

PARENT/STUDENT HANDBOOK

School 686-6250

Fax 686-0479

Website www.sastulare.com

TABLE OF CONTENTS

(by page number)

Mission Statement.....	pg. 1	Diocesan Code of Conduct.....	pg. 17
Philosophy of Education.....	pg. 1	Parent Code of Conduct.....	pg. 18
Role of Parents	pg. 1	Suspension/Expulsion.....	pg. 18
Parents' Role in Education	pg. 2	Dispute Resolution.....	pg. 19
Parents as Partners	pg. 2	Extra Curr. Activities/Grades ..	pg. 19
Sacramental Program	pg. 3	Honor Roll.....	pg. 19
Nondiscrimination Policy.....	pg. 3	Study Hall.....	pg. 20
Schoolwide Learning Expectations..	pg. 3	Detention.....	pg. 20
Admission Requirements.....	pg. 4	Detention Consequences.....	pg. 21
Transfer of Students/Records	pg. 5	Sports Guidelines.....	pg. 22
Financial Support the School.....	pg. 5	Uniform Policy.....	pg. 23
School Board	pg. 5	Length of Skorts and Jumpers...	pg. 24
Parent Involvement.....	pg. 5	T-Shirts.....	pg. 24
Family Involvement.....	pg. 6	Sweatshirts.....	pg. 25
Service Hours.....	pg. 6	Sweaters.....	pg. 25
Fundraising Activities.....	pg. 6	Coats/Jackets.....	pg. 25
SCRIP.....	pg. 7	Uniform Shorts.....	pg. 25
School Hours.....	pg. 8	Sports/P.E. Shorts.....	pg. 25
Tardy Policy.....	pg. 8	Socks.....	pg. 25
Absence from School	pg. 8	Shoes.....	pg. 25
Appointments.....	pg. 9	Make-up/Jewelry.....	pg. 26
Visitors to Campus	pg. 9	Hair.....	pg. 26
Health and Safety.....	pg. 9	Hats/Headbands.....	pg. 26
Medication at School	pg. 10	Tattoos/Piercings	pg. 26
Illness and Injury.....	pg. 10	Belts.....	pg. 26
Insurance.....	pg. 10	Wristbands/Bracelets/Watches ..	pg. 26
Communications.....	pg. 10	Appropriate Attire-Occasions ..	pg. 27
Telephone Calls	pg. 11	Appropriate Attire-Free Dress ..	pg. 27
Cell Phones	pg. 11	Appropriate Attire-Practices	pg. 28
Electronic Devices.....	pg. 11	Internet Guidelines.....	pg. 28
Homework.....	pg. 11	E-mail/Social Media	pg. 29
Classroom Supplies.....	pg. 12	No Bully Policy.....	pg. 30
Safe Environment Policy	pg. 12	Parking Lot Safety.....	pg. 30
Field Trips.....	pg. 12	Photography of Students.....	pg. 31
Eighth Grade Trip.....	pg. 13	Tuition and Fees.....	pg. 31
Liturgy.....	pg. 13	Registration.....	pg. 31
Lunch Program.....	pg. 14	Staff	pg. 32
Lunches from Home.....	pg. 14		
Playground.....	pg. 15		
Respect for Property.....	pg. 15		
Extended Day Care.....	pg. 16		
School Safety.....	pg. 16		
Searches	pg. 16		
Air Quality.....	pg. 16		

TABLE OF CONTENTS

(by alphabetical listing)

Absence from School.....	pg. 8	No Bully Policy.....	pg. 30
Admission Requirements.....	pg. 4	Nondiscrimination Policy.....	pg. 3
Air Quality.....	pg. 16	Parent Involvement.....	pg. 5
Appointments/Leaving Campus...	pg. 9	Parents' Role in Education	pg. 2
Appropriate Attire-Occasions.....	pg. 27	Parents as Partners	pg. 2
Appropriate Attire-Free Dress.....	pg. 27	Parking Lot Safety.....	pg. 30
Appropriate Attire-Practices.....	pg. 28	Philosophy of Education.....	pg. 1
Belt	pg. 26	Photography of Students.....	pg. 31
Cell Phones	pg. 11	Playground.....	pg. 15
Classroom Supplies.....	pg. 12	Registration	pg. 31
Coat/Jacket.....	pg. 25	Respect for Property.....	pg. 15
Communications.....	pg. 10	Role of Parents	pg. 1
Detention	pg. 20	Sacramental Program	pg. 3
Detention Consequences.....	pg. 21	Safe Environment Policy	pg. 12
Diocesan Code of Conduct.....	pg. 17	School Board	pg. 5
Diocesan Code Student/Parent....	pg. 18	School Hours.....	pg. 8
Dispute Resolution.....	pg. 19	School Safety.....	pg. 16
Eighth Grade Trip	pg. 13	Schoolwide Learning Expectations..	pg. 3
Electronic Devices.....	pg. 11	SCRIP.....	pg. 7
E-mail/Social Media	pg. 29	Searches	pg. 16
Extended Day Care.....	pg. 16	Service Hours.....	pg. 6
Extra-Curr. Activities/Grades	pg. 19	Shoes.....	pg. 25
Family Involvement	pg. 6	Socks.....	pg. 25
Field Trips.....	pg. 12	Sports Guidelines.....	pg. 22
Financial Support of the School...	pg. 5	Sports/P.E. Shorts.....	pg. 25
Fundraising Activities.....	pg. 6	Staff.....	pg. 32
Hair	pg. 26	Study Hall.....	pg. 20
Hats/Headbands.....	pg. 26	Suspension/Expulsion.....	pg. 18
Health and Safety.....	pg. 9	Sweater.....	pg. 25
Homework.....	pg. 11	Sweatshirt.....	pg. 24
Honor Roll.....	pg. 19	T-Shirt	pg. 24
Illness and Injury	pg. 10	Tardy Policy.....	pg. 8
Insurance.....	pg. 10	Tattoos/Piercings	pg. 26
Internet Guidelines.....	pg. 28	Telephone Calls.....	pg. 11
Length of Skort/Jumper.....	pg. 24	Transfer of Students/Records.....	pg. 5
Liturgy.....	pg. 13	Tuition and Fees.....	pg. 31
Lunch Program.....	pg. 14	Uniform Policy	pg. 23
Lunches from Home.....	pg. 14	Uniform Shorts.....	pg. 25
Makeup/Jewelry	pg. 25	Visitors to Campus.....	pg. 9
Medication at School	pg. 10	Wristbands/Bracelets/Watches	pg. 26
Mission Statement.....	pg. 1		

THE MISSION STATEMENT FOR ST. ALOYSIUS SCHOOL

St. Aloysius School is a family of God where we can grow in Catholic Faith, Character, and Knowledge.

A PHILOSOPHY OF EDUCATION FOR ST. ALOYSIUS CATHOLIC SCHOOL

"A true education aims at the formation of the human person with respect to his ultimate goals and simultaneously with respect to the good of those societies of which, as a man, he will be a member, and whose responsibilities, as an adult, he will share." (Dec. on Ed. - Vat. II)

St. Aloysius Catholic School exists as a Catholic faith community of parents, students, teachers, parishioners, pastor, and board members to provide a Catholic Christian atmosphere enlivened by the Gospel spirit. The school's primary mission is to be an effective educational instrument of the Catholic Church. It is the unique task of the Catholic Christian community to teach the life of Christ and to assist the child in growing into the fullness of that life, thereby promoting the complete development of the person to the betterment of the world community.

The philosophy of St. Aloysius Catholic School is founded on the principle that the whole person is to be educated in an atmosphere of Gospel spirit and truth.

St. Aloysius Catholic School recognizes that Catholic Christian families are primarily and principally responsible for the education of their children. Families have entrusted the school community with the task of helping each child find his or her own unique place in God's creation.

The integration of faith in the total curriculum ideally prepares students with skills, attitudes, and values which constructively shape society toward the Catholic Christian ideal. The goals of this philosophy embrace the dimensions of the whole person: spiritual, intellectual, social, psychological, and physical. "The purpose in view is that by living an exemplary and apostolic life, the Catholic graduate can become as it were, the saving leaven of the human family." (Dec. on Ed. Art. #8 Vat. II).

ROLE OF PARENTS

Because parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so important that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and Sacrament of Matrimony, that from their earliest years children should be taught according to the faith received in Baptism, to have knowledge of God, to worship Him, and to love their neighbor. Religious and positive attitudes and values are rooted at home.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the council calls to mind their duty to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability and to work along with them for the welfare of the children.

Declaration of Christian Education – Vatican Council II

PARENTS' ROLE IN EDUCATION

At St. Aloysius School we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for development in your child's life-physically, mentally, spiritually, emotionally and psychologically. Your choice of St. Aloysius School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school do not take root in the child unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Aloysius School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Questioning or violating the authority of the school or the home, or contradictions of authority within the home will only teach disrespect of all authority. If there is an incident at the school, you as parents must first investigate the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility includes completing assignments missed because of absences.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at St. Aloysius School, we ask parents to do these things:

- 🐾 Actively participate in school activities such as Parent-Teacher Conferences.
- 🐾 See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- 🐾 Diocesan policy 4330 requires a written excuse dated and signed by the parent or guardian the day the student returns to school following an absence.
- 🐾 Notify the school office of any changes of address or important phone numbers.
- 🐾 Meet all financial obligations to the school.
- 🐾 Inform the school of any special situation regarding the student's well-being, safety, and health.
- 🐾 Complete and return to school any requested information promptly.

- 🐾 Read school notes and newsletters and to show interest in the student's total education.
- 🐾 Support the religious and educational goals of the school.
- 🐾 Support and cooperate with the discipline policy of the school.
- 🐾 Treat teachers with respect and courtesy in discussing student problems.

Be sure your child:

- 🐾 Gets to bed at a reasonable time on school nights.
- 🐾 Arrives at school on time and is picked up on time at the end of the day.
- 🐾 Is dressed according to the school dress code.
- 🐾 Completes assignments on time.
- 🐾 Has lunch money or a nutritional sack lunch every day.

SACRAMENTAL PROGRAM

The sacramental life of the children in the Catholic tradition is an important component of the religion program at St. Aloysius School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of the religious instruction in grade 2.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of reconciliation and Eucharist are only administered to students baptized in the Roman Catholic tradition.

ST. ALOYSIUS CATHOLIC SCHOOL'S POLICY ON NONDISCRIMINATION

St. Aloysius Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at St. Aloysius Catholic School. The school does not discriminate on the basis of race, color, national and/or ethnic origin, age, or gender in the administration of its education policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

Likewise, St. Aloysius Catholic School does not discriminate against any employee or applicant for employment on the basis of gender, age, race, color, and national and/or ethnic origin.

St. Aloysius School is committed to providing a Catholic Christian learning environment that is free from any form of illegal harassment. The school will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

(Diocesan policies 3710 and 3711)

St. Aloysius Catholic School and its employees comply with the reporting requirements of California's Child Abuse Reporting Law. The school will immediately report any known or reasonably suspected incidents of child abuse to a child protection agency. (Diocesan policy 4710)

Schoolwide Learning Expectations

Prepared Catholic Christians who

- 🐾 Understand and live their Catholic faith
- 🐾 Pray and study scripture
- 🐾 Demonstrate honesty, courtesy, and compassion
- 🐾 Participate in service to school, church, family, and community

Academic Achievers who

- 🐾 Read write and verbalize effectively
- 🐾 Achieve their personal best in academic subjects
- 🐾 Appropriately use technology for learning and communicating
- 🐾 Practice problem solving, critical thinking, and effective study skills

Well-Rounded Citizens who

- 🐾 Respect themselves, all cultures and the earth
- 🐾 Use good, moral decision-making skills to solve conflicts
- 🐾 Self-evaluate their work and actions
- 🐾 Explore athletics and fine arts

ADMISSION REQUIREMENTS

The Transitional Kindergarten program at St. Aloysius School, which began in August, 2014, offers a developmentally appropriate Montessori style preschool opportunity for students who are one year younger than Kindergarten, or 4 by September 1st of the school year. Parents may register their preschooler in advance of their placement in a class by contacting the school office, up to two years in advance.

Children entering kindergarten must be five years of age on or before September 1st of the school year. According to state law, immunizations must be completed by the time a child enters school. A record of physical examination must be presented within 90 days of entrance to the first grade. Kindergarten and all new students must present a birth certificate upon registration. Each new Catholic student must also present a baptismal certificate upon registration.

The Brigance K Screen is administered to children before they are accepted into kindergarten. Parents may place their child's name on a list of those to be tested by calling the school office.

New students in grades 1-8 are accepted conditionally until their records are checked by the principal. After the records have been approved, the students are accepted formally into the school.

All new students are placed on probation for the first year. In some cases, students may be placed on a probationary basis with dates and criteria of evaluation clearly established in writing. In such cases, parents will be made fully aware of the terms of acceptance and be willing to cooperate with the decision of the school authorities at the end of the probationary period. The students will be expected to meet the following requirements including, but not limited to: prompt and regular attendance; respect for authority, other students, and property; and satisfactory academic achievement. If a child is not meeting these requirements, the parents will be notified and will be required to meet with the teacher and the principal. If no improvement is shown after three formal conferences, the child will not be allowed to continue at St. Aloysius School.

Registration of a child includes filling out all required forms, presenting birth and baptismal records and social security number, and paying the registration fee.

When the capacity of a class has been reached, no new students will be admitted.

TRANSFER OF STUDENTS/RECORDS

Our school office will request school records from or forward records to any school, provided we have the written permission of the parents. Courtesy requires that the school be notified of any withdrawals.

Parents are allowed to see the information on their children's school records upon request. An appointment should be made with the principal if you wish to review your child's records.

FINANCIAL SUPPORT OF THE SCHOOL

Since St. Aloysius Catholic School is a private institution, much help is needed to defray the cost of the children's education. We are greatly indebted to the Fatima Committee, the Parents' Club, various fundraisers, the parishioners, and the local community, without whose generous support our school could not continue to exist. Families seeking financial aid need to fill out the FAIR application form. FAIR calculates the amount of financial aid that the family should receive. The school has the final determination as to how much financial aid will be granted to a family.

SCHOOL BOARD

St. Aloysius School Board is an advisory board. The Board has the most important duty to implement at the local level the policies of the Diocesan Board of Education. The Board is an advisory board for identifying and articulating the educational needs of the school, establishing the objectives of the educational program, and developing policies that will guide the administrative staff in working toward those established objectives.

The School Board meets each month unless otherwise announced. Parents are welcome to attend. All meetings are open meetings unless designated as being executive. The right of non-members to address the board is limited to items on the agenda. All requests to have items placed on the agenda must be provided in writing to the president and the principal no later than one week before the next regular board meeting.

The School Board consists of six voting members elected by the parish and school families at large. There are five other non-voting members of the board. They consist of the Superintendent of Catholic Schools or his/her delegate, the pastor, the principal, the Parents' Club President, and the Our Lady of Fatima celebration President.

The principal is the Executive Officer of the Board and is responsible for the operation of the school. The Executive Officer is accountable to the pastor and the diocesan superintendent.

PARENT INVOLVEMENT IN THE ST. ALOYSIUS COMMUNITY

Parental participation is vital for our school community. By giving your time to the service and to the fund-raising activities listed below, you can enhance the community spirit of our school.

SERVICE ACTIVITIES (Hours)

- 🐾 Library Volunteer
- 🐾 Volunteer yard duty and/or classroom helper
- 🐾 Working with students in the area of the arts

- 🐾 Providing transportation for field trips and sports
- 🐾 Working on special school activities
- 🐾 Working on Parents' Club activities
- 🐾 Work on Memorial Fund
- 🐾 Work on Marketing Committee
- 🐾 Special talent from which the school could benefit
- 🐾 Typing
- 🐾 Scrip
- 🐾 Help prepare fields for home games
- 🐾 Coaching and/or refereeing
- 🐾 Attending a Parents' Club meeting (maximum of 4 hours earned per year)
- 🐾 Working on the School Garden

FUNDRAISING ACTIVITIES

- 🐾 Scrip
- 🐾 Fatima Celebration
- 🐾 Horseshoe Tournament
- 🐾 Parents' Club Fashion Show
- 🐾 School Candy Sale
- 🐾 Parents' Club Enchilada Sale
- 🐾 Parents' Club Reverse Drawing/Silent Auction
- 🐾 Box Tops
- 🐾 Golf Tournament
- 🐾 Cattle Sale
- 🐾 Ritchie Bros. Auction

FAMILY INVOLVEMENT REQUIREMENTS

Service Hours (a minimum of 50 hours per year, per family)

Service hours may be earned by helping out with Parents' Club fundraisers and activities and also by serving the school. Service hours may only be earned by immediate family members (parents, grandparents, brothers, sisters, etc.) There will be a \$50 per hour fee for each service hour not completed. In addition each family is required to donate an auction item to one of the following: Fatima, Reverse Drawing/Silent Auction, Cattle Sale, or buy a sponsorship for the Horseshoe or Golf tournament. You will be responsible for recording this donation on the same card where you record your service hours. If you do not donate an auction item or buy a sponsorship you will be billed \$150.

Each family is also required to sell two tickets for the Parents' Club Reverse Draw function.

You can earn service hours for baking items for various Parents' Club activities. Hours are earned as follows: cookies (4 doz. =1 hour; please put no more than 1 doz. on a plate), brownies (4 doz. = 1hour), cupcakes (3 doz. = 1hour), and cakes (1 cake = 1 hour).

Parents' Club Fundraising

- 🐾 Horseshoe Tournament
 - Set up pits/clean up
 - Scorekeeping
 - Food servers

- 🐾 Fatima Celebration
 - Linguica booth sales
 - Pepsi/Beer booth sales
 - Sopas kitchen help
 - Set up/Clean up grounds
 - Bake items for Cake Walk
 - Auction (set up, recording, “spotting”)
- 🐾 Fashion Show Luncheon
 - Setting and decorating a table for 8
 - Working in the kitchen
 - Decorating the hall
 - Working on the fashion show
 - Baking items for the Food Boutique
- 🐾 Reverse Drawing/Silent Auction
 - Setup/Cleanup
 - Wash linens
 - Working on the Reverse Draw
 - Decorating the hall
 - Working on the silent auction
- 🐾 Enchilada Take-out Dinner
 - Work in the kitchen
 - Sales
 - Set up/clean up
- 🐾 Cattle Sale
 - Help with barbecue/lunch
 - Secure donations
- 🐾 Golf Tournament
 - Setting up sponsorship signs
 - Hole Marshals
 - Drink cart
- 🐾 Scrip Sales Ongoing
 - Assist in sales
- 🐾 Uniform day
 - Assist in sales
 - Set up sales area

Service Activities

- 🐾 School Picnic
 - Help with food service
 - Set up games
 - Run a game
 - Work in the garden/courtyard
- 🐾 See pages 5-6 for a list of activities
- 🐾 Additional opportunities to earn service hours may become available throughout the school year.

These are just some of the ways to serve your school. Many of these activities take place on weekends and evenings.

SCRIP (\$200.00 per year)

In an ongoing effort to help off-set the cost of tuition, you are highly encouraged to participate in the SCRIP program. When you use SCRIP, you receive a rebate from your purchases that can be applied to tuition or any other school program that you wish to support. We have many vendors to select from. A complete list of vendors is available in the school office.

SCRIP is sold Tuesdays & Thursdays. Orders must be turned in to the school office by 10:00 am to be processed. Orders will be available for pick up from 2:00-3:15 in the school office. Payment must accompany the order. Backorders will be filled as soon as possible after the inventory arrives from when the original order was placed. Please remember to write a contact number on your order in case of any questions. Once SCRIP is purchased, it may not be exchanged for another item at a later date.

SCHOOL HOURS

The school gates open at 7:55 A.M. A staff member is on parking lot duty ten minutes before the gates open. Any students that arrive before that time must check into the before-school program where there is staff supervision. Students are to proceed to their rooms when the gates are opened. Please have your children here promptly. Regular dismissal is at 3:00. Minimum day dismissal is normally at 12:30. Minimum days are listed on calendars sent home monthly as well as on our website.

From the Monday after Thanksgiving until early February, classes run on a "winter schedule". Classes begin at 9:00 A.M. and end at 3:00 P.M. Details about the winter schedule are sent home in October.

Children should go home immediately after dismissal. Unless they are remaining for supervised activities, extra help, or disciplinary reasons, students who remain on campus fifteen minutes after school is dismissed will be sent to the after-school care program.

TARDY POLICY

Any student who arrives after the 8:05 bell sounds but by 8:30 will be marked tardy. Each student in Kindergarten and grades 1-8 is allowed two (2) unexcused tardies in a calendar month without any penalty attached. For each unexcused tardy after two in a calendar month, a student will spend thirty (30) minutes in after school detention. Transitional Kindergarten students should be on time to class on a daily basis.

ABSENCE FROM SCHOOL

Children will be considered absent when they miss any portion of the school day. Children who arrive after 8:30 will be marked with a partial day absence. Any absence less than 1 1/2 hours will be marked as a 1/4 day absence, between 1 1/2 to 3 hours will be marked as a 1/2 day, between 3 to 4 1/2 hours will be marked as 3/4 day, and any absence over 5 hours will be marked as a full day absence. Diocesan policy 4330 requires a written excuse dated and signed by the parent or guardian the day the student returns to school following an absence. A child returning to school without an excuse will be presumed truant.

Students will be allowed one day for each day of absence due to illness to submit missed assignments. Any students whose absence(s) are considered truant could be required to turn in all missed assignments the day after they return to school regardless of how long they missed school.

The child is ultimately responsible for asking teachers for work missed because of appointments or

absences. A failing grade will be given on assignments not made up within a reasonable time.

Vacations beyond those listed on the school calendar are discouraged. The loss of instruction time impairs student progress. Parents who are planning to keep children out of school for more than four consecutive days for reasons other than health must speak to the principal and to the teachers to make arrangements to get work that must be done while the children are out of school.

A student may be retained for excessive absences, those absences of more than twenty (20) days during the school year. Some circumstances may require special consideration. Each student's situation will be considered separately. Teachers may keep a student out of a game or any other school-sponsored activity if he or she has been absent during the week and has too much work to be made up.

A student may not attend a school dance or other school activity if he or she is absent on the day of the activity.

APPOINTMENTS AND LEAVING CAMPUS DURING SCHOOL HOURS

A student who arrives after 8:05 but by 8:30 because of a medical appointment will be marked as a ¼ day absent if a note from the doctor's office is presented, if a note is not presented the student will be marked as tardy. If a note is not presented when the student is brought to school, the parent has until the end of that school day to get a note from the doctor's office and bring it to the school.

A child may never leave school without permission. If you must pick up your child early for any reason, please send a note with your child in the morning to the child's teacher. When you pick your child up early, you must report to the school office first. You will receive an office "Pass". No teacher will allow a child to leave the class unless an office pass is issued. These procedures are necessary for the protection of you, your child, and the school. If your child returns the same day, she/he must report to the office and be signed in by the parent before she/he is allowed to return to the classroom.

VISITORS TO THE CAMPUS

To protect the safety and security of students, school employees, and volunteers, St. Aloysius School and our off-campus events and activities are closed to the public. St. Aloysius School, with or without cause, may, at its sole discretion, invite parents, guardians, relatives and friends of students and others to come on campus or attend off-campus school events and activities.

St. Aloysius School shall reasonably attempt to control and monitor all visitors to campus during instructional time. Any visitors to the campus, including parents, must report to the school office and sign a register as a visitor to the campus. They may not go directly to a classroom. All classroom visits must be pre-approved by the school designee.

St. Aloysius School, with or without cause, may deny or limit entry and access to the campus or to off-campus events or activities to anyone, including a student's parent or guardian.

If there are materials to be given to a student, those materials must be taken directly to the school office.

HEALTH AND SAFETY

State law requires that a record of physical examination and immunization be presented for all children entering kindergarten or first grade. Forms are available at the school office.

Screenings are conducted for students in designated grades for vision, dental, and hearing problems. A scoliosis screening is conducted for students in grades 5-8.

St. Aloysius School has a comprehensive Emergency Procedure Manual that addresses numerous different emergency situations and how the school will respond in those situations. The school conducts various drills throughout the school year to prepare the students in case of an emergency. These drills include, but are not limited to, fire drills, earthquake drills and lockdown drills.

MEDICATION AT SCHOOL

A student should not have any type of medication in their possession while at school. These medications include, but are not limited to, aspirin, Tylenol, ibuprofen, and cough drops. All medications, prescription and non-prescription, are to be brought to the school office. A form which will allow the school to help with the administration of prescription drugs must be filled out by the doctor.

If a child has prescription medication that needs to be taken while at school, the parent must fill out a "Medication in School" form. This form states the type of medication to be taken, the dosage, physicians name and address. It must be signed by the parent. If a child has any other minor ailments, the parent will be notified of the problem. If the parent cannot be reached, then the school will call the emergency contact number on file. The parent may give verbal permission to the office staff to administer aspirin, Tylenol®, ibuprofen, or creams and sprays for scratches.

Any time a student receives any type of medication, it is logged in the school office. The log contains the date, type of medication, dosage, time, and who authorized permission.

ILLNESS AND INJURY

The school is not permitted to give aspirins or internal medication of any kind unless it receives either written or verbal permission from the child's parent or guardian. Parents or guardians are notified as soon as possible in case of sudden illness or of injury more serious than the usual cuts and bruises.

Please do not send your child to school if you feel he/she is ill enough that he/she should not go outside during recess. Physical Education excuses for more than three days require an excuse from a medical doctor.

INSURANCE

An optional insurance package is sent home with students at the beginning of the school year. Parents may enroll their child if they desire.

COMMUNICATIONS

Home-School communication is important. Written communications from school include weekly notices, newsletters with Parents' Club news, trimester report cards for Kindergarten and grades 1-8, and Parent-Teacher conferences for fall for all grades. The school also utilizes a website for parents to access information. The school's website is www.sastulare.com. Teachers are happy to meet with parents at other times to discuss individual progress. Parents may make appointments to see teachers if the need arises. The best time to meet with teachers is after classes are dismissed in the afternoon. Please do not disturb teachers

before classes begin. Please take advantage of these opportunities. You may also contact your teacher by e-mail. All teachers' e-mail addresses are listed on the school's website and at the back of this handbook.

Students in grades 5-8 who are having problems with grades will receive a progress report midway through each of the three report card grade periods. Students with D's, F's, or U's on a progress report will be ineligible to participate in any extracurricular activities, including dances, for two weeks.

TELEPHONE CALLS

Neither teachers nor pupils will be called from their classes except in case of emergency. If an urgent message must be delivered, please give it to the person who answers the phone. The phone may be used by students only with permission of the principal or a teacher.

CELL PHONES

All student cell phones must be turned in at the beginning of the school day to the homeroom teacher. The teacher will keep the phones in a labeled pocket chart so that each phone is identified to the student. The phones will be kept in an area of the classroom, monitored by the teacher, during the school day. At the end of the day the teacher will return the phones to the students. If a cell phone happens to go off while it is in the teacher's possession no detention will be issued. If a student does not turn in his/her cell phone, and they are seen with it while on campus either during or after school, they will be given a detention. Unauthorized use of a cell phone will result in a detention.

ELECTRONICS

No iPods or other electronic devices except cell phones may be brought to school. Electronic devices used for reading books, such as Nooks and Kindles, are allowed only in the classroom and only for the purpose of reading books. If a student uses them for any other purpose they must receive teacher permission or it will be taken away and will lose the privilege of using that device for the remainder of the school year. This includes the before-and after-school care programs. We will be reviewing this policy by the end of the school year.

HOMEWORK

In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home. Set aside study time and a special place should be established at home.

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain life lessons through various experiences. Because each student has different capabilities and interests, it is difficult to specify the amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

The following are general guidelines for homework time per night:

- Grades Kindergarten, One and Two 10 to 20 minutes.
- Grades Three and Four 30 to 40 minutes.
- Grades Five and Six 50 to 60 minutes.
- Grades Seven and Eight 70 to 80 minutes.

Homework isn't always written. Reading and studying are a very important part of home assignments. Please check that your children complete their assignments. Notice the quality of the work to be handed in. There are consequences for failing to complete homework.

CLASSROOM SUPPLIES

Supply lists for the next school year are sent home on the last day of school. Please have the required supplies for the first day of school.

SAFE ENVIRONMENT POLICY

The diocese of Fresno initiated the “Safe Environment Program” during the 2004-2005 school year. This program evolved out of a response to the sexual abuse of children in the Church.

The National Conference of Catholic Bishops developed the “Charter for the Protection of Children and Young People”. This document maps out a commitment to healing, reconciliation, and effective response to all allegations of the abuse of children and minors.

It is the policy of the Roman Catholic Bishop of Fresno that all those who work or volunteer in a parish, school, or agency will promote and maintain a safe, mutually respectful, and appropriate ministerial relationship with all persons served.

As part of this charter, all parish and staff volunteers who participate in any school activity have to comply with these requirements:

- 🐾 Fill out the Diocese of Fresno Volunteer Service Application.
- 🐾 Attend the “Safe Environment Training”.
- 🐾 Receive fingerprint clearance for school volunteers.

The Diocese of Fresno requires all schools to fingerprint and clear volunteers with the following assigned responsibilities.

- 🐾 All school volunteers who have unsupervised access to students. This includes unsupervised volunteers at school, at school-sponsored events, and on field trips (e.g. field trip drivers and chaperones)
- 🐾 All volunteer coaches and assistant coaches, whether they are supervised or not
- 🐾 All overnight activity chaperones

FIELD TRIPS

Most school field trips would not be possible without the generosity of parents and family members who make time to be available to transport and chaperone students. The following guidelines help make field trips a beneficial experience for our students and family members.

- 🐾 Field trips are designed to correlate with teaching units and to achieve curricular goals.
- 🐾 A field trip is a privilege and not a right.
- 🐾 There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- 🐾 All grades do not have the same number of field trips.
- 🐾 Individual teachers, in consultation with the administration, reserve the right to restrict or deny

student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- ❧ A written official permission slip, signed by the parent, is required by the school and the Diocese of Fresno before the child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the school office by the date specified on the permission slip.
- ❧ Parents may refuse to permit their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will be required to attend school and complete work associated with the learning experience gained on the field trip.
- ❧ All money collected for the field trip is non-refundable.
- ❧ Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the approved chaperones and participation by unofficial chaperones jeopardizes the protection of our students and all other approved adults on the trip.
- ❧ When a bus is provided for a field trip, all parent chaperones must accompany the class to and from the field trip on the bus. A parent chaperone may not drive their car to a field trip destination when bus transportation for the chaperones is provided, unless given permission by the administration.

Many field trips require the students to travel in private cars. In order for parents or others to drive students on a field trip, they must have done the following things.

- ❧ Attained the age of twenty-five (25) years.
- ❧ Completed a volunteer driver statement (to be completed each year).
- ❧ Provided a copy of the driver's current auto insurance (to be completed each year).
- ❧ Provided a copy of the car's current California vehicle registration (to be completed each year).
- ❧ Obtained fingerprint clearance.
- ❧ Completed the Safe Environment training.
- ❧ Signed the Chaperone Code of Conduct form.

Typically, each year the eighth-grade class participates in an eighth-grade trip. Since this is an overnight trip, there are certain criteria that the students must meet in order to attend the trip. As of the Friday before the trip the student must have at least a C- grade in each subject area. As of the day of the trip, the student must have 15 absences or less, and no more than two suspensions throughout the school year. All parent chaperones attending the trip must have signed the Chaperone Code of Conduct, received fingerprint clearance, and completed their Safe Environment training.

In the event that a student does not meet the above criteria and is unable to attend the trip, he/she will be required to attend school on the days of the trip. If he/she fails to attend school on those days, then he/she will be unable to attend graduation ceremonies.

LITURGY

Active participation in the liturgical celebrations of the Church is an important aspect of the children's religious training. The children attend Mass together regularly and are expected to dress in formal mass attire. Opportunities to participate in the Sacrament of Reconciliation and other liturgical functions are offered periodically throughout the year. Parents are encouraged to participate with their children as often as possible.

LUNCH PROGRAM

Nutritious lunches are available. Milk, fresh fruit and salad which is included with each hot lunch, is also available separately for those who bring lunch from home. Water is available to students who do not want to drink milk. You are urged to pay for lunch and/or milk by the week or by the month. It is possible to purchase a single lunch and/or milk if necessary. You will be notified of the prices at the beginning of the school year. Monthly menus are sent home, and the prices for lunch and milk for the month are indicated.

All lunches and/or milks must be paid in advance. Lunches should not be charged.

Remind your child that food is given to us by our gracious and loving God. Throwing away food and throwing food at others shows a lack of respect for God and for what He gives us. It also shows a lack of respect to those around us. Parents are responsible for seeing that their child/children has/have a healthy lunch. Children are required to eat lunch.

In order to provide the students with a safe environment during their lunch, all students must maintain proper conduct when in the cafeteria. Students must follow the following rules in order to maintain an orderly, safe, and reasonably quiet environment for the lunch supervisors to watch the children and listen for problems.

- 🐾 Line up in a single file line when entering the cafeteria.
- 🐾 Keep your voices at a low level while in the cafeteria.
- 🐾 Be respectful to the lunch supervisors, the cafeteria cooks, and to each other.
- 🐾 Have the lunch ticket ready to present to the lunch supervisor.
- 🐾 No more than four people may be lined up at the serving station at one time.
- 🐾 Raise your hand to use the restroom.
- 🐾 Pick up all trash in the area where you are sitting and put it in the trash can.
- 🐾 Put your fork in the container at the dishwasher station.
- 🐾 Stack your tray at the dishwasher station so the trays lay flat one on top of the other.
- 🐾 Do not take straws outside the cafeteria.
- 🐾 Stay in your seat while eating and after you are done eating.
- 🐾 Do not share food.
- 🐾 Your table will be excused to dump your tray/throw out your sack lunch.
- 🐾 Your table will be excused to leave the cafeteria to go out to lunch recess.
- 🐾 Upper grades must stack the chairs when their table is excused for recess.

The lunch supervisors as well as the cafeteria cooks are in charge of the cafeteria during the lunch hour. The lunch supervisors may hand out disciplinary action if students fail to follow the rules.

LUNCHESES FROM HOME

Please do not bring fast food to your children at school. Please send a lunch from home, instead.

If you provide a beverage from home, make sure that it is a healthy beverage such as juice. Sodas are not considered a healthy beverage. If you feel it is necessary to provide your child with candy in their lunch, they will be told to eat the majority of their lunch before they will be allowed to eat the candy.

PLAYGROUND

Kindergarten and TK students play in their own play area unless the area is too wet to play. They then play on the basketball court area. First through fourth grades may play on the basketball court area and the grass areas during all recesses, unless otherwise specified by the teacher or the administration. Fifth through eighth grade students may play on the basketball court area and the field during lunch recesses only. Only first through fifth grade may play on the upper grade play structure.

The playground is supervised at all recess periods. However, accidents do happen when so many children are playing in a confined area. Children are instructed to follow the playground rules in order to avoid accidents. The playground rules include, but are not limited to:

General Rules

- 🐾 No fighting, hitting, kicking, or shoving (even if it is pretend or acting like characters seen on television or in the movies)
- 🐾 No spitting
- 🐾 No inappropriate language
- 🐾 No talking back to yard duty supervisors
- 🐾 No throwing dirt, rocks, or any other objects that could cause harm to another child
- 🐾 No running on the red sidewalk areas
- 🐾 No Frisbees or footballs on the basketball court area
- 🐾 No tackle football games
- 🐾 No screaming or playing in the bathrooms
- 🐾 No eating on the playground
- 🐾 No playing in dirt

Play Structure Rules

- 🐾 No toys allowed on the fort
- 🐾 No running on the fort
- 🐾 No jumping off the fort
- 🐾 No walking up the slide of the fort

Play Structure Schedule

- 🐾 Monday – 1st Grade
- 🐾 Tuesday – 2nd Grade
- 🐾 Wednesday – 3rd Grade
- 🐾 Thursday – 4th Grade
- 🐾 Friday – Rotates each week between grades 1st – 4th
- 🐾 5th Grade may use the fort during their lunch recess on dates designated by the administration.
- 🐾 6th Grade use of the fort will be determined by the administration. If they are allowed to use the fort it will only be at lunch recess on dates designated by the administration.

Children are not allowed to bring games, collectibles, or trading cards from home to play with at recess, unless specified to do so by a teacher or the administration. The yard duty supervisor may discipline any students who violate the playground rules. Children are to remain in their respective play areas during all recesses. The school assumes no responsibility for children who leave the premises without permission.

RESPECT FOR PROPERTY

Children must learn to take care of their own things and all the things they use. School property must be shared by many people and requires care by everyone. Full purchase price will be

charged for lost books, and charges will be assessed for damaged books. A five dollar charge will be assessed to replace lost report cards.

Articles of clothing and other personal items must be clearly marked. Lost items are turned in at the office. Unclaimed items are given away periodically.

EXTENDED DAY CARE PROGRAM

Before-school day care is offered each school day from 7:30 until 7:55 A.M. It is offered from 7:30 until 8:50 A.M. on the Winter Schedule. After-school day care is offered until 5:30 P.M. on all school days including minimum dismissal days.

Transitional Kindergarten students who require extended care may use the before-school program in the convent and the after-school care in their own classroom. The fees will be the same as the former program.

Registration is \$7 per child for the morning care program, \$12 for the after-school program, and \$19 for both programs.

Cost for the morning program is \$2 per child per day. The after-school program is \$8 per child per day. There is an option for a monthly rate. The price varies depending on the number of days in the month. Children not picked up by 5:30 pm are charged a late fee of \$1.00 per child, per each minute late. If a child is frequently picked up late they could be dropped from the program.

SCHOOL SAFETY

Saint Aloysius School needs your help in keeping our school safe for everyone. Saint Aloysius School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature; any behaviors by individuals that might pose a threat to the well being of students, staff, or others; and any weapon possession. Saint Aloysius School has an obligation to keep our school safe and will respond seriously to all threats.

If you become aware of a threatening situation, you should immediately report it to a school administrator.

SEARCHES

Diocesan policy 4821 states, "The school reserves the right and duty to conduct a search of a student and the physical plant and grounds of the school (including student lockers and autos) whenever the school's administration determines that there may be a potential threat to health, welfare, or safety of any student, member of the staff, or visitor to the school."

AIR QUALITY

St. Aloysius School monitors projected air quality to identify periods of unhealthful air quality as determined by the San Joaquin Valley Air Pollution Control District in order to protect the health of its students. During periods of unhealthful air quality (AQI of 151 and above), the school may limit any afternoon strenuous outdoor activities for the entire school population, including Physical Education and athletic events or practices.

Certain sensitive students with medically identified respiratory difficulties or diseases (such as asthma) may need to refrain from vigorous activities even before the general school population limits its activities. If you believe that your child qualifies as an air quality "sensitive" student, please request an "Air Quality Sensitive Group form" from the school office.

DIOCESAN STUDENT CODE OF CONDUCT

School discipline is a must for learning to take place. Sometimes the methods used to teach and discipline many pupils may be different from those used to train one child or a few children; however, the principles remain the same. Each person must learn to treat others with kindness and respect as well as to accept responsibility for and the consequences of his/her own actions. This requires self-control, cooperation, and courtesy from all. On "Back-to-School Night", held at the beginning of the year, teachers will outline classroom behavior expectations.

Students are held accountable by a study hall and a detention plan in grades five through eight. The plan is explained on back-to-school night. Students who have been sent to study hall or detention too many times or have un-served study halls and detentions may be denied the privilege of participating in extracurricular activities.

Disciplinary action may be taken by the school if a student conspires or engages in any of the following activities on or near campus or at any school function:

- 🐾 Any disruptive behavior or conduct at school or in public that reflects adversely on the school
- 🐾 Personal appearance or dress code violations
- 🐾 Disobedience, insubordination, or disrespect for authority
- 🐾 Lack of cooperation with the school's attendance policies including but not limited to unauthorized absence or excessive absences/tardiness, cutting classes or school with or without permission of parents
- 🐾 Forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school-related documents
- 🐾 Cheating
- 🐾 Obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity
- 🐾 Attempting, threatening or actually injuring, intimidating, degrading, or disgracing any student, member of the staff, or visitor to the school. (The school's disciplinary response may include restitution.)
- 🐾 Attempting to damage or actually damaging school or private property. (The school's disciplinary response may include restitution.)
- 🐾 Attempting to steal or actually stealing school or private property. (The school's disciplinary response may include restitution.)
- 🐾 Possessing or selling firearms, knives, explosives or other dangerous objects
- 🐾 Possessing, using, or being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind (see policy 4980)
- 🐾 Committing any serious offense against civil or church law
- 🐾 Violating any other school policy, procedure, or practice

The possession and/or chewing of gum and/or seeds is not permitted on campus or at any school function at any time.

DIOCESAN CODE OF CONDUCT COVERING STUDENTS & PARENTS

This policy is Fresno Diocesan code as stated in the Administrative handbook. The school was told to include this policy in our school handbook.

Parents who desire a quality academic, Catholic, and morally-based education for their children can best achieve this goal when the students, parents and school officials work cooperatively together. Normally, differences can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school (See diocesan policies 4960 and 4961).

Condition of Enrollment for Students: It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Catholic principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school (See policy 4911).

Condition of Enrollment for parents/Guardians: It is a condition of enrollment that the parents/guardians of a student shall also conform to standards of conduct that are consistent with the philosophy and Catholic principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Catholic principles further include, but are not limited to, the following:

- ❧ Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, religious, moral, and behavioral expectations of the school.
- ❧ Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- ❧ These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Catholic principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from the school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work etc. – See policies 4790 and 4900ff).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning (See policies 4950, 4951, 4960, and 4961).

SUSPENSION – EXPULSION

The principal of a school, on his or her authority or upon the recommendation of the classroom teacher, may suspend for good cause any pupil from the school. Parents shall be notified immediately and the complete policy and procedure for suspension explained to them.

The expulsion of a child from a Catholic school in the Diocese of Fresno is such a serious punishment that it will be invoked only after all other reasonable solutions have been tried. When all other means have failed, and expulsion is being considered, the parents will be fully informed of the situation and of the procedure that will be followed.

Parents who are dissatisfied with the action taken locally may appeal to the Diocesan Board of Education

DISPUTE RESOLUTION

St. Aloysius School is committed to prompt and fair resolution of all disputes of any nature which may arise in the school. If parents or guardians should have any problems or concerns related to their child/children, they should discuss the matter in a calm and peaceful manner with the party involved. If they have a dispute with a teacher, the problem should be handled in a private setting. If talking to the teacher does not resolve the dispute, then the parents or guardians should contact the principal and arrange an appointment to discuss the matter. If, after talking to the principal, the matter is still not resolved, then they may contact the pastor of the church. If the dispute is not resolved after that, then they may contact the Superintendent of Education at the Diocesan Office of Education located in Fresno.

If the dispute should involve other parents or guardians, the problem must be handled off campus and will not involve the school or the school grounds in any way.

EXTRA-CURRICULAR ACTIVITIES AND GRADES

Students are allowed to participate in extra-curricular activities including, but not limited to, sports, Academic Decathlon, Science Olympiad, Poetry and Prose, performances and plays and school dances. In order to participate in these activities students need to maintain acceptable grades.

Students in grades 5-8 who are having problems with grades will receive a progress report midway through each of the three report card grade periods. Students with a grade in any subject below a C- or receiving a "U" on a progress report or a report card will be ineligible to participate in any extracurricular activities for two weeks. If after the two week period the student fails to get the grade to a C- or higher, the student will no longer be able to play in the sport in which he/she was participating.

HONOR ROLL/PRINCIPAL'S HONOR ROLL (Grades 5-8)

A student is ineligible for placement on either honor roll if any one of these things is present.

- 🐾 A "U" in music or P .E. in the trimester
- 🐾 Any grade lower than a "B-" among the grades in the trimester
- 🐾 Twelve (12) or more study halls in the trimester
- 🐾 An "N" for conduct in the trimester. Six (6) or more conduct detentions in one trimester require an "N" for conduct.
- 🐾 Any suspension during the trimester

Non-conduct detentions are not included in determining honor roll eligibility.

If a student is eligible for placement on the honor roll, these guides determine the one on which he or she should be placed.

Principal's Honor Roll

A student must have a minimum of six (6) A's.

6 A's and 2 B's, or 7 A's and 1 B, or 8 A's

Honor Roll

A student may have any of the following grades.

5 A's and 3 B's, or 4 A's and 4 B's, or 3 A's and 5 B's, or 2 A's and 6 B's, or 1 A and 7 B's, or 8 B's

A student who earns A's in all three trimesters in all graded subjects will receive an honor pin.

Grading Scale

96-100=A	93-95=A-	90-92=B+	86-89=B	83-85=B-	80-82=C+
76-79=C	73-75=C-	70-72=D+	66-69=D	63-65=D-	Below 63=F

STUDY HALL (Grades 5-8)

Students who are not prepared for class with necessary assignments will be issued a study hall ticket. Tickets are issued to remind students that they must spend time after school. Students are responsible for telling parents when they must stay after school.

Students are not expected to serve study hall on the same day that they receive a ticket, although they may do so if they wish, since they must have time to inform their parents. Students will be expected to serve the time on the next day that study hall is held.

Study hall will be held on Tuesday, Wednesday, and Thursday afternoons for thirty (30) minutes after school. Study hall begins five (5) minutes after the regular class day ends.

Students must report to study hall promptly. Using the restroom and getting a drink of water should be done beforehand. They must bring work to do during study hall. Tardiness or failure to bring work will result in one non-conduct detention.

Failure to show up or failure to notify parents will result in two non-conduct detentions in addition to the un-served study hall.

DETENTION (Grades 5-8)

Students are responsible for following rules and regulations set by the school.

Students who violate rules will be sent to after school detention. Tickets will be issued to remind students that they must spend time in detention. One detention period will be served for each ticket issued.

Students are not expected to serve detention on the same day that they receive a ticket, although they may do so if they wish, since they must have time to inform their parents. Students will be expected to serve the time on the next day that detention is held.

Students must report to detention promptly. Using the restroom and getting a drink of water should be done beforehand. During detention, students must sit quietly. They may not do class work, read, talk, or sleep.

Detention will be held on Tuesday, Wednesday, and Thursday afternoons for grades 5 through 8. Students will serve thirty (30) minutes in after school detention. Detention begins five (5) minutes after the regular

class day ends. Tardiness will result in one non-conduct detention. Failure to show up or failure to notify parents will result in two non-conduct detentions in addition to the un-served detention.

A conduct detention will be given if a student violates any school rules including, but not limited to:

- 🐾 Any violations to the Diocesan code of conduct
- 🐾 Chewing gum
- 🐾 Damaging school or another student's property
- 🐾 Defiance or disrespect in word or action toward an authority figure or another student
- 🐾 Discipline problems at any school related function
- 🐾 Disrupting the class
- 🐾 Dress code violations
- 🐾 Eating candy or anything else during class
- 🐾 Inappropriate behavior (shoving, hitting, name calling, etc.)
- 🐾 Inappropriate play or use of school equipment
- 🐾 Not telling the truth
- 🐾 Not working on assigned task
- 🐾 Passing notes
- 🐾 Talking at inappropriate times
- 🐾 Throwing an object in class
- 🐾 Unauthorized use of a cell phone

Conduct detentions will be included on report cards, and they do affect eligibility to be listed on either honor roll and eligibility for the eighth grade trip.

A non-conduct detention will be given for any of these reasons.

- 🐾 Tardies (more than two unexcused in one calendar month)
- 🐾 Study hall problems (tardiness, failure to show, inability to stay because of failure to tell parents)
- 🐾 Detention problems (tardiness, failure to show)
- 🐾 Failure to have material for class (books, pens, paper, and other required material)
- 🐾 Failure to return progress reports, report cards, jerseys, or other requested items

If study hall and/or non-conduct detention problems listed above become a habit, students may be given a conduct detention. Non-conduct detentions will be included on report cards but do not affect eligibility to be listed on either honor roll. A student who has been sent to study hall or detention too many times or has un-served study halls and detentions may be denied the privilege of participating in extracurricular activities or the school picnic.

CONDUCT DETENTION CONSEQUENCES

- 1st Detentionserve 30 minutes after school
- 2nd Detention serve 30 minutes after school
- 3rd Detention serve 30 minutes after school and a note sent home
- 4th Detention serve 30 minutes after school and office referral to the principal

The Principal will make all decisions pertaining to consequences for conduct behavior beyond the 3rd detention referral. Consequences will be given as fitting the individual and the infraction.

SPORTS GUIDELINES FOR STUDENTS

- 🐾 Participation in sports is a privilege. It is not a right.
- 🐾 All students are required to sign a Sports Contract at the beginning of the school.
- 🐾 If you must miss a practice, it is your personal responsibility to notify the coach. It is not another student's job to do that for you.
- 🐾 Failure to attend practice without notifying the coach will be considered an unexcused absence. Three unexcused absences will result in your being dismissed from the team.
- 🐾 If you are absent from school, or if you leave school early for a medical appointment, your absence is considered excused.
- 🐾 If you constantly are late to practices or miss practices because you are in study hall or detention, you will lose playing time. You may even be considered ineligible to participate in a sport.
- 🐾 If you are not doing well in your classes, teachers may keep you from participating in a game. You must keep up with your work at all times.
- 🐾 You are expected to show respect to your coach. Complaining and not cooperating will not be tolerated. Arrange to speak to your coach privately if you feel the need to do so, but do not argue or otherwise show disrespect to the coach. If you would not feel comfortable about speaking to the coach, speak to the principal or to the vice principal.
- 🐾 A coach may ask you to leave practice if you are not cooperating or if you are disrespectful in word or action. Being removed from practice three times will cause you to be dismissed from the team. You will be asked to call for transportation. Your coach will expect you to remain with him or her until transportation arrives.
- 🐾 You are expected to show a true spirit of Christian love and respect for the dignity of your teammates. You work together with them and support them. You do not resort to name calling or other ways of belittling your teammates. You should not act as if you are better than your teammates. An attitude of being superior to others does nothing to build up a team. It causes resentment and disunity among teammates. If you happen to have athletic talent, be humble and remember that you received it from God. No one likes a show off or a know-it-all.
- 🐾 You will be disciplined by losing playing time if you refuse to act and speak with Christian love and charity.
- 🐾 You are expected to show respect to the opposing team members and their coaches.
- 🐾 Your coach and the referees will deal with any problems. If you believe that the coach is unaware of a problem, then you should speak respectfully to your coach. Let him or her decide what to do.
- 🐾 You are expected to show respect to the referees. Most referees are doing the best that they can to call a fair game. Nobody is perfect and can see everything. Some referees obviously have more experience than others have had. Your job is to play the game and leave all other matters to your coach. There may be times when it is obvious to most people, including you, that a game is not being called fairly. Once again, it is your job to play the game. No good will come of your losing your patience. Everyone, including the opposition, will know what is happening. You play the game fairly, regardless of what others may or may not be doing. You can have self-respect by dealing with an unpleasant situation in a dignified way. You will cause your team to be penalized if you argue or otherwise show disrespect to the referee. In addition, the referee may remove you from the game. Your coach will further discipline you by having you lose more game time.
- 🐾 Using inappropriate language will not be tolerated. You will lose playing time if you fail to control yourself.

WHO MAY PARTICIPATE?

- ❧ Generally speaking, students in grades six through eight may participate in most sports. Numbers needed determine whether or not fifth graders participate. Fifth graders may have the opportunity to participate in track.
- ❧ Eighth graders may participate at the varsity level only. Seventh graders may participate at the varsity or the junior varsity. This is an agreement among all schools. Sixth graders may participate at the junior varsity level only. They may participate at the varsity level only if there are not enough students to fill a varsity team. If fifth graders are needed, they may play at the junior varsity level only.
- ❧ Because eighth graders may participate only at the varsity level, coaches should do their best to keep them on a team. If there are too many eighth graders for a varsity team, the coach must meet with the athletic director to discuss what should be done. An eighth grader is not guaranteed a position on a team, but a coach must have very sound reasons for excluding an eighth grader. Any coach considering the exclusion of an eighth grader must discuss the matter with the athletic director before any decision is made. Having more talented seventh graders may not be the sole reason for excluding an eighth grader.
- ❧ When there are more than enough eighth and seventh graders to fill a varsity team, coaches may recommend that certain seventh graders play at the J.V. level. Sometimes seventh graders voluntarily elect to play at the J.V. level.
- ❧ If there are more than enough seventh and sixth graders to fill a J.V. team, coaches must decide which sixth graders may be on the team. This is not an easy task. Sometimes coaches elect to keep all sixth graders with the understanding that it would not be possible for every sixth grader to play in every game. Coaches may make a rotation list to guarantee each sixth grader playing time in every other game. A seventh grader may not be excluded to make room for a sixth grader.
- ❧ At the junior varsity level, if there are seventh graders on the team, they should get at least as much game time as lower graders. This should help them improve skills and prepare them for varsity play. A J.V. coach will strive to give players equal amounts of game time if possible.
- ❧ If a J. V. team will consist of sixth and fifth graders, and there are too many to keep on a J.V. team, then the same rotation list method mentioned above may be used with the fifth graders. A sixth grader may not be excluded to make room for a fifth grader.

At the junior varsity level, the emphasis is on building skills. All players will have an opportunity to play.



The varsity level is more competitive. While coaches do their best to give everyone an opportunity to play, it isn't always possible in a competitive setting to guarantee playing time. This is especially true in tournament play. There is a chance that all players might not participate in a game. The coach will decide the amount of playing time given to each team member.

UNIFORM POLICY





All children are expected to be in a uniform that fits properly. On rare occasions when a child is unable to be in uniform, a written note stating the reason is required from the parents. Note that in grades 5-8 a uniform violation results in a conduct detention. Too many conduct detentions will keep a student off the honor roll.

Uniform requirements are as follows:

BOYS

- 🐾 Navy blue cord or twill pants
- 🐾 Navy blue walking shorts
- 🐾 No cargo or carpenter pants or shorts are allowed
- 🐾 Navy blue vest with the St. Aloysius logo for formal dress occasions .
- 🐾 Short sleeve white dress shirt, button down the front
- 🐾 White turtleneck
- 🐾 Long sleeve white polo shirt or short sleeve white polo shirt
- 🐾 No logos or designs except for the new St. Aloysius logo .
- 🐾 Socks with no sports logos or other distracting designs. They must be a solid color that matches the uniform.

GIRLS


- 🐾 K-5 Uniform Jumper or Plaid Skort
- 🐾 6-8 Uniform Plaid Skort
- 🐾 Only green, blue, or black shorts may be worn under the uniform jumper. (shorts worn under the skort or jumper may not extend past the length of the skort or jumper. No boxer shorts are allowed)
- 🐾 Optional blue twill uniform slacks are available for girls. (Capri pants are not allowed)
- 🐾 Navy blue walking shorts
- 🐾 Plaid walking shorts (K-6)
- 🐾 White, short sleeve, full button down the front blouse with square or round collar (pointed or peter pan) and stitched down cuff. There may be no embroidery, lace, etc.
- 🐾 Short sleeve white polo shirt with collar and front buttons
- 🐾 White turtleneck or long sleeve white polo shirt may be worn. There may be no embroidery, lace, etc.
- 🐾 White polo shirts with or without the new St. Aloysius logo  are an option for both boys and girls.
- 🐾 No logos or designs except for the new St. Aloysius logo .
- 🐾 Navy blue vest with the St. Aloysius logo for formal dress occasions .
- 🐾 Socks, knee highs, or footed tights in a solid color that matches the uniform.
- 🐾 Shirts, skorts, jumpers, pants, and shorts may not be embellished. Embellishments include, but are not limited to, embroidery (with the exception of the new school logo  stitched in the approved location), contrast stitching, decorative buttons and hardware.

Uniform blouses and shirts must be tucked in at all times. Midriff must not show when arms are raised.

LENGTH OF SKORTS, JUMPERS AND PANTS

Skorts and jumpers must be no shorter than three (3) inches above the knee when students are in a kneeling position. Any pants with the leg bottoms four inches or more above the ankle are considered to be too short and the student will no longer be able to wear those pants.

T-SHIRTS

St. Aloysius logo  t-shirts may be worn with the uniform pants, shorts, and/or skorts on designated days. No printed and/or colored t-shirt may be worn under the uniform shirt.

SWEATSHIRTS

A uniform sweatshirt may be worn instead of the uniform sweater. Sweatshirts will be sold by the Parents' Club. No other sweatshirts are allowed on campus.



VESTS

Students are required to wear a St. Aloysius School vest to all masses and special school events, such as **picture day** or when the Bishop or Superintendent visit. The vests will be kept in the classroom and distributed every Friday morning for mass then collected afterwards. They will be sent home regularly to launder.

SWEATERS

Sweaters may be solid green, white, or navy blue cardigan for boys or girls. A solid green or navy blue pullover may be purchased from the uniform company. No flannel shirts are allowed.

COATS/JACKETS

Any appropriate style or color coat or jacket may be worn before or after school or outside the classroom. If warmer clothing is needed inside the classroom or while attending church, only the uniform sweater, uniform jacket with the new school logo , or uniform sweatshirt with the new school logo  are allowed. Flannel shirts and non-uniform sweaters or sweatshirts may not be worn inside or outside.

UNIFORM SHORTS

Blue uniform walking shorts may be worn at any time of the year. TK-6 girls may wear plaid uniform shorts at any time of the year. Uniform shorts must reach the mid-thigh.

Only green, blue, or black shorts may be worn under the uniform jumper. (shorts worn under the skort or jumper may not extend past the length of the skort or jumper. No boxer shorts are allowed)

SPORTS/ P.E. SHORTS

The blue uniform shorts or any blue, black, or green shorts are to be worn for P.E. and/or after school sports practices and activities. No boxer shorts are allowed.

SOCKS

Solid green, white, black or navy socks or knee socks must be worn. There may not be decorations, logos, lace, stripes, etc. on the socks.

Dark green, blue, black or white footed tights may also be worn during cold weather. No leggings of any length may be worn.

SHOES

Only school shoes or tennis shoes may be worn. Shoes may not have open toes or heels.

Shoes may not have wheels. Shoes may not have any devices that light up. Sandals are not allowed. Shoes must fit properly. Shoes must be fastened securely, and shoes with laces must be tied. No boots, slippers, slides, flip-flops, moccasins or backless shoes may be worn. These requirements are for your child's safety.

MAKE-UP/JEWELRY

Make-up is not to be worn. Girls may wear stud earrings, one in each ear, but no looped or dangling earrings. Clear nail polish is acceptable, but no painted designs are allowed on nails. No fake, acrylic, or press-on nails may be worn.

Boys are not allowed to wear earrings.

HAIR

Hair should be combed and neat in appearance. Boys' hair may be no longer than the tops of the ears and the top of the collar. Sideburns may not extend past the middle of the ear.

Artificial hair coloring and style should not be of a distracting nature and should not reflect a negative image.

Children are not to wear hairstyles or coloring that could be deemed inappropriate.

Students wearing inappropriate hairstyles and/or color will be removed from the campus until the condition is corrected.

Hair accessories are to be understated and the same color as the color of the school uniform.

Students are not allowed to have noticeable facial hair. Sideburns may not extend past the middle of the ear.

HATS/HEADBANDS

Hats may not be worn. This includes beanies and bandanas. The only bandana that could be worn would be made from the Christopher plaid material. Only girls would be allowed to wear this type of bandana and it could only be worn on the head. Headbands must be two inches or less in width and be of solid school colors.

TATTOOS/PIERCINGS

Tattoos are not allowed. Writing on the hands or other parts of the body is not allowed. Boys are not allowed to have piercings of any kind. Girls may only have piercing in their ears. One piercing per each ear.

BELTS

Any belts worn must be a solid black, solid brown or a solid neutral color.

WRISTBANDS/BRACELETS/WATCHES

Students may only wear a maximum of one item per arm. Wristbands are only okay if religious or school-issued e.g. Character Counts wristbands. Wristbands/Bracelets/Watches must be silver-toned, gold-toned or a color found in the Christopher plaid (navy, dark green, yellow, white and black). The only

exceptions to color are school-issued items.

APPROPRIATE ATTIRE FOR SPECIAL OCCASIONS

(Christmas Program, May Crowning, Spring Concert, Graduation)

GIRLS

- 🐾 Dresses must cover shoulders and back. There should be no visible cleavage
- 🐾 Dresses with straps must have straps wide enough to cover all undergarments including "clear" bra straps.
- 🐾 NO
 - spaghetti straps
 - halters
 - strapless
- 🐾 The hemline must be no shorter than three inches above the knee.
- 🐾 Open toe shoes with a strap are allowed. Flip-flops are not allowed. Dress boots are allowed. Ugg boots or similar boots are not considered dress boots.
- 🐾 No blue jeans, white or colored denim, or sweat pants are allowed

BOYS

- 🐾 Dress shirts
- 🐾 Dress slacks
- 🐾 No t-shirts allowed
- 🐾 No blue jeans, white or colored denim, or sweat pants are allowed

The administration and the staff reserve the right to make the final determination in matters concerning appropriateness of attire and violations of the uniform policy.

APPROPRIATE ATTIRE FOR FREE DRESS DAYS/DANCES

The attire that is not allowed includes but is not limited to these things.

- 🐾 Tube or halter tops, backless garments, see-through tops, spaghetti straps, straps hanging off the shoulders
- 🐾 Mini skirts
- 🐾 Tank tops/muscle shirts/cut off shirts
- 🐾 Clothing that is extremely tight
- 🐾 Visible tattoos, including temporary tattoos (If they are given at a school function, then they can be worn that day only.)
- 🐾 Baggy or saggy pants, cutoffs, boxer shorts worn as shorts, hanging belts, initialed belt buckles, wallets with attached chains, and suspenders
- 🐾 Head wear including, but not limited to, hats, bandanas, beanies, berets, etc. (On occasion, the school may allow the use of head wear, depending on the activity.)
- 🐾 Lycra /spandex shorts must be covered and cannot be worn as an outer garment
- 🐾 Pants and shorts must fit at the waist, hips, crotch, and thighs, and they must stay at or above the hipbone without a belt. Pants and shorts are too baggy when the two side seams of an individual pant leg are brought to the front of the mid thigh and the side seams touch.
- 🐾 Shorts must have at least a three inch inseam. Skirts and dresses must be no shorter than four inches above the top of the knee, and both must cover the undergarments when sitting, standing, or bending
- 🐾 Midriff, chest and undergarments must be covered at all times, even when arms are raised above the head.
- 🐾 Flip-flops or backless shoes.

Attire shall not advocate, advertise, denote, or be recognized as gang-affiliated or racist. It shall not have crude or vulgar printing, slogans, symbols, or designs. It shall not have pictures or symbols depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions, or unlawful activity.

Any teacher or the school administration may prohibit any student from participating in a school function if the student is not in compliance with the dress code.

APPROPRIATE ATTIRE FOR SPORTS PRACTICES/GAMES

Students should be wearing a t-shirt and school-approved shorts for practices.

The following are not allowed.

- ❗ Tube or halter tops, backless garments, see-through tops, spaghetti straps, straps hanging off the shoulders
- ❗ Tank tops/muscle shirts/cut off shirts
- ❗ Baggy or saggy pants, cutoffs, or boxer shorts worn as shorts
- ❗ Pants and shorts must fit at the waist, hips, crotch, and thighs, and they must stay at or above the hipbone without a belt. Pants and shorts are too baggy when the two side seams of an individual pant leg are brought to the front of the mid thigh and the side seams touch.
- ❗ Shorts must have at least a three inch inseam and must cover the undergarments when sitting, standing, jumping, or bending.
- ❗ Midriff, chest and undergarments must be covered at all times, even when arms are raised above the head.
- ❗ Head wear including, but not limited to, hats, bandanas, beanies, berets, etc. (On occasion, the school may allow the use of head wear, depending on the activity)

Attire shall not advocate, advertise, denote, or be recognized as gang-affiliated or racist. It shall not have crude or vulgar printing, slogans, symbols, or designs. It shall not have pictures or symbols depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions, or unlawful activity.

Any teacher or the school administration may prohibit any student from participating in a school related sporting event if the student is not in compliance with the dress code.

INTERNET GUIDELINES

Internet Electronic Information Services are available to students and staff. The school believes in the educational value of electronic services and recognizes their potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communication. Every effort will be made to protect students and teachers from any misuses or abuse as a result of their experience with an information service. It is impossible for the school to restrict all controversial materials, and the school cannot be held responsible for materials acquired on the network.

Any misuse of the information system must be reported to the principal. Misuse takes many forms. It is commonly viewed as any transmissions sent or received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, and issues related to those just mentioned.

There is a system in use to prevent student access to inappropriate websites, but no system is foolproof. Please understand that your child will be expected to abide by the generally accepted rules of network etiquette listed below. Use of this electronic service is a privilege, and inappropriate use will result in the loss of that privilege.

St. Aloysius School has developed a Technology Plan. Listed below is a section from the plan that outlines the school's Acceptable Use policy.

Access to the computers and the internet at St. Aloysius School is a privilege, not a right. Technology is provided for students to complete class work, conduct research and to communicate with others. Access to technology is provided to students who agree to act in a considerate and responsible manner.

Parental permission is required to access the internet from St. Aloysius School. Students are responsible for their own behavior and must agree to follow the Use Policy guidelines. Parents agree to assume financial responsibility for any damages to school equipment and for any illegal or financial liabilities incurred by their child. Students are also responsible for their communication on St. Aloysius computers.

All student work will be generated and stored on St. Aloysius computers. Users should not expect that files stored on St. Aloysius computers will remain private. We currently use software to block and filter inappropriate sites. Ultimately, parents are responsible to set and convey the standards their children should follow when using all media and information sources. Parents are strongly encouraged to monitor home internet use.

EMAIL/SOCIAL MEDIA

The following behaviors are not permitted at St. Aloysius School:

- ❧ Creating or maintaining a blog or website on any social networking site including, but not limited to MySpace®, Facebook®, Friendster®, etc. Engagement in these types of online blogs outside of St. Aloysius School may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.
- ❧ Sending or displaying offensive messages or picture on or off St. Aloysius computers.
- ❧ Intentionally accessing inappropriate material on the internet.
- ❧ Using inappropriate language to harass, insult or attack others. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, whether seriously or in jest online face detention, suspension, and/or expulsion.
- ❧ Accessing chat rooms or the unauthorized use of email.
- ❧ Taking any action that will deny the use of computers to other users.
- ❧ Damaging any computer equipment or intentionally wasting limited resources.
- ❧ Violating copyright laws.
- ❧ Using another student's password or any other violation of the student behavior code.
- ❧ Using school computers for commercial purposes.

Students should be aware that their internet use will be monitored. Inappropriate use of computer resources may result in loss of computer privileges as well as other disciplinary or legal action including financial liability for any damages.

GUIDELINES

- 🐾 Politeness - Never send, or encourage others to send, messages that are not polite.
- 🐾 Appropriate, respectful language - Remember that you are a representative of your school when you are online. Always use language that you know is appropriate and respectful.
- 🐾 Privacy - Do not send messages that include personal information such as a home address or phone number for yourself or someone else. Report to your teacher any person who asks for personal information or who violates your privacy.
- 🐾 Misuse - Report to your teacher any misuse of the network.
- 🐾 Information - The information accessed by the use of electronic services may or may not be accurate. The school makes no guarantees of any kind concerning the accuracy of information obtained online.
- 🐾 Vandalism - Never move, delete, or trash any applications or files that are not yours.
- 🐾 Access - Never access the Internet unless instructed to do so by your teacher.
- 🐾 Browsing - You may only access websites that your teacher has said are acceptable to view.
- 🐾 E-mail - You are not allowed to access any personal e-mail accounts unless you have the permission of your teacher.

NO BULLY POLICY

St. Aloysius School is committed to providing a caring, friendly and safe environment for all students so they can learn in a secure atmosphere. Bullying of any kind is unacceptable at the school. Bullying is defined as the use of intimidation or aggression with the intention of hurting another person verbally, emotionally or physically which results in pain and/or distress to the victim.

St. Aloysius School is currently using the No-Bully Solution Team®. The mission of No Bully® is to make school a place where all students feel included by their peers and accepted for who they are, so that we create a world where all adults are accepted and valued for who they are. The goal is for all students to develop the social and emotional intelligence that will give them greater success in their peer relationships.

Solution Team® is a structured intervention that can be used to stop a student from being bullied. Under the Solution Team response, an adult facilitator pulls together a group of students to solve the bullying of one of their peers. Solution Team is also an opportunity for the students that participate in the team to learn and apply empathy on behalf of their peers. Over time, Solution Team helps schools to develop a culture where students are willing to break the code of silence and speak out against bullying.

PARKING LOT SAFETY GUIDELINES

Your children are given these instructions to help them be safe as they leave school each day.

- 🐾 Wait on the grass near the 5-8 building until your ride arrives. Walk cautiously and watch for moving vehicles as you walk to your vehicle. If you are in kindergarten or grades one, two, or three, wait for the driver to walk you to your car. TK parents must deliver and pick-up their students at the classroom door. Please use the walk on the east side of the church to enter and leave the campus.
- 🐾 Do not cross Beatrice Drive to get to your vehicle; wait for the driver to accompany you across.
- 🐾 If you walk home, walk on sidewalks. Do not walk across parking lots. Cross streets only in painted crosswalks.
- 🐾 If you ride a bicycle, walk the bicycle until you are off the parking lot; then, you may begin to ride it.

Please reinforce these guidelines. You must stress safety precautions to your children. Teachers need your support in these matters.

Drivers cannot double park on Beatrice Drive. This creates a serious hazard and will be ticketed by the police. When picking up your child/children on Beatrice Dr., you are only allowed to park at the curb. If no curbside parking is available, park in the lot. If you park across the street from the school on Beatrice Drive, insist that your child wait on the school side until you can accompany him or her to your vehicle. The parking areas closest to the kindergarten room and the fifth through eighth grade wing are designated as pick up and drop off areas only. There is no parking allowed in these areas.

If you must talk with other parents, please instruct your children to wait in your vehicle or have them stand at your side. Please do not allow them to dart across the parking lot for any reason. Do not allow them to go out to the playground. Children should not be on the playground unless they are involved in a supervised activity.

Please pick up your child/children promptly after school. If your child/children are not picked up fifteen minutes after school is dismissed, your child/children will be sent to after-school care, and you will be billed for this service. We urge you to follow these guidelines. Your children's safety depends upon your cooperation.

PHOTOGRAPHY OF STUDENTS

On occasion students may be spontaneously photographed or videotaped by school or non-school personnel (such as teachers, parents, news media, PTA, or other organizations) while students are involved in activities at school or on field trips which are open to members of the public. There may also be occasions when students will be incidentally photographed or videotaped by parents or news media personnel while they are participating in activities which are not open to the general public (such as regular classroom instructional activities). The school intends to monitor such occasions so that there will be no undue invasion of individual public privacy or disruption of the instructional process. If you object to the photographing or videotaping of your child while he or she is participating in non-public activities as described above, please submit a request in writing to the principal asking that efforts be made to exclude your child. In the event your child receives an award, his or her school picture may be submitted to the newspaper for publication.

Students may not take pictures or videos of other students or of any staff members without parental consent of the student or of the staff member or the administration.

TUITION AND FEES

Tuition for the 2015-2016 school year is as follows:

1 Child \$4,000

2 Children \$7,200

3 Children \$9,600

A fee for the fourth child in a family is an additional \$1,000.

REGISTRATION

The registration fee is \$100.00 per student per school year.

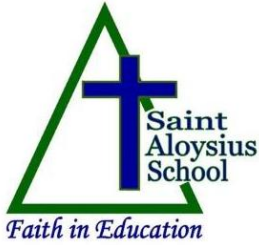
Tuition must be up to date in order to pay registration. It is imperative that tuition be paid on time. Four plans for paying tuition are available: monthly, semi-annual, or annual payment (10 month payment plan and 12 month payment plan). The tuition payments are due by the 7th of each month. Payment books are available upon request.

All families are required to do a minimum of 50 service hours. Service hours not completed will be billed at \$50.00 per hour. Each family is also required to pay a Scrip assessment of \$200.00 per family for the school year.

SCHOOL STAFF 2014-15

TRAN. KINDERGARTEN.....	MRS. LYNN ROBERTS	lroberts@sastulare.com
KINDERGARTEN	MRS. CHRISTINE BECK	cbeck@sastulare.com
GRADE 1	MRS. KATHY VIDAK	kvidak@sastulare.com
GRADE 2	MRS. TESSIE GRIESBACH	tgriesbach@sastulare.com
GRADE 3	MRS. HOLLY ZAMORA	hzamora@sastulare.com
GRADE 4	MRS. SUSANNA SOZINHO	ssozinho@sastulare.com
GRADE 5	MR. MICHAEL AZERA	mazera@sastulare.com
GRADE 6.....	MR. ROBBIE ALDACO	raldaco@sastulare.com
GRADE 7	MR. JOEL NUNES	jnunes@sastulare.com
GRADE 8	MRS. STEPHANIE TRAN	stran@sastulare.com
GRADES 5-8 (GRAMMAR) ...	MR. VENRY BATTI	vbatti@sastulare.com
MUSIC	MS. KATHI HERNANDEZ	khernandez@sastulare.com
COMPUTER	MRS. JANE MACHADO	jmachado@sastulare.com
AIDES	MRS. COLLEEN ROCHA	
	MRS. JOLYNE AIROSO	
	MRS. ROBBIE CARDOZA	
	MRS. KARLA SANTANA	
	MRS. MARALEE TRISTAO	
LIBRARIAN	MRS. KORTNEE FARIA	kfaria@sastulare.com
PRINCIPAL	MRS. BARBARA XAVIER	bxavier@sastulare.com
PASTOR	MONSIGNOR RICHARD URIZALQUI	
PAROCHIAL VICAR.....	FATHER RAUL MARTA	
SACRAMENTAL PRIEST.....	FATHER GERRY CHAVEZ	
SECRETARY/BOOKKEEPER	MRS. LANI-KAY SILVA	lsilva@sastulare.com
SECRETARY	MRS. BRANDIE GOMES	schooloffice@sastulare.com
CAFETERIA MANAGER	MRS. MARYANN FERREIRA	
SCHOOL CUSTODIAN	MR. MARIO VASQUEZ, HEAD OF MAINTENANCE	

You are invited to speak to the teachers about your child as often as you wish. The best time to do this is right after school in the afternoon. Please do not go to the classroom during school hours to talk to the teachers. Messages may be left for a teacher at the school office.



ST. ALOYSIUS SCHOOL
PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT
627 Beatrice Drive, Tulare, CA 93274
School Office Phone 559.686.6250 Fax 559.686.0479

This Parent/Student Handbook contains a summary of many of the most important school policies and procedures of St. Aloysius School. The administration of St. Aloysius School reserves the right to amend this handbook at anytime. Notification of amendments will be published in the Tuesday Notes.

Please sign and date the form below and then return this cover sheet to the school office by August 29, 2014.

ACCEPTANCE OF PARENT/STUDENT

As condition of enrollment at St. Aloysius School, we (the undersigned) have:

- 🐾 read, understood, and explicitly accepted the provisions set forth in the current Parent/Student Handbook;
- 🐾 agree to comply with all current and future school regulations; and
- 🐾 agree to support the school's philosophy and mission, and to cooperate with the school's administration and personnel.

Father/Guardian _____	Date _____
Mother/Guardian _____	Date _____
Student _____	Date _____
Student _____	Date _____
Student _____	Date _____
Student _____	Date _____
Student _____	Date _____