniffles, he/she may be cared for within the child's class and shall be made comfortable and shall be properly supervised. An adult shall always be within sight and hearing. He/she may lie down in a quiet area. The child shall be observed carefully for signs and symptoms of worsening condition. If needed, a sick room is in the building, and the child will be taken there and carefully observed.

5. *Management of Communicable Disease*-If a child becomes ill while at the school, he/she will be isolated and discharged to the care of his/her parents as promptly as possible. A child will be discharged from the school upon recognition of the following signs of illness:

- Diarrhea (more than one abnormally loose stool within a class period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Vomiting
- Sore throat or difficulty in swallowing
- Untreated or infected skin patches
- Evidence of lice or scabies infestation
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the oral/axillary (under the arm) method when in combination with any other sign of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck

Occurrence of other significant symptoms listed on the Communicable Disease Chart:

The teacher/nurse has special training in recognizing communicable diseases. He/she relies on this training and the communicable disease chart posted in the preschool classroom and health room. Each child will be checked for signs of illness daily when he/she arrives. The teacher reserves the right to decide when a child is not well enough to be at the school.

A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the program.
- (b) Within sight and hearing of an adult at all times; no child shall ever be left alone or unsupervised;

- (c) Made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the mats shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- (d) Observed carefully for worsening condition; and
- (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Children who display any signs of illness should be kept at home. Please notify the school when your child has been exposed to any communicable diseases from other family members so we may be alerted to early symptoms.

Students should NOT come to school if:

1. They have a temperature of 100°F or higher. Do NOT come to school until fever free for 24 hours without taking anti-fever medication such as Tylenol or Motrin.
2. They have vomited within the past 24 hours.
3. They have diarrhea within the past 24 hours.
4. They have a rash with itching and fever.
5. They have untreated head lice.
6. They have red, itchy eyes with drainage.
7. If starting antibiotics, wait a full 24 hours from starting medication to return to school.

6. *Notification-* The school shall promptly notify any parent whose child has been exposed to a communicable disease by telephone, by posting a notice on the wall outside of the classroom, or by sending home a letter to the student.

7. *Re-admittance Following an Illness-* Children who have been ill with a fever may not return until the temperature has been normal for 24 hours. Parents of children who have contracted a communicable disease must arrange with the teacher to re-enter the school. Some illnesses may require a physician's written verification for re-entry.

8. The school will not release the child to anyone other than his/her custodial parent or guardian without a written note from the custodial parent or guardian.

9. If the teacher or aide is ill, a qualified substitute will be contacted, and the school will occur as normal. This would maintain the teacher & aide ratio required for operation.

10. A nurse or qualified person will instruct all aides before school starts in "Hand Washing" and communicable disease.

DIABETIC CARE POLICY

St. Aloysius complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Aloysius is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;

4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) All other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is

given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons taking care of or in charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to always possess on his/herself all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

POLICY ON STUDENT USE OF MARIJUANA

St. Aloysius School is committed to providing the most optimal educational environment for all its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly for young people.

St. Aloysius School maintains a policy of zero tolerance for students' use of marijuana, due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

DECREE ON CHILD PROTECTION

The Archdiocese of Cincinnati Decree on Child Protection of 1993 and current updated version, Safe Parish 2021, applies to all parishes, schools, offices, agencies, and other institutions that operate under the administrative authority of the archbishop. Child abuse, whether mental, physical, or sexual, and whether inflicted by clerics or laypersons, professionals, or volunteers, cannot be tolerated in the Church. The purpose of the Decree is two-fold: to prevent the abuse of children and adolescents, and to provide a system for handling incidents of abuse if they occur.

All St. Aloysius staff and volunteers must complete two requirements BEFORE they can work or volunteer. These requirements are:

1. Participate in a Safe Parish training program "Protecting God's Children" training session even if they attended an older Child Protection Program. You will also be required to read a short bulletin online each quarter as a continuing education element to stay current with the Safe Parish requirements.
2. Complete an online background check through Selection.com.

*Staff must also complete BCII & FBI Fingerprint background checks.

CHILD PROTECTION

St. Aloysius School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. Ohio Revised Code Section 2151.421 requires any schoolteacher or school authority to report suspected cases of child abuse or neglect to the Department of Jobs and Family Services (241-KIDS). The legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed because of such action. Safety is of prime importance to the entire school community. Every effort is made to provide a safe and healthy school environment. Rules and regulations are made with the safety of the students in mind. Families may not be notified if a report is made to 241-KIDS or the civil authorities.

IMMUNIZATIONS

St. Aloysius School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Aloysius School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

All students are required to have up-to-date immunization records on file at school. If a parent/guardian chooses to decline vaccinations for medical purposes, a doctor signed declination form must be provided. If a parent/guardian objects to immunizations for good cause, including religious convictions, an exemption form can be obtained at school and must be signed.

Students may be excluded from school if they do not have updated immunizations.

HEALTH SCREENINGS

Vision and hearing screenings shall be provided regularly.

SAFETY PLAN

St. Aloysius School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Aloysius School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

WELLNESS POLICY

A. Nutritional Education

1. St. Aloysius School will implement the health objectives relating to diet, nutrition, and exercise as stated in the 2015 Archdiocesan Graded Course of Study for Science and Health in grades PK-8.
2. Programs relating to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.

3. Appropriate materials, reminders, and programs will be prepared and presented to parents regarding proper nutrition, appropriate in-school snacks and lunches, and encouragement for each child to eat a healthy breakfast each morning.
4. Nutrition guidelines, Healthy Eating Plate, suggestions for healthy food choices, and other messages related to health and nutrition will be posted in the school cafeterias and other prominent places throughout the school building.
5. Each student's amount of seated eating time in the cafeteria will be twenty (20) minutes per day to allow for sufficient time to eat lunch. Preschool students will be given 30 minutes for lunch in their classroom.
6. Depending on the grade level lunch time, students may be provided a five-minute segment of time to eat a healthy snack.
7. At the discretion of each teacher, students may have containers of regular tap water in their classrooms.

B. Physical Activity

1. All students will participate in the school's physical education program.
2. Physical education programs will implement the objectives of the 2015 Archdiocesan Graded Course of Study for Physical Education.
3. Teachers will be encouraged to integrate physical activities into the class time (stretch breaks, brain breaks, or activities which involve movement) every 15-20 minutes.
4. All students will have access to recess according to the school's schedule.
5. Discipline will be administered in ways other than depriving a student of recess or physical education class. (Students who need time away from others (aka- a time out) should be encouraged to stay active by walking the green line on the playground, walking around the playground with the adult on duty, etc.)
6. Families will be encouraged to participate in parish and community sports programs and be physically active outside school.
7. Sports camps, team-building events, and intramural activities will be advertised in the Gator Gazette so families can take advantage of community-related activities which encourage physical activity.

C. Other school-based activities

1. St. Aloysius School encourages teachers and parents to provide healthy snacks and to minimize sugary treats for classroom celebrations.
2. St. Aloysius School organizations are encouraged to consider healthy food and non-food fundraisers.
3. The St. Aloysius School staff will be provided training in nutrition and physical activities designed to enhance learning and classroom activities.
4. Hand washing equipment and supplies are available in each restroom; waterless sanitizing soap dispensers will be mounted in each classroom; and students will wash their hands before coming to the cafeteria to eat lunch.
5. Fully operational and clean drinking fountains will be available throughout the school.
6. Designated areas are provided and monitored within the cafeterias for students with special dietary needs.

Preschool Snack and Lunch

A snack will be served in the morning and lunch at 11:30am. Students enrolled in the full day program may purchase a hot lunch at school or pack a lunch. Purchased school lunch will be served in the preschool classroom. State law requires that this lunch be of a certain nutritional standard. The Ohio State Licensing Department requires a wholesome lunch to include items from each food group. Drinks must be 100% juice or milk. Required food groups for preschool lunches:

- Fruit and Vegetable Group: 1 serving from each group or 2 servings from one group. $\frac{3}{4}$ total
- Protein Group: 1 serving meat or cheese. 2 oz.
- Bread and Grain Group: 1 serving (1 slice of bread, 4-6 small crackers or 1 small bagel).
- Dairy Products: 1 serving- 1 cup milk or 1 oz. cheese

STUDENT CODE OF CONDUCT

St. Aloysius is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Aloysius reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Aloysius to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Aloysius reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

CONDUCT IN OR OUT OF SCHOOL

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents via Option-C and may result in consequences issued by the school administration.

St. Aloysius School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

ILLEGAL SUBSTANCES

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

It is the policy of St. Aloysius School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment 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. **[Signatures on the Handbook Verification Page indicates agreement to abide with this policy.]**

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

Definition of Terms

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

"Harassment, intimidation, or bullying" means either of the following:

- 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.
- 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:
 - 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 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. 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 professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- 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:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

COMPLAINTS REGARDING HARASSMENT

Formal Complaints

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.

Informal Complaints

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 report written by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

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.

CRIMINAL MISCONDUCT

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

CONDUCT DISCLAIMER

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 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 relevant. Nothing in this Handbook limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

ANTI-BULLYING PROTOCOL

We believe everybody should enjoy school equally and feel safe, secure, and accepted regardless of color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion, and nationality. Bullying is an aggressive, intentional act carried out by a group or individual repeatedly and over time against a person who is less powerful (physically or emotionally) and who cannot easily defend him- or herself. Cyberbullying is when, over time, an individual or group uses information and communication technologies to intentionally harm a person who finds it hard to stop it from continuing. This type of bullying can happen through text messages, pictures, video clips, or emails being sent directly to a person but also when these things are sent to others or posted on the Internet about that person. It is important for parents and children to learn to identify the characteristics of a bullying situation. One of the key points in recognizing bullying is how the situation makes a person feel. If he or she feels worried this situation is going to continue or threatened and afraid that he or she can't stop it from happening again, then he or she needs to seek help. Contact the classroom teacher and request a conference. **If the parent believes the child is in immediate harm, then the parent should contact the police department immediately, especially if the incident occurs on-line or outside of school hours.** To help your child assess a bullying situation, the following Think-Plan-Talk model can help.

Think-Plan-Talk Model

THINK <i>What is going on?</i>	PLAN <i>What can I do?</i>	TALK <i>Who can I talk to?</i>
Think about:	Think about:	Think about:
<ul style="list-style-type: none"> · What is happening? · How do I feel? · Is the situation really bothering me? · Am I in danger? 	<ul style="list-style-type: none"> · Is this a bullying situation? · Do I need to ask for help? 	<ul style="list-style-type: none"> · Who is the best person to talk to? · What do I want from my support person? · How could I talk about it?

Incident Reporting

When a student reports bullying, an Incident Report is completed. The Incident Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school on school property, at a school sponsored activity or event off school property, on a school bus, on the way to and/or from school or through electronic communication on or off school property. School staff will address incidents that occur at school or have a connection or nexus back to the school setting that create a risk of harm to other students while they are at school or interfere with the educational environment. Completion of an incident form does not automatically substantiate an incident of bullying, harassment, or intimidation. The Incident Reporting form is available in hard copy in the classrooms as well as electronically on Option-C. The following is the school's procedure once an Incident Report has been filled out:

1. Does the student feel they are in any danger?

Yes- staff members will give the original report directly to the principal immediately. Next steps to be determined by the principal.

No- staff member will give the original report to the Social Worker or Counselor and a copy of the report to the principal each by the end of that school day.

If student does not feel in danger:

2. Investigation

- a) Social Worker or Counselor will send an email to all teachers who are involved with both the student who filled out the report as well as the students involved by the end of the next school day alerting them that an incident report has been filed.
- b) If any dangerous activity is witnessed, staff are asked to report this to the principal immediately. Other than that, staff are asked to report to Social Worker or Counselor by email any pertinent information such as text messages shown to teachers, any notable interactions between the students involved, etc.
- c) Information will be gathered for the next five days and added to the report.
- d) Gathered information will be handed over to Principal within approximately 5 school days (information added as needed)
- e) Intervention in bullying concerns, like all disciplinary matters at St. Aloysius, will be addressed with two goals in mind: to maintain safety and order within our school community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. ***Appropriate confidentiality will be maintained to protect all individuals involved in the matter.***

3. Investigation Completion

- a) Investigation will be completed within 10 school days and the next course of action will be determined by the administration. The student who filled out the incident report will be notified of the results of the investigation, and the school will take appropriate action.
- b) Parents will be notified of investigation should physical harm or threat of physical harm be reported.

GENERAL BEHAVIOR EXPECTATIONS

There will be two systems working together to establish positive behavior and culture, Positive Behavior Interventions and Supports (PBIS), and discipline. Positive behavioral interventions and supports (PBIS) is an approach schools use to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention, not punishment. Positive behavior is fundamental in Catholic education. It is the aim of the school to cultivate the Gospel values of honesty, integrity, justice, charity, respect, and responsibility. Our PBIS system will be called Gator CARES. Staff will inform students and families about this system throughout the school year.

Academic achievement is closely related to the systems of positive behavior and discipline at St. Aloysius 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 behavior system is self-discipline.

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.

The principal and staff in the school have the authority to apply appropriate disciplinary measures to a violation of any of the school's regulations or policies.

Expected behavioral norms are based on the following key actions:

- Be **C**hrist-like
- Be **A**ccountable
- Be **R**espectful
- Be **E**ngaged

Child Guidance for Preschool

Our teachers are committed to using constructive, developmentally appropriate child guidance and management techniques in discipline. Our goal is for children to have fun, feel good about themselves and learn to regulate their own behavior by practicing social skills in a group setting. Our teachers will use the following techniques to help guide children's behavior:

- Set clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior and reinforcing appropriate behavior
- Encourage children to control their own behavior, cooperate with others, and solve problems by talking things out
- Intervene when needed, as quickly as possible to ensure the safety of all the children
- Developmentally appropriate separation from a situation shall be no longer than one minute for each year of age. When the child is ready to return to the activity, the childcare staff member will review the reason for the separation and what behavior is expected. If there are any problems with a child's behavior in the program, the teacher will speak directly with the parent. Keeping open lines of communication, the teacher will work with the parents to prevent future problems.
- There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

- No child shall be subjected to profane language, threats, and derogatory remarks, about the child or the child's family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

DISCIPLINE POLICIES AND PROCEDURES FOR GRADES K-8

Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school, in the classroom, while on school property, and while off campus representing the school such as during field trips and service trips, take reasonable care of books, computers, and other instructional materials, and encourage a climate where learning is cherished.

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 Option-C account. Parents are encouraged to check this behavior record regularly by signing up for updates from Option-C.

All behaviors cannot be anticipated nor described within this document. Thus, only the more common situations are included. The teacher, in collaboration with the principal, will use his/her judgment when there is a need for clarification or modification of the infractions. The inappropriate behaviors and their point values are as follows:

1 Point Violations

- A. Repeated Gum/Food violations
- B. Repeated uniform violations
- D. Lack of cooperation/Not following directions
- E. Disruptive behavior in classroom/hallway/church/cafeteria/playground

2 Point Violations

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

3 Point Violations

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

4 Point Violations

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

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

- R. Suspension

Consequences for grades K-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 Option-C 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 Option-C as well as to acknowledge receipt of a teacher's email regarding ten 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 all students.

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 Option-C. It is imperative as well as the expectation that the parent check Option-C 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. Notes 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 notes and/or failure on the part of the parent to sign and return a behavior note, action plan, or probation plan does not indicate failure to communicate on the part of the school/teacher.**

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-

The principal will determine the terms of and the length of the out of school suspension and notify the parents in writing. School and homework will be sent home and must be thoroughly completed, in a timely fashion and to the teacher's satisfaction. During the time of the suspension, the student is not permitted on St. Aloysius property before, during, or after school hours unless accompanied by a parent. The student is permitted to attend weekend Mass with a parent and must remain with the parent at all times.

Expulsion-

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

SPECIAL NOTE: A student will be considered for immediate expulsion if selling and/or dispensing drugs, weapons, alcohol, tobacco products, and/or other contraband on parish/school property. The local law enforcement authorities and/child protective services will be notified.

PROCEDURES FOR SUSPENSION AND EXPULSION

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student’s behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the principal's discretion, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student’s removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

FINALITY OF DECISIONS

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SEARCH AND SEIZURE

St. Aloysius School reserves the right to search and inspect school property used by students at any time. St. Aloysius School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student’s possession; or (2) suspects a student may be engaged in

conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

GENERAL INFORMATION

COMMUNICATION

1. Expressions of parental concern for their children are always welcome. **Ideally problems are to be handled by the people closest to the issue.** If there is a concern regarding your child, please contact the teacher first. You can contact the teacher directly by email or calling the school office at (513) 574-4035 and leaving a message. Parents may also send a note to the teacher. If you have a concern or a suggestion about a general situation, or school policy, please contact the principal by email or calling the school office.
2. Parents can access their child(ren)'s current grades and attendance through Option-C on the internet. Go to OptionC.com. The school will provide confidential IDs and Passwords on the first day of classes. Should you lose this information or get locked out, please contact the school office for assistance.
3. **Deliveries:** Parents are discouraged from bringing forgotten items to school to be delivered. We believe the children are best served if the natural consequences are allowed to take place. If the circumstances are extenuating and a parent brings eyeglasses, medications, etc. for the students, they must be brought to the office, and the office staff will see that they are delivered to the child's classroom.
4. **Emergency forms** and a **Student Profile** information sheet will be given to the children on the first day of school. It is important for you to verify the information or fill in the requested information and return the forms to school the following day. It is the parents' responsibility to keep the information on the emergency forms up to date. Please notify the school office of any changes. ***Failure to return these forms in a timely fashion may keep your child out of school until the paperwork is completed. This is a safety issue.***
5. The majority of **School to Home communication** takes place electronically via emails or text messages sent to the numbers sent in at the start of the school year. Parents should check emails on a regular basis in order to keep up with the most recent information regarding school events, closings, etc.
6. For shared custody situations, a note should be sent to the homeroom teacher or the office, and a second Friday Envelope with duplicate information will go home with the child the parent chooses to be responsible for getting this envelope to the other parent.

Gator Gazette

The Gator Gazette is the monthly electronic parent newsletter. **Reading this electronic bulletin is mandatory.** It is the main form of communication between the school and the parents. It is sent out through an email blast each Friday. If you cannot locate it in your inbox, please check your "spam" folder. If you still cannot locate it, please contact the school office to verify your email address on file.

PARENT CONFERENCES

Most often there is a direct connection between a student's progress and the working relationship between parents and teachers. Therefore, it is vitally important that parents and teachers work together and support one another to enable each child to realize his/her full potential. Scheduled parent conferences will be held by scheduled appointment in the fall and the spring. These conferences are for those students or parents who may be struggling academically or acclimating to the school and its expectations. If your child is doing well (no grades below a B-) and you do not have any behavior concerns, please do not schedule a conference so space is available for those parents who NEED to attend a conference. At any time during the year, a conference can be arranged by calling the school office or writing to the teacher for an appointment.

Parents are encouraged to contact the teacher at the first sign of a student's difficulty in any school area. Parents, when you call, please indicate a good time to reach you and a number where you can be reached. Teachers are similarly encouraged to call parents when circumstances warrant. A parent or visitor without prior notification may not interrupt classes. A list of emails for the teachers can be found on the last page of the handbook.

CONFIDENTIALITY REGARDING STUDENTS

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

COOPERATION AS CONDITION OF ENROLLMENT

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Aloysius School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

CUSTODY POLICY

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St. Aloysius School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

EMERGENCY CLOSINGS

Weather conditions or another emergency could require school to be closed on a given day. In the event of snow or other severe weather conditions that cause school to be closed or delayed, families will be notified via our automated messaging system. An automatic text message will be sent to each phone number that a family has provided that will give all necessary information. This information can also be accessed via Radio or TV according to the guidelines below.

Please listen for these announcements on Radio or TV:

Oak Hills Local School District is closed = St. Aloysius School will be closed.

Oak Hills Local School District is on a two (2) hour delay = St. Aloysius School will be on a two-hour delay and will begin at 10:10 a.m. Dismissal on two-hour delay days will be at regular time. During a two-hour delay, supervision of students will begin at 9:45a.m.

Oak Hills Local School District is closing early = When weather is questionable during the school day, it is possible that we will dismiss early. It is the parent's responsibility to check the local news for Oak Hills Local School District (television, radio, school website etc.) for information regarding an early dismissal.

BIRTHDAYS

Students may come **out of uniform** on their birthday. If the birthday falls on a weekend, the child may be out of uniform the Friday prior. If the birthday falls on a holiday, the child may be out of uniform on the school day prior. If the birthday falls during June, July, or August prior to school starting, then the child may come out of uniform one day during either August or September.

LIBRARY

The library is open for use during the school day, during students' ELA classes and with their teachers and houses hundreds of books as well as reference materials. Each class has a scheduled weekly time for use of the library.

LOST AND FOUND

The lost and found is located in the cafeteria. Items unclaimed after a month will be donated to St. Vincent de Paul.

CAFETERIA - LUNCH

Included should be an extra napkin, paper towel, to put on the table for sanitary reasons. Please pack a balanced nutritious lunch for your child. Do not over pack, especially in the primary grades. We want to try our best to be mindful of those that are not as fortunate and waste as little food as possible. All food must be eaten in the lunchroom. No food is to be eaten on the playground or in the classroom without permission. **Packed items should be single serving sizes. No soda or highly caffeinated drinks such as but not limited to Red Bull, Monster drinks, or 5 Hour Energy type drinks are permitted. No candy is permitted. Sharing food is NOT permitted.**

St Aloysius is the recipient of the National School Lunch Program (NSLP). The NSLP is a federally assisted meal program operating in public and nonprofit public schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or no-cost lunches to children each school day.

ALL FOOD BEING BROUGHT TO SCHOOL BY PARENTS FOR STUDENTS MUST BE DELIVERED TO THE SCHOOL OFFICE. Parents bringing lunches to school for their children may not bring lunches for other students. **Parents are not allowed to eat lunch in the lunchroom with their students. Fast food lunches are not permitted, Door Dash, Uber Eats, etc. will be declined.**

If a student is without lunch, it is the student's responsibility to stop by the office on the way to the lunchroom to see if lunch has been dropped off for them.

The school will provide food for students without lunch.

An allergy-free table is available in the lunchroom for students with food allergies.

Students will be held accountable to clean up after themselves.

Students will sit in an assigned seat during lunch and once seated, should not leave his/her seat without permission from the adult on duty.

FOOD ALLERGIES

Below are the steps to follow if your child has a medically diagnosed food allergy:

- Notify the school of the child's allergies.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom and in the cafeteria.
- Provide properly labeled medications and replace medications after use or expiration.
- Educate the child in the self-management of his/her food allergy including:
 1. Safe and unsafe foods
 2. Strategies for avoiding exposure to unsafe foods
 3. Symptoms of allergic reactions
 4. How and when to tell an adult that they may be having an allergy-related problem
 5. How to read food labels (age appropriate)

SOCIAL MEDIA

St. Aloysius School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

SOCIAL MEDIA ACCOUNTS

No person may create a social media account in the name of St. Aloysius School, Parish, or an official organization connected directly with the school and/or parish (examples include but are not limited to PTO, Athletics, individual sports, alumni, etc.) without the explicit, written permission of either the Pastor or the Principal. If such permission is granted, then all access information to monitor content, such as username and password, must be given, in writing, to the Pastor or Principal. If, at any time, the site is deemed no longer valid by the Pastor or Principal, then it must be removed immediately.

TECHNOLOGY

Use of the internet at St. Aloysius School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. This document is listed below and parent/guardian's signature on the Handbook Verification page indicates understanding of and consent to follow the agreement.

While St. Aloysius School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full proof. It is always the responsibility of the user to comply with St. Aloysius School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

RESPONSIBLE USE OF TECHNOLOGY (Revised 7/2023)

GENERAL INFORMATION FOR USERS of TECHNOLOGY

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION

To ensure the proper use of the school's Technological Resources, it is necessary that each student user, his/her parent/guardian, and each adult user annually sign the Family Handbook Acknowledgement Form. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy. A separate Chromebook User Agreement is also required to be signed at the start of each school year if a parent or guardian would like their child to bring home a Chromebook for school use. The Chromebook must be returned to school each day.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources. Signatures on the Handbook Verification Page indicates agreement to abide with this policy. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property,

including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY *(The term "student" applies to any individual enrolled in the school regardless of age.)*

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listservs, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

USER AGREEMENT / PARENT PERMISSION FORM [**Signatures on the Handbook Verification Page indicate understanding and agreement with this policy.**]

The student user and his/her parent/guardian or the adult user state:

- We have read the terms and conditions of the Responsible Use of Technology Policy and agree to follow and be bound by them.
- We understand that the school's Technological Resources are provided for educational purposes only.
- We agree that we are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.
- We understand and agree that we are responsible for the consequences of inappropriate use of the school's Technological Resources, including the Internet, both on and off school grounds and during and outside school hours. We understand that consequences for inappropriate use of the school's Technological Resources may include, but are not limited to, suspension or revocation of privileges to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

- As parent/guardian, we request that our students be permitted to use the school's Technological Resources and agree to support the school's enforcement of the Responsible Use of Technology Policy.
- The undersigned student user, his/her parent guardian (individually and on behalf of the student user), and the adult user release, indemnify, and hold harmless the Archdiocese of Cincinnati, the Archbishop of Cincinnati, the school, the parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee related in any way to the user's inappropriate use of the school's Technological Resources.

THEFT OR LOSS OF PROPERTY

St. Aloysius shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Aloysius, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Aloysius will report to authorities and prosecute all thefts or vandalism to property.

TUITION

Tuition for the upcoming school year has been set at \$6,165 for all students, K- Eighth Grade. (EdChoice scholarships do NOT cover the entire cost of the tuition.) All families are asked to support the school in other ways such as participation in fundraisers, volunteering, and a student services fee etc. Fees will be processed through FACTS management system.

FAILURE TO PAY TUITION

If tuition payments are not received as scheduled, a late fee of \$10 may be assessed by the Parish. If payment of your account becomes excessively delinquent, scholarships and financial assistance may be Forfeited. Additionally, if you do not meet the payment dates established for the single pay or two pay option, your discount may be affected. Families unable to meet tuition payment deadlines must contact the Business Manager before the payment is due. All contact concerning these matters will be kept strictly confidential.

Transfer of academic information to another school and final report cards will be withheld until the total tuition payment due is received in cash, money order, cashier's check, or certified check.

Failure to pay outstanding fees and tuition from the previous school year may result in the student not being admitted for the next school year.

TUITION ASSISTANCE *(Only Available for K-8 Students)*

St. Aloysius Parish believes that all Parish children should have access to a Catholic school education; therefore, in order to qualify for Tuition Assistance, including Hardship Assistance, the family must be an eligible family of St. Aloysius Parish. *Please be aware that the funds provided for tuition assistance at St Aloysius Parish come from various sources, including bequests of past Parishioners, donations from our present Parishioners and our Tuition Reduction Program.*

All requests for financial assistance are handled with the utmost confidentiality and sensitivity. The Parish uses FACTS Tuition Management to receive school family financial information via an application process. FACTS provides the Parish with an analysis of each family's relative financial need. Using this and other information, the Parish Administrator, in conjunction with the Business Manager and Principal, identifies the Tuition Assistance for each family. Families who want to be considered for tuition assistance must submit a completed on-line application to FACTS for the upcoming school year by the defined due date.

It is the parent's responsibility to complete the on-line application and provide FACTS with the requested information and documentation by the due date. (NOTE: If you are unable to pay the FACTS application fee, please contact the Parish Business Manager.)

Tuition assistance only applies to the current school year. An annual application is required. The Parish Business Manager will inform each family of the Tuition Assistance Application process outcome by May 1 of each year.

If the family's financial circumstances change during the current school year, which creates a hardship for the family to pay tuition, parents are responsible for contacting the Parish Business Manager. The Parents and the Business Manager work together to identify a reasonable payment plan, which may include Hardship Tuition Assistance.

PHOTO RELEASE

St. Aloysius uses student pictures to help promote the school. This is done by submitting photos of students engaged in various school/church related activities either in print or electronically, including on social media platforms, for St. Aloysius School and Parish as well as other community organization partners. **If you do NOT wish to have your child's photo published for press releases and other publications, you must notify the school office, by completing the proper paperwork**

ADMITTANCE TO THE BUILDING DURING SCHOOL HOURS

Doors to the school building remain locked during the school day. Anyone wishing to enter the school building must press the buzzer at the main entrance and ask to be admitted. All visitors must report directly to the office to sign in. To ensure safe arrival and dismissal of students, parents are asked to adhere to the traffic regulations posted by the Cincinnati Traffic Department as well as the arrival and dismissal policies of the school. Parents must wait outside of the building to pick up their children at dismissal.

SPORTS AND EXTRACURRICULAR ACTIVITIES

After school activity programs are excellent ways in which a child can develop positive social habits and teamwork. It is important that careful judgment be used when determining a child's eligibility to participate. A child's academic performance must come first.

When bringing a child to the school premises for an extracurricular activity, be certain that the coach or director of the activity is present before you leave. Please pick up your child immediately following the activity's conclusion.

If a student is absent from school due to illness, they may not participate in any St. Aloysius activity that same day, including sports practices and games.

PARENTS CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents Code of Ethics.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.
 - I will insist that my child play in a safe and healthy environment.
 - I will place the emotional and physical well-being of my child ahead of my personal desire to win.
 - I will require that my child's coach be trained in the responsibilities of a youth sports coach and that the coach upholds the Coach's Code of Ethics.
- I will support the coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
 - I will remember that the game is for youth and not adults.
 - I will do my very best to make youth sports fun for my child.

- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability and will do so myself.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching or providing transportation
- I will remember that the team and I represent St. Aloysius Parish, a Catholic community that follows Jesus Christ and embodies His values.

Based on the National Alliance for Youth Sports Parents Code of Ethics

SCHOOL ORGANIZATIONS

Parent Teacher Organization

The St. Aloysius Parent-Teacher Organization (PTO) assists the school administration in carrying out the mission and vision of the school. This group supports the Pastor and School Principal in the management of seven pillars of organizational growth: curriculum, facilities, finance, marketing, spirituality/student retention, technology, and volunteerism. Parents are welcome and encouraged to attend monthly PTO meetings and the various activities planned throughout the school year.

The PTO general assembly meets on the first Wednesday of the month at 7:00 p.m. in the school cafeteria, when school is in session. These meetings are open to parents, parishioners, and staff. To be on the agenda, you must contact the PTO president at least one week in advance of the meeting. Any changes in meeting times will be announced via the school newsletter and church bulletin. Bylaws are available upon request.

Education Commission

The structure and constitution of the St. Aloysius Education Commission is to be approved by the Pastor and Parish Council and concerns itself with the total educational needs of the parish. The Education Commission also advises the administration on policies, procedures, and goals.

VISITORS

Visitors must report to the office prior to visiting classrooms. For security reasons, all visitors and volunteers must sign in at the school office and pick up a badge/sticker before going to a classroom, kitchen, playground, or library. This allows the staff and teachers to know who is in the school building in case of an emergency.

Meetings with teachers are encouraged; however, such meetings must be scheduled at least one day in advance. Out of respect for all students, parents are not to visit the classroom during the school day unless arrangements have been made with the teacher and approved by the principal.

Parents are always welcome during regular school hours to conduct school business. In order to provide the utmost safety and security for each student and staff member, all parents and visitors must sign in at the school office during the hours of 7:45 a.m. until 3pm, other than for the first 3 to 5 days of the school year, parents are asked not to escort their children into the building each morning. Once the child knows the location of the classroom and the best route to get to it, he/she needs to be responsible for getting to the room on time and on their own. Pets are not permitted in the school or outside of vehicles at any time.

High School alumni may volunteer or visit upon approval after 3:00 p.m. The principal must be notified in advance. They must also sign in at the office.

VOLUNTEERS

Volunteers are an important part of our academic program, and we need and appreciate their dedication. In addition, for safety reasons we ask that volunteers not bring small children with them. All volunteers must comply with the Archdiocesan Child Protection Decree and volunteer requirements including being current/incompliance with the mandates of Safe Parish.

We welcome family members to become involved in their child's school experience, and there are many opportunities to volunteer throughout the school year. Many of these are communicated at the close of the school year (volunteer opportunities for the upcoming year) and again at the start of each school year. Requests may also come directly from your child's teacher. Please look for these announcements.

The Archdiocese of Cincinnati's Archdiocesan Decree on Child Protection requires all school volunteers to be in-compliance with the decree in order to volunteer in any capacity during the school year. Compliance includes completing the Safe Parish child protection training, obtaining a criminal background check, and keeping current with quarterly educational bulletins via email. A letter is sent home at the start of the school year detailing how to enroll in the Safe Parish program and how to complete a background check. Please call Deacon Mark at 471-7741 ext. 415 with questions.

CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

The Archdiocese of Cincinnati requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the Archdiocese of Cincinnati, as well as the clients and others they serve. As a volunteer of this organization, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers, students or staff and the organization. I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at this organization. I understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization. I also agree not to discuss these same matters after I have left my volunteer position at this organization except where such disclosure is consistent with stated policy and relevant legislation. Signing the Family Handbook Acknowledgement indicates understanding of an agreement to the Confidentiality Agreement for Volunteers.

RECRUITMENT WITHOUT BOUNDARIES

The Archdiocese of Cincinnati requires all elementary schools to submit the names and contact information for students in grades 5-8 for high school recruitment purposes. **If you do not wish to have your child's name and contact information submitted, you must submit this request in writing to the school office no later than September 15th of each school year.**

No public or non-public high school personnel, students, parents, or alumni will be given the opportunity to visit/make presentations for recruitment to St. Aloysius School students during school hours. St. Aloysius School will provide space in the 7th and 8th grade corridors to display, with prior approval of the St. Aloysius School principal, an informational poster from each Catholic high school requesting to do so.

St. Aloysius School will not distribute any informational/recruitment material or marketing gifts (t-shirts, Frisbees, pens, cups, etc.) to any of its students. St. Aloysius School will distribute to 7th and 8th grade students a comprehensive high school information brochure if produced by and distributed by the Archdiocesan School Office.

DRUG FREE CAMPUS

St. Aloysius School is a drug-free, alcohol-free campus. Smoking, vaping, consumption of drugs, and/or consumption of alcohol are always prohibited. This includes inside the buildings, outside the buildings, and while on field trips which occur off campus.

WEAPONS FREE CAMPUS

St. Aloysius School is a weapons free campus. Guns, Knives, Tasers, and other weapons are always prohibited. This includes inside the buildings, outside the buildings, and while on field trips which occur off campus. The only exception to this rule is law enforcement.

PLAYGROUND PROCEDURES- RECESS

1. Play is permitted in assigned areas only.
2. No dangerous objects may be thrown or kicked.

3. Rough games involving shoving or pushing are forbidden.
4. Walk to lines when the bell rings or whistle blows.
5. Students may bring soft covered balls from home for use on the playground; however, students should not bring toys or games of any sort to school. Final approval of items brought to the playground lies with the principal and recess teacher/monitors.

ELECTRONIC DEVICES/CELL PHONES

All personal electronic devices such as cell phones, personal computers/iPad, gaming devices, etc. as well as technology enhanced jewelry such as Smart watches and Fitbit (items which can connect to Wi-Fi/data/internet) are not permitted at school. If, for safety reasons, you want your child to bring a cell phone to school, the cell phone should be kept, turned off, in the student's book bag or may be kept by the homeroom teacher during the school day. The school is not responsible for any electronic devices/cell phones brought to school by a child. Such devices may NOT be kept on the student or in the student's desk during the school day. Students will be permitted access to the school phones when deemed necessary by the teacher.

Any student who is found to have a cell phone either on his/her person or in some location other than his/her book bag will have the phone/electronic device confiscated. The device will be sent to the school office where the parents will be required to come in to pick it up at the end of the school day. If a student habitually is found with a phone, further disciplinary action will be taken.

TELEPHONE USE

Students are permitted to make telephone calls only in emergencies, and students will be granted permission to use the school phone. Forgotten homework, projects, books, or gym clothes/shoes, arrangements to visit classmates after school, etc. are not considered emergencies. Neither teachers nor students will be called to the phone during school hours. If an emergency arises, the school office will relay a message to the student or teacher on behalf of the parent.

STUDENT PROPERTY

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 premises. Such items include, but are not limited to motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, cell phones, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or 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.

CARE OF TEXTBOOKS

Hardback textbooks must be covered at all times. At no time may self-adhesive materials be used to cover textbooks. Fines will be charged for lost or damaged books. Each child is responsible for the condition of his/her books at the end of the year. Textbooks are expensive, and the average price for replacement is \$65.00.

All books that go home from school should be treated with the utmost care. Parents are responsible for the cost of any lost book or fees for damage to a book. A student will not receive his/her last report card until these fees are paid.

STUDENT ACCIDENT INSURANCE

The Archdiocese of Cincinnati purchases accident medical insurance intended to cover costs not covered by your primary health insurance carrier. You are eligible to file a claim for accidents involving your child that occurred during a school-related activity. What/who is covered? All registered students in grades Preschool through 12

during school time and school activities, including daycare participants of the Account Holder for whom premium has been paid. Coverage also includes All Preschool through 8 interscholastic athletes (including CYO participants) of the Account Holder for whom premium has been paid. Contact the school principal for the proper forms or go to

<http://www.catholiccincinnati.org/ministries-offices/risk-management/coverage/student-accident-insurance/>

BUILDING- ASBESTOS

We are required by law to publish the following: A Federal law entitled the Asbestos Hazard Emergency Response Act required that all schools be inspected for asbestos-containing building materials (ADBMs) subsequently developing management plans. The management plan includes information regarding inspection activities, periodic surveillance, response recommendations, response actions, etc. This plan is available for public inspection (during normal business hours). To make an appointment please call the plant manager at least three days in advance.

OTHER PRESCHOOL INFORMATION:

Philosophy & Goals:

We believe in creating a classroom environment that is child-centered and promotes learning as an active process through exploration and play. Children are given information about a central theme and encouraged to explore and discover the topic through guided play. Science, oral language, math, pre-reading, writing skills, self-expression, fine arts, and motor skills will be incorporated in this learning center-based environment. We are committed to providing an environment that emphasizes growth in all areas of child development; physical, social, emotional, and cognitive. We strive to engage, challenge, and promote creativity in each child as we prepare them for kindergarten.

Program Schedule

St. Aloysius Gonzaga provides a balanced daily schedule for all preschool students. Daily activities include large group instruction, learning centers, gross motor play, and small group activities. A more detailed schedule will be available from your child's teacher.

Attire

The children's activities, both indoors and outdoors, are vigorous and messy. Therefore, we request that you send your child to school in play clothes that are washable, comfortable, allow freedom of movement, and are easy for the children to handle. The teachers encourage the children to be responsible for their garments, and difficult zippers, belts, and buttons are frustrating. Students are required to wear Velcro, no tie, gym shoes or rubber-soled shoes for safety reasons. Please label all your child's outerwear (hats, mittens, boots, and coats). We also ask that you pack a complete change of clothes for your child (underwear, shirt, pants, and socks) and place them in a zip-locked plastic bag, labeled with your child's name. This change of clothes will be kept in the child's backpack and used when needed.

Personal Belongings

Our school provides an ample supply of toys, books, learning materials, and snacks to meet your child's needs. Please do not allow your child to bring toys from home except for planned toy sharing experiences. We do not allow guns, knives, or other violent toys at school. Please do not send or allow your child to bring jewelry, money, candy, or chewing gum to school. Children have more fun and participate more fully when they are not concerned about personal items being lost or broken.

St. Aloysius Preschool Staff/Child Ratios

St. Aloysius Preschool strives for excellence in maintaining a safe, positive environment for our children. In doing so, we maintain a staff/child ratio for a mixed class of 3/4 year olds of 1:10, with a maximum group size of 20 students per classroom. In the 4/5-year-olds class, the ratio is 1:12 with a maximum group size of 24 students.

Qualified substitutes will be placed in the classroom in a teacher's absence.

WITHDRAWAL PROCEDURES for preschool

If the child is withdrawn from the school for any reason, the parent must notify the teacher and the school office in writing 30 days in advance of the date of withdrawal to expedite record transfer. A parent must sign a release form for records. The academic and health records will be mailed. Also, notify us of any change of address or phone number if you move. Academic records will not be released if there is outstanding tuition and/or other school fees and charges.

OTHER MATTERS

No handbook can cover all situations. Information not in this handbook is available by calling the office. If you have questions at any time of the year, please call the school office. The principal will be happy to meet with parents to answer any questions.

SCHOOL UNIFORM CODE

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

DRESS CODE

The dress code policy fosters an atmosphere of learning and academic achievement. Specifically, dress code requirements are intended to allow students to focus on academics rather than on dress, alleviate competition among students for expensive and/or fad clothing, and create a positive image of the school in the community.

The personal appearance of each student must reflect cleanliness, neatness, and generally accepted standards of good taste. Parents are expected to see to it that the students come to school each day in full compliance. Each article of clothing needs to be in good condition and fit appropriately in relation to the student's physique. ***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.***

Students will go outside for recess, weather permitting, as long as the wind chill/temperature is above 32 degrees. Be sure students are dressed appropriately for outdoor play on chilly days.

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. No hats or hoods 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** 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)

Girls (Grades K-8)

- Grades K-5 may wear New Plaid jumpers found at Schoolbelles.
- Grades 6-8 may wear New Plaid Kilt Style Skirt at Schoolbelles.
 - Jumper/skirt may not be any shorter **than fingertip length and may not be tight, or form fitting to the body.**
 - Rolling of the skirt at the waistband is not permitted.
 - If shorts are worn under the uniform skirt, they must not show below the jumper/skirt hemline.

Undergarments:

- A) **Plain white, black, gray, or navy** opaque footed tights may be worn only with a uniform jumper or uniform skirt.
- B) **Plain white, black, gray, or navy** non-footed leggings may be worn only with the uniform jumper or skirt.
- C) Only solid **white** undergarments may be worn under the shirt/blouse.

ALL STUDENTS GRADES K-8:

Shirts:

All shirts/blouses must be completely tucked into slacks, shorts, or skirts at all times (Exception: ribbed bottom shirt from Schoolbelles).

Slacks:

- A) Uniform style of slacks in navy can be worn. Slacks may be purchased at any store.
- B) No denim or jeans of any kind.
- C) No rivets of any kind are permitted on the slacks.
- D) No stirrup, tight fitting, stretch type, capri, baggie, knit/nylon, cargo, or latest fad type of slacks are permitted.
- E) No exterior/patch pockets/no cargo pants or shorts

Shorts:

- A) Navy uniform style shorts may be worn from **April 1st through October 31st**. Extension to these dates may be made by the principal in light of weather conditions at that time.
- B) Shorts must be longer than finger-tip length and may not be tight or form fitting to the body. Shorts may be worn from April 1st through October 31st.
- C) No denim or jean type shorts are permitted.
- D) No tight fitting, stretch type, baggie, knit/nylon, cargo, or latest fad types of shorts are permitted.

Sweaters/ Sweatshirts:

- A) Pullover or cardigan type sweaters in solid white or navy may be worn over the uniform shirt.
- B) Sweaters worn during the school day may not have zippers or hoods.
- C) The official uniform sweatshirt sold through the St. Aloysius Spirit Wear Shop may be worn over the uniform shirt during the school day. The uniform sweatshirt must match the body size of the student.
- D) Quarter zip Sweatshirt – The official uniform quarter zip in gray or black. The uniform quarter zip must match the body size of the student.

Shoes:

- A) Only casual shoes or gym shoes can be worn. All shoes must have closed toes, closed heels, and rubber soles. Shoes must have laced that tie or have Velcro straps.
- B) Shoes must be properly tied at all times.
- C) No slip-on shoes may be worn.
- D) No clogs, high heels, sandals, slippers, crocks, or slides are permitted at any time. Shoes with roller wheels may not be worn unless the wheels have been removed.
- E) Boots may be worn in appropriate weather from November 1st through March 31st. Boots may not come above the knee.

Socks:

- A) For hygiene purposes, socks must be worn at all times. Sock colors must be solid white, black, navy, or gray (a small emblem is allowed). Any socks purchased through the Spirit Wear Shop are also acceptable.

Undergarments:

- A) Only solid white t-shirts without emblems, writing, pictures, colors, etc. on them may be worn under the regular school shirt.

Jewelry:

- A) Jewelry may include a simple (does not connect to Wi-Fi/data/internet) wristwatch and/or a religious necklace; **no smart watches or Fitbit**
- B) Girls may not wear hoop, drop or dangling earrings.

Personal grooming and appearance:

- A) Acrylic nails and make up are not permitted. (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.
- B) Nail polish is limited to clear, neutral colors in grades 6-8
Temporary or permanent tattoos are not permitted.
- C) Hair must be clean, neatly groomed, and of natural color. Hair should be clean and worn in a simple style. It should not hang below the **eyebrows or in the face**.
- D) Boys' hair must be trimmed so it is above the eyes.
- E) Girls' hair must be kept out of the eyes at all times.
- F) Hairstyles which cause safety concerns and/or are disruptive to the educational process are not permitted.
- H) Students are NOT permitted to draw, color, or write on their skin. No permanent or temporary tattoos are permitted.

Name tags:

Each student must wear the name tag provided by the school. Name tag must be attached to the collar and name/photo facing out at all times. Defacing of name tag is not permitted. Cost of replacement name tags will be charged to the student/family at \$10.00.

DRESS CODE FOR OUT OF UNIFORM (OOU) DAYS/CARE DAYS

- A. Students may choose to wear their regular uniform.
- B. Sweatshirts/T-Shirts—Specific colors will be designated in support of the organization being highlighted.
- C. Long pants, including jeans, may not be tight fitting, or form-fitting to the body. Leggings, yoga pants, jeggings, spandex, or any other tight, body-hugging pants, are not permitted.
- D. Shorts must be longer than finger-tip length and may not be tight or form fitting to the body. Shorts and capris may be worn from April 1st through October 31st.

- E. Only casual shoes or gym shoes can be worn. All shoes must have closed toes, closed heels and rubber soles. Shoes must have laces that tie or have Velcro straps. No slip-on shoes may be worn. No Crocs
- F. Students may not color their hair or paint their face.
- G. Clothing may not contain holes, tears, or rips, even if they were purchased that way.
- H. Clothing may not contain images, logos or pictures that go against the mission, vision, and beliefs of the school. These include but are not limited to drugs, alcohol, weapons, violence, profanity, hate, racism, companies that represent these ideas/items, etc. The principal and pastor have the final say to questionable apparel.

**If you have to ask yourself if it is school appropriate,
then you should choose a different article of clothing to wear.**

If a student has a repeated pattern of Out of Uniform policy violations, the student will lose the privilege of Out of Uniform days.

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 tops purchased through the spirit wear department/PTO. No other items may be worn (i.e., Nike jacket over spirit wear shirt). Uniform bottoms should be worn during spirit wear days. You can always wear your school uniform if you prefer. Spirit Wear can be purchase at: <https://www.writelysew.net/stores/StAls> – Our PTO Spirit Wear Coordinator Liah Earls will keep us updating when the website goes live.

Preschool Guidelines

Preschool students should follow the above guidelines for K-8 students in regard to uniform shirt and/or uniform jumper but may wear any “kid friendly” bottoms which allow ease of use for using the restroom on his/her own. Gym shoes are required at all times.

DRESS CODE FOR CONFIRMATION/MAY CROWNING/GRADUATION (8th Graders Only)

Students are to follow the specified attire. (Given the timing of these three events, wearing the same outfit for all three events is encouraged.)

Our young men are asked to wear dress pants, a dress shirt and dress shoes. A tie is suggested but not required. Shorts, sandals, and gym shoes are not permitted.

Our young women are asked to wear a dress or skirt of knee length or a dress pant suit that is appropriate for church. The dress or top should have sleeves and completely cover the chest and back. No strapless or spaghetti straps are permitted unless covered by a sweater or jacket. No cleavage or bare midriffs may be showing. A dress shoe complimenting the outfit is encouraged; however, keep in mind that most 8th grade girls are unaccustomed to walking in high heels, especially on smooth or slick surfaces like the tile floor in church. Stiletto heels are not permitted. Sweaters will be available for any young lady who is not wearing sleeves in their outfit.

Both boys and girls may wear the hair style of choice as long as it is in compliance with the St. Aloysius Dress Code (clean, neatly groomed, and of a natural color) and does not detract from the rich tradition of the Catholic Mass. There is no need for hair to be specially styled or for make-up.

DRESS CODE FOR FIRST HOLY COMMUNION

GIRLS: White dress, not full length (for safety reasons: tripping and catching in pew mechanism); veil or flowers for hair, preferably no tiaras; white knee socks, anklets, or tights; dress shoes; **NO gloves.** A dress shoe

complimenting the outfit is encouraged; however, it is suggested that new dress shoes be worn on concrete to scuff the bottom to prevent slipping on smooth or slick surfaces like the tile floor in church.

BOYS: Navy or black dress pants; white shirt with a tie in an appropriate color; dress shoes; jackets are permissible but not required. Dress Shoes are required. Sandals and gym shoes are not permitted.

Both boys and girls may wear the hair style of choice as long as it is in compliance with the St. Aloysius Dress Code (clean, neatly groomed, and of a natural color) and does not detract from the rich tradition of the Catholic Mass. There is no need for hair to be specially styled or for make-up.

PHYSICAL EDUCATION CLASS AND UNIFORM

All students are to participate in gym classes and must wear gym shoes. Girls should wear appropriate length shorts under the uniform skirt or jumper on PE days. Students will not change clothes for class. Girls who wear skirts or jumpers may be asked to remove them for safety reasons, depending on the activity.

Students who need to be excused from gym class must present a doctor's note explaining the reason and date(s) the student is to miss gym. A parent note, only, might be acceptable depending on the circumstance and only for one class period.

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:	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____

