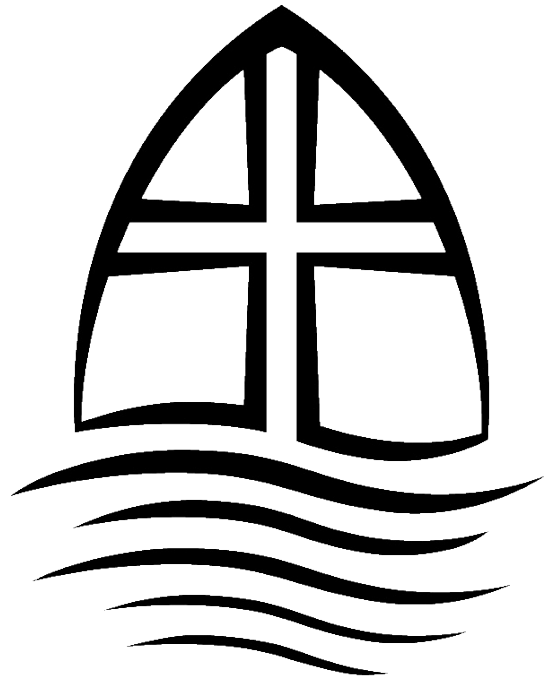


# **ST. ALOYSIUS SCHOOL**



## **Parent/Student Handbook 2016-2017**

August 2016

Dear Parents,

It is a pleasure to welcome you to St. Aloysius School for the 2016-2017 school year. As a parent, one of the most important decisions in your life and in the lives of your children is that of choosing the education that will most benefit them. We appreciate your confidence in us. As we work in partnership on behalf of your child and the school, we promise to:

- Continue the religious formation of your children begun in your home;
- Work closely with you for the good of your children;
- Maintain a secure environment;
- Always strive toward academic excellence;
- Provide a challenging atmosphere;
- Be educators who believe that all children can succeed.

St. Aloysius, along with all Diocesan schools, holds accreditation by the Southern Association of Colleges and Schools. As such, we are nationally recognized as a quality school system.

In anticipation of a new year, I am pleased to send you this Parent/Student Handbook for the 2016-2017 school year. Within these pages you will find the rules and policies of the school stating our expectations for you and your child as well as our responsibilities as a Catholic institution. This handbook serves as the legal and binding agreement between students/parents and St. Aloysius School. Please read it with your child (ren) and discuss anything they do not understand. Not knowing or not realizing what something means does not constitute an excuse. We do reserve the right to amend this handbook during the school year. You will be notified in our weekly newsletter of any changes that may occur.

I appreciate your commitment and dedication to St. Aloysius School. Together we can thank God for all His blessings and pray for His continued care in the all-important challenge of educating our children in the Catholic tradition. We look forward to serving you and your child throughout the year.

Sincerely,

Erin Candilora

*“To educate the whole child in the Catholic tradition for a life of meaning and purpose.”*

## DISCLAIMERS

1. Although we have attempted to cover every phase of school life, we know there are areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
2. After reading this handbook and reviewing it with your child, you will be asked to sign and return the **“Parent/Student Handbook Acknowledgement Form 2016”** that will be sent home to you on the first day of school.

*Excerpted from “The Rights & Responsibilities of Catholic School Parents,” published by the National Catholic Education Association, 2003:*

*“Catholic school students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording [is used] such as ‘other appropriate conduct’ or ‘conduct whether inside or outside of school that is detrimental to the reputation of the school...’ Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and school. You will be required to sign [this] form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provisions of the contract.”*

3. Revisions made after this printing will be posted on the website.

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**St. Aloysius Catholic School**  
**2025 Stuart Avenue**  
**Baton Rouge, LA 70808**

## **I. MISSION STATEMENTS**

### **A. MISSION STATEMENT** **St. Aloysius Parish**

We, the People of God of St. Aloysius Catholic Church, accept that we are the living Body of Christ. We declare it to be our mission to promote our many and diverse expressions of the vision of God's Kingdom – which is here and now and yet to come.

We believe that each of us is called to ministry; to proclaim the Gospel of Jesus Christ; to strengthen the family unit as the basis of the faith community; to encourage participation in worship and sacramental life; to enhance the development of our parish as Christian community; to nurture faith through prayer, Scripture, education, and reaching out in love and service; to promote social justice and ecumenism; and to proclaim our love through our words and deeds.

We shall pursue this mission faithfully through the power of the Father, Son, and Holy Spirit, and the gifts and talents of our members. Amen.

St. Aloysius Parish embraces and nurtures all, inspiring each to act justly, love tenderly, and walk humbly in the love of God.

### **B. MISSION STATEMENT** **St. Aloysius Catholic School**

The mission of St. Aloysius School is to educate the whole child in the Catholic tradition for a life of meaning and purpose.

### **C. PHILOSOPHY** **St. Aloysius Catholic School**

The primary purpose of St. Aloysius Catholic School is to prepare our children for life in a contemporary society. We strive to help each child achieve his/her maximum potential in spiritual, intellectual, social, artistic, and physical development. St. Aloysius focuses on providing a Catholic Christian community atmosphere of faith and love. Students are afforded opportunities to experience the presence of God in their lives, to strengthen their personal faith through worship experiences, and to develop moral and social conscience through service to others while growing in a sense of tolerance and understanding. To attain these goals, major emphasis is placed on the fact that each child is an individual with specific needs, interests, and abilities. In recognition of these individual differences, a wide range of learning experiences is provided to develop the positive aspects of each child's character.

### **D. ST. ALOYSIUS CATHOLIC SCHOOL** **Objectives and Commitments**

1. To make known to each student the person and message of Christ.

2. To develop a sense of moral values, which will enable the child to assume his place in the Church and society.
3. To provide an environment in which the child establishes positive values, realizes his/his own dignity, and approaches the task of problem solving.
4. To develop in all students a respect for the rights of others as individuals and as groups in a flexible democratic environment.
5. To enable students to acquire basic skills in all subject areas.
6. To help the individual and his/her parents evaluate and accept his/her abilities and limitations through parent/teacher conferences.
7. To maintain a flexible curriculum and promote new programs, methods, or learning.
8. To create opportunities for both children and adults to gain understanding.
9. To provide educational opportunities and experiences for all children which emphasize the heritage, responsibilities, and privileges of American citizenship.
10. To provide the opportunity for school-sponsored sports, in addition to regular physical education classes, for the development of physical skills, good health, and good sportsmanship.
11. To increase the students' probabilities of success in the curriculum by providing regular faculty and staff in-service programs.
12. To provide opportunities for awareness and participation in community services.
13. To provide follow-up study of students on an annual basis to gain evidence of performance so that continuous progress can be recorded.
14. To establish faculty/student/ community rapport which enables the student to work and play in an atmosphere based upon mutual understanding, guidance, and respect.

## **II. ADMISSION POLICY**

### **A. GENERAL INFORMATION**

Established in the fall of 1956, St. Aloysius Catholic School offers classes for preschool and kindergarten through eighth grade. St. Aloysius is staffed by dedicated lay persons, in the tradition of the Daughters of Jesus who served this parish from 1957 – June 2002.

St. Aloysius Catholic School is a member of the National Catholic Education Association and is approved by the Louisiana State Department of Education. St. Aloysius School is accredited by Southern Association of Colleges and Schools.

The curriculum taught is approved by the Office of Education of the Diocese of Baton Rouge. St. Aloysius policies and procedures follow the Diocesan Administrative Manual.

St. Aloysius strives for academic excellence at all levels with continuous curriculum change and updating of teaching methods to meet the needs of our students now and for their future.

Catholic Schools do not discriminate on the basis of race, color, national or ethnic origin in the administration of their educational policies.

Catholic Schools are held to a standard of accepting those students with disabilities that can be served in a regular classroom with "minor adjustments."

All schools in the Diocese of Baton Rouge follow the Guidelines for Catholic Schools in the State of Louisiana for addressing Individual Student Needs.

## B. TUITION/LATE PAYMENT POLICY

Tuition is to be paid in full to the school by the date in May designated by the school or by participating in the Gulf Coast Bank Tuition Loan Program.

If a parent is more than 60 days delinquent in the payment of his/her prepaid student loan, the school reserves the right to refuse service to the child (children) until such a delinquency is paid.

Parents of registered students attending St. Aloysius Catholic School who do not prepay tuition by the stated deadline date, or have not made arrangements to finance through the student tuition loan program for the upcoming school year will forfeit the registration fee and the child(ren) will be removed from the school rolls.

After May 30, parents who want their child(ren) to attend St. Aloysius Catholic School for the next school session must reapply and pay a new registration fee. Acceptance of the child(ren) will be based on available space. At the time of acceptance, all fees must be paid in full.

Please note that if a child transfers to another school, student records may be withheld for non-payment.

## III. ACADEMIC POLICIES

### A. ACADEMIC PROBATION

St. Aloysius Catholic School employs a system of academic probation to assess the needs of those students in the Middle School who are in need of improving their academic status. Several alternatives can be pursued to alleviate this problem. Through conferencing with teachers and/or administrators a workable plan for remediation of the problem can often be found either by scheduling the student for tutoring, formulating a plan to assist the child in adapting good work/study habits, using motivational techniques to inspire the student to strive for his/her scholastic potential or placing the student in another environment where success can be realized.

The progress of these students on probation will be monitored every nine week period by the teachers and administrators. If

other options have proven ineffective, a recommendation may be made to transfer the student to another academic environment. It has been our observation that students who have previously been retained and/or students who have tried other corrective alternatives and continue to encounter extensive academic difficulty frequently do not profit by remaining in circumstances where they do not experience success.

If a transfer is recommended by the teachers and administrators, we feel that this recommendation is made in the best interest of the student, but realize that parents are the final judges of whether or not their child should remain in the curriculum provided by St. Aloysius.

It is our hope that a probationary status will help a student by providing the impetus to improve his/her quality of work at St. Aloysius. Be assured that we will help in any way we can to insure that a student on probation will benefit from the educational process.

### B. ATTENDANCE

Prompt and regular attendance at school is essential for successful class work. Absences cause a student to fall behind in work completed by the class.

Students are to be in attendance for all scheduled school days. Children should not arrive at school earlier than 7:15 a.m. unless they are enrolled in the Extension Program. Students arriving at school prior to 7:15 a.m. will be charged \$10.00.

The school day begins at 7:45 a.m. and concludes at 2:50 p.m. Experience has proven that students find it difficult to make up work which they have missed due to absence from school. No amount of subsequent personal study can adequately replace the teacher's input, class discussion, and guided practice provided in the classroom setting. For this reason, we must have strict regulations designed to reduce absences from class to an absolute minimum. Acceptable excuses for absences are personal illness, emergencies and death in the immediate family.

If absence is unavoidable or anticipated, a note indicating the date of the absence and/or tardiness and the reasons MUST be presented to the teacher in advance of the absence.

**The state of Louisiana allows for 10 unexcused days of absence. Students with excused trips will be allowed to complete make-up work, but the absence will be recorded as an unexcused absence according to state law and will therefore count toward the ten days. Students having more than ten days of unexcused absence will be retained.**

**Elementary children missing more than 10 days per year will not be given credit for the year's work. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the East Baton Rouge Parish Supervisor of Child Welfare and Attendance. (State Department Bulletin #741) Excused absences that are not medical still count toward the 10 days.**

**EXTENDED OR FREQUENT OUT-OF-TOWN TRIPS OR EVENTS OF A NON-EDUCATION NATURE ARE NOT CONSIDERED GOOD REASONS FOR ABSENCE.**



Non-school sponsored athletic events and other non-educational events sponsored by high schools or universities are not considered valid reasons for granting an excused absence or for checking a student out of school before 2:50 p.m.

Unexcused tardies and absences will result in a student receiving a maximum of 75% credit on all work missed.

Extended periods of absence from school will result in the student being required to make up the deficiency in his/her work. Students are not excused from tests or assignments scheduled during their absences. It is the obligation of the student and/or parent to make arrangements with the teacher for make-up work or tests on his/her return to school. This must be completed within three teaching days for periods of absence lasting three or more days.

In the event of a one or two-day absence, make-up work or tests must be completed in the number of days equal to the number of days absent.

Parents can promote the regular attendance of children by:

1. Assuring that the child reports to school on time.
2. Scheduling vacation trips to coincide with school vacations and holidays.
3. Trying, whenever possible, to arrange appointments with physicians and dentists outside of school hours.

If a child is ill, he should not be in school and should not be sent back to school until he is well. If a child's temperature is elevated, he should not return to school until his temperature has been normal for twenty-four hours without the use of Tylenol or Motrin. Parents must call the school prior to 9:00 a.m. if their child will be out sick.

We would also like to point out that the need to have any child who has a fever or sore throat to be seen by a physician. This is necessary because these may be the symptoms of strep throat or other serious illness. If untreated, a strep infection may lead to problems with the heart or kidneys. It is also very important to finish all medicines that are prescribed for your child even if the child seems to be over the illness before the medicine is finished. To prevent the spread of strep throat, a child should have a full 24 hours of antibiotics before returning to the classroom, starting from the time the first dose is given.

In addition to our policy about throat infections, we are also insisting that parents take corrective action in the case of head lice and nits. No child should attend school with head lice or nits. Although we will continue to check for lice and nits on a regular basis, we would like to make it clear that parents should consider this their responsibility.

Students with "pink eye" (conjunctivitis) will be sent home and may return only after seeking medical attention.

Any child who has vomiting or diarrhea (two loose or watery stools in one day) should not return to school until symptom-free for twenty-four hours.

If a child becomes ill during the school day, the procedure will be as follows:

1. The child will be sent to the office or First-Aid Room by the teacher.
2. If the illness is serious enough to warrant parental attention, the school will call the child's parent.

PLEASE KEEP YOUR EMERGENCY AND PERSONAL PHONE NUMBERS CURRENT.

3. Under no circumstance is a child to GO HOME without reporting to the school office and without a parent's permission.

### C. BOOK SACKS

Students in grades 5-8 may use book sacks on rollers. Students in PreK-4 must use book sacks that can be carried or strapped over the shoulders.

### D. BOOKS AND MATERIALS

All textbooks and workbooks are furnished by the school. Tuition covers only a fraction of the cost of the books, so we make every effort to protect the books and must have the following regulations:

1. All textbooks that are taken from the classroom must be covered by the student. If the school does not provide the student with book covers, it is the student's responsibility to obtain covers.
2. A fee determined by an administrator will be levied on damaged books and assessed to the student. This fee will be based upon replacement value of the item.
3. Replacement value of the item will be charged to the student in the case of items damaged beyond use or lost.
4. Textbooks and materials issued to a student are the responsibility of that student. The school cannot be the judge of with whom the responsibility of a lost or damaged item lies.
5. Final report cards will not be issued to students until all outstanding fees are paid.

### E. CHECK OUT PROCEDURES

PARENTS ARE URGENTLY REQUESTED NOT TO ASK PERMISSION TO HAVE STUDENTS DISMISSED DURING THE SCHOOL DAY EXCEPT FOR SERIOUS REASONS. When the parent or authorized person comes for the child, he or she is to go to the main office before 2:25 p.m. No child will be dismissed between 2:25 and 2:50. The receptionist will summon the child from his/her classroom. Teachers have been instructed to dismiss students ONLY to the office.

WE ASK THAT YOU NOT CHECK A STUDENT OUT AFTER 2:25 PM. THIS CAUSES UNDUE CONFUSION IN BOTH THE OFFICE AREA AND IN THE CLASSROOM OF THE STUDENT CONCERNED.

ABSOLUTELY NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PERMISSION IN WRITING FROM A PARENT AND THE CONSENT OF AN ADMINISTRATOR.

UPON RETURN TO SCHOOL, THE STUDENT MUST PRESENT A WRITTEN PARENTAL OR DOCTOR'S EXCUSE.

### F. CURRICULUM

Our curriculum is aimed at developing the potential of every student. The reading curriculum is set up in a series of levels. These levels have been geared to the acquisition of the basic skills and concepts necessary for knowledge and understanding of the subject through the use of a basal textbook and a variety of supplementary materials and media.

Students must complete the required skills to the minimum degree at each level before advancing to the next level. The skills and concepts are sequential in order beginning with the readiness level of the student.

The regular course of studies for every student in grades one through eight includes the following: religion, language arts, mathematics, science, and social studies.

### G. ENRICHMENT CLASSES

A sampling of enrichment classes are taught each year to grades pre-k through eighth grade: art, music, physical education, Spanish, and computer. In order to focus the coursework, three to four enrichment classes are taught at each grade level.

Grades five and six are offered band, sponsored by Catholic High, in the morning before school. Grades seven and eight may select band as an enrichment class during the school day.

**St. Aloysius attempts to meet the needs of students within our school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs, are considered beyond our ability and cannot be incorporated.**

### H. GRADING SYSTEM

Teachers are responsible for determining one of the listed marks for each nine weeks (grades 3 – 8) or each semester (grades K – 2). All grades for tests, assignments, classroom participation, projects, etc., during a grading period are to be averaged to arrive at the quarterly mark.

An interim four-and one-half weeks progress report will be sent home by each teacher for every student (grades 3 – 8) during the fifth week of each quarter. Report Cards are issued every 9 weeks in grades 3 – 8 and every semester in grades K – 2. Report cards, checklists and/or narrative reports will be issued each nine weeks for grades Preschool – 2.

| <u>Percent</u> | <u>Grade</u> | <u>Grading Scale Achievement</u> |
|----------------|--------------|----------------------------------|
| 93-100         | A            | Outstanding                      |
| 85-92          | B            | Good                             |
| 75-84          | C            | Satisfactory                     |
| 67-74          | D            | Minimum                          |
| 0-66           | F            | Failure                          |
|                | I            | Incomplete                       |

Note that both grading symbols (A-F) and numerical averages are used on the report card in grades 3 – 4 for Reading, Mathematics, English, Spelling, Social Studies, and Science, and in grades 5 – 8 for Reading, Religion, Social Studies, English, Mathematics, and Science. The numerical average is used to compute the semester and final averages to the second decimal place. In grades 7 and 8, exams count for 20 percent of the final average.

The following rating system is also used on Report Cards to evaluate progress in grades 3 – 8.

| <u>Symbol</u> | <u>Description</u> |
|---------------|--------------------|
| S+ = A, B     | Above Average      |
| S = C         | Average            |

|       |   |
|-------|---|
| N = D | Needs Improvement (used to indicate that a students performance or behavior is below average) |
| U = F | Unsatisfactory  |

Any request for consideration of a grade change must be made within one week after receipt of the report card.

Progress Reports will be sent to parents at the mid-nine week period. Grades will reflect each numerical average at that time.

Report cards will be issued at the end of each nine-week period.

### I. HOMEWORK

Students ordinarily have homework which may be written work or study. Home study is a necessary part of each child's educational program. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending excessive time in completing an assignment the day before it is due.

One of the most important objectives of the school is to teach the child how to study independently. Home assignments are given as an outgrowth of what has been learned.

We trust the parents to see that the homework is done in an atmosphere conducive to study. It is important to keep in mind that written work is not the only kind of homework. Study work is very important, particularly in intermediate and Middle School. Continued serious difficulty in doing homework is an indication that something is wrong. In such a case a conference with the child's teacher is in order.

Ordinarily homework is not assigned for weekends and during holidays with the exception of Middle School students who may be assigned work at these times.

### J. KINDERGARTEN PROGRAM

Our Kindergarten operates as a full-day program. A Kindergarten Handbook is available to parents who desire specific information concerning this program.

### K. MAKE-UP HOMEWORK/ CLASS WORK DUE TO ABSENCES

#### Grades 1 – 4

When a student is absent an entire day, a request for the child's class work/homework assignment may be made by the parent on the day of the absence. In order to receive necessary books, materials, and assignments on the day of the absence, a parent must call the school office before 11:25 a.m. All necessary items may be picked up at the school between 2:40 p.m. and 3:20 p.m. in the school office. A phone request after 11:25 of the day of absence will result in the necessary items being sent to the office the following day if the student is once again absent. The pick-up time for the following day will remain the same – 2:40 p.m. to 3:20 p.m.

#### Grade 5 & Middle School

It is the obligation of the 5<sup>th</sup> grade and Middle School student to communicate with a reliable friend or "homework buddy" in order to get assignments, books, and all other materials needed to complete work due to an absence. It is suggested

that before school opens a morning phone call to the friend be made in order for all material to be gathered and brought home to the absent student. Another option is for a parent to report to the student's locker between 2:50 and 3:10 p.m. in order to collect the student's materials (not assignments). This time will be strictly enforced. **No materials or assignments will be sent to the office for absent 5<sup>th</sup> grade or Middle School students.** (Grades 5 – 8)

## L. MATH PROGRAM

Heterogeneous grouping is used throughout the school except in mathematics. The St. Aloysius School math program is correlated to our Core Knowledge Sequence Curriculum, which advocates that Algebra I be taught in 8<sup>th</sup> grade. In order to build toward this, we begin in 1<sup>st</sup> grade preparing our students for our accelerated math program. We gradually add content each year, and in 5<sup>th</sup> grade our students are ready for the 6<sup>th</sup> grade math text, 6<sup>th</sup> graders use the 7<sup>th</sup> grade text, and 7<sup>th</sup> graders use the 8<sup>th</sup> grade text. In 8<sup>th</sup> grade, because some students have difficulty transitioning into Algebra I, we may offer pre-algebra as an alternative.

Thus, beginning in 1<sup>st</sup> grade, we accelerate our math program, and all students participate in an accelerated math program in all grades. In grades 6-8 we also offer honors accelerated math to those students who exhibit exceptional math ability and performance. Participation in the honors math program is dependent on classroom performance (grades, self-motivation, and commitment); standardized test scores; and teacher recommendation.

## M. MIDDLE SCHOOL WORK POLICY

Assignments of 10 points or less:

- Full credit possible when done on time.
- No make-up work if late.
- A work deficiency sent home after 2 missed assignments.

Assignments of 11 points or more:

(including essays and large projects)

- Full credit possible when done on time.
- Late Credit:
  - One day late = 20% reduction in grade.  
*Work deficiency issued if work not turned in*
  - Two days late = 50% reduction in grade
  - More than two days late = Zero Points

Graded Work Policy: Grades 5-8:

- All graded work will be returned to students. These papers do not have to be returned to the teacher and become the responsibility of the student. Questions about a test or grade should be addressed with the teachers within ten calendar days of it being returned, and the original test or work should be provided to the teacher.
- Any graded work above ten points that received a grade of D or F must be signed by a parent and returned the following day. It will then be returned to the student. If the assignment or test is not returned with a signature the following day, a work deficiency will be given. If the work deficiency is not returned the following day, a referral will be given.
- Mid-term and final exams for 7<sup>th</sup> and 8<sup>th</sup> graders will not be sent home to parents; however, parents are welcome to make an appointment with the teacher to review the exams.

## N. PRESCHOOL PROGRAM

St. Aloysius Catholic School operates a preschool program for eligible four-year old children. A Preschool Handbook is available to parents who desire specific information concerning this program.

## O. RETENTION POLICY

The school has established minimum standards of performance which the child must meet if he/she is to be promoted to the next grade level.

The primary skill development needed in the first and second grades is reading ability. Without this ability it is disadvantageous for a child to be promoted as most learning is directly related to reading skills. For this reason a child in K-2nd may be retained if he or she is reading below his/her grade level.

A child in grades K-2 may also be retained if, in the opinion of the teachers concerned, it would not be in the child's best interest to be promoted because of some deficiency in overall academic achievement or lack of maturity/social adjustment. Teachers will **not** give a "recommendation" to parents regarding retention of a student. Parents will **not** have the option to decide whether or not to promote or retain their child.

**Please note: Promotion/retention in grades K-2 will be determined by the sole discretion of the teacher and school administration.**

Retention in grades three and four is based on the following major subjects; reading, mathematics, English, social studies, and science. In fifth, sixth, seventh, and eighth grades, religion is also a major subject in addition to those previously mentioned. If a student in grades three through seven fails two or more major subjects for the year, he/she will be retained in the same grade if he/she wishes to remain at St. Aloysius Catholic School. Eighth graders who fail for the year in two or more major subjects will not be re-enrolled in St. Aloysius eighth grade.

Students in grades 3 – 7 who fail math for the year will be expected to complete summer remediation with a program selected by the school. Information will be made available through the school office should this occur.

Retention is based on the above mentioned factors, the recommendation of the teacher and that of the principal. Because our concern is for the total well-being of the child and experience has shown that a child cannot adequately be prepared through summer school, our policy requires students to repeat a grade level if they have been retained.

## P. RETURNING TO SCHOOL

Upon a student's return to school after an absence, a written excuse signed by the father, mother, or by another authorized person **must** be presented to the student's homeroom teacher. Absences are excused **only** for illness documented by a doctor, death or illness in the family, or other exceptional conditions, as approved by the principal. **Failure to provide a signed written excuse stating one of the excused reasons**

as listed above will result in the student receiving a maximum of 75% credit on any work missed during the absence. The written excuse must be presented to the homeroom teacher within two (2) days of the student's return from absence.

## Q. SPECIAL RECOGNITION

**Honor Roll** – Middle School students who attain a 92.5% or higher average in their six major subjects for a nine week period are recognized for their achievement by acquiring Honor Roll status.

**Principal's Award** – Each homeroom teacher in grades 1- 8 selects 2 students from the class who display an overall Christian attitude, exhibit exceptional behavior and maintain at least a "C" average. These students are recognized on a nine-weeks basis and are awarded certificates.

**Lion Tickets** – Teachers of grades K – 4 recognize good behavior in their students by awarding these students with Lion Tickets. A ticket drawing is held on a weekly basis. Winners receive certificates from area merchants.

**Treat Day** – Students in grades 5 – 8 are shown appreciation for their good behavior by invitation to treat days (refreshments, treats, etc). This is an incentive used by the faculty and administrators to recognize students who consistently exhibit cooperative behavior.

**Proficiency Report K – 8** – These slips are used at the discretion of the teacher for noticeable improvements in the areas of academics and/or behavior.

**Eighth Grade Honor Graduates** – This award is presented at the Closing Ceremony to students who have earned an 8<sup>th</sup> grade overall final average of 92.5% or higher in the six major subjects.

## R. TARDINESS TO SCHOOL

**SCHOOL BEGINS PROMPTLY AT 7:45 a.m. Students reporting after 7:45 a.m. are tardy and must check in at the school office with a parent or guardian present.**

All students reporting late to school or checking out before the school day ends due to a medical appointment will be required to bring a written excuse from a medical authority in order for the tardiness/check out to be excused. All students who check out of school due to the onset of illness while at school will be required to bring a written excuse from a parent if medical attention is not required.

Appointments and events of a non-medical nature will **not** be excused. Students may bring the tardy excuse signed by a medical authority on the day of tardiness or the following day so that any make-up work can be allowed and full credit given. All unexcused tardies will result in a student receiving a maximum of 75% credit on all work missed. This includes grades given for tests, assignments, and class work.

If a student receives 5 unexcused tardies during a semester, the parent will be notified. If that student receives 2 more unexcused tardies, a referral will be issued. An 8<sup>th</sup> unexcused tardy during a semester will result in another referral and a conference with an administrator and the parents.

## IV. COMMUNICATION

### A. REPORT CARDS/ PROGRESS REPORTS

In grades 3 – 8, report cards are issued every 9 weeks. A progress report is sent home in grades 3 – 8 at the end of each 4-week period to inform parents of the progress of their child. Report cards and progress reports should be signed by parents and returned within 2 days.

In Preschool and Kindergarten, parent conferences are held at the end of the first and third nine weeks (October and March). Checklists and student portfolios are shared to indicate the student's work, skills which have been introduced and mastered, and to discuss anecdotal records and observations of the student's performance and behavior. Report cards are sent home at the end of the first and second semesters (January and May).

### B. STANDARDIZED ACHIEVEMENT TESTING

St. Aloysius participates in the Diocesan Testing Program. These standardized achievement tests are given in the fall in grades 3 – 8.

### C. TEACHER CONFERENCES

The home and school have joint responsibility for a child's development. What happens to a child in either place affects his/her total behavior. The home and school must cooperate in working out a suitable program of activities and experience for children. Individual parent-teacher conferences are one of the most satisfactory means of achieving this objective.

Scheduled conferences at St. Aloysius will occur after the first nine weeks grading period for grades K – 8. Other conferences may be scheduled according to request, either by teacher or parent. Conferences may be scheduled by calling the office for an appointment.

With regard to a concern your child may have in a particular class, first see the teacher and only then, if needed, an administrator. Interviews, even brief ones, should never be attempted during class hours or recreation periods.

**Calling the teachers at home is discouraged except in an emergency situation.**

ALL WRITTEN COMMUNICATION OF A PERSONAL NATURE SENT TO TEACHERS MUST BE ENCLOSED IN A SEALED ENVELOPE.

With regard to problems dealing with instruction or discipline in general, the administrators are available for conference by appointment only.

### D. TELEPHONE CALLS/ MESSAGES/ TRANSPORTATION REQUESTS

To insure that all children are safely transported home with no confusion the following policy will be followed:

We ask that transportation arrangements be made prior to coming to school. Only emergency situations or unforeseen circumstances should warrant a call. This call should be made before 12:00 noon.

All messages (written or by phone) left for students concerning **changes in afternoon transportation** must be received by the office by 12:00 noon. These messages will then be given to your child and his/her teacher. After 12:00 noon, messages regarding transportation changes **will not** be accepted by the school office or other school personnel.

Unless an emergency situation exists, neither teachers nor children may be called to the phone during school hours. Teachers will be notified of any call and return it within 24 hours.

Children will not be permitted to use the office phone unless there is an emergency, such as sickness, injury, or transportation problems. Students must receive permission to use the phone. Phones in the library, preschool room, etc. are off limits to students.

Please do not send texts or cell phone messages to your child during the school day. Students are not allowed to use their cell phones on campus. Important messages must be called in to the school office.

### **E. TEST PAPERS/ GRADE LEDGERS**

Test papers are sent home with students in grades 1 -4. These should be signed and returned the next day.

Fifth through eighth grade students are expected to keep a current grading sheet in each of their six major subject areas which will contain test scores and other work-related scores. All test papers, with the exception of exams, are returned to students after being graded. Tests with a grade of D or F must be signed and returned the next day. It is the student's responsibility to inform the parent(s) of test results.

## **V. COUNSELING OPPORTUNITIES & EXPECTATIONS**

The Guidance Program at St. Aloysius Catholic School is a part of the instructional program which aims at assisting in the total development of the student. The Guidance Program promotes a positive atmosphere throughout the school and is based on trust and respect for self and others. It seeks to foster a positive self-image in each student through the realization of his/her uniqueness and worth as an individual. It aims to provide each student with an understanding and acceptance of his/her strengths and limitations as well as the understanding and acceptance of responsibility of his/her choices and the resulting consequences.

The Guidance Department provides the following services: group guidance classes, behavioral counseling (small group or individual counseling), teacher consultation, parent consultation, teacher in-service, testing (new students and some special testing), referral to outside agencies (initiated after consultation with administration, parent and teacher) and a special program for children from single parent families or families affected by death or divorce.

Counselors are available to address daily issues, but are not available for long-term counseling.

When evaluation is required to assess special needs, the guidance counselor or an administrator coordinates

communication between the school and outside agencies. Parents should forward all evaluation forms to be completed by the school to an administrator or guidance counselor who will distribute them to the teachers. After these forms have been completed, the forms will be forwarded to the outside agency. The school requests that a copy of the final evaluation be sent to the administration office. Confidential records are kept in the office in a special file.

## **VI. CRISIS PLAN**

### **A. SCHOOL SAFETY PLAN**

St. Aloysius School has implemented a comprehensive safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations, including the presence of armed sheriff's officers and video surveillance. Students and faculty participate in drills and reviews of the program. Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's pass when visiting campus. The only exceptions are when attending morning assembly or mass.
- Make sure the school has **ACCURATE CELL PHONE NUMBERS** and **EMAIL ADDRESSES** for parents. Emergency group communications are sent via emails and phone messages
- Follow directions as given by school. In an emergency situation, please **DO NOT** report to campus unless summoned. If on campus during an emergency situation, follow directions of school personnel concerning sheltering or evacuating.
- If you see a potentially dangerous situation on campus, please report it to the front desk **immediately**. If you see a suspicious person who you think is dangerous, call 911, then inform the school office personnel.
- Any ideas for improvements to school safety plan may be sent to Edie Boudreaux, school safety officer.

### **B. EMERGENCY CLOSING OF SCHOOLS**

St. Aloysius Catholic School will follow the same directive in regard to inclement weather or other emergencies as East Baton Rouge Public Schools. Therefore, adhere to announcements made via radio and television.

### **C. EMERGENCY DISMISSALS**

In the event of emergency dismissal from school for weather or other hazardous conditions, the following procedures will apply:

1. Buses will be provided for children who normally ride the school bus. The East Baton Rouge Parish School Board has developed procedures for getting the buses to school and for informing parents through the news media.
2. Parents of children who arrive and depart school by car will be notified through news media or by telephone call to the emergency numbers provided.
3. Procedures for pick-up will be the same as normal pick-up.

## D. SAFE ENVIRONMENT PROGRAM

The Diocese of Baton Rouge has instituted a Child Protection program and is fully committed to the protection of children and youth. In its publication, *USCCB Charter for the Protection of Children and Young People*, (Article 12, 6/14/02) the United States Conference of Catholic Bishops stated, "Dioceses are to maintain 'safe environment' programs which the diocesan bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people."

Diocesan regulations state, "It is the obligation of every diocesan institution to ensure that all personnel whose position or duties place them in ongoing, unsupervised contact with minors have complied with the Safe Environment requirements. It is, likewise, the responsibility of all personnel, whose work in the diocesan institutions involves ongoing, unsupervised contact with minors, to comply fully with the Environment requirements" (Safe Environment Program, Policy and Procedure Manual, Diocese of Baton Rouge).

All volunteers and employees who have ongoing, unsupervised contact with minors in the course of their ministries or employment will be required to:

1. Complete the EAPPS application. [The Diocese of Baton Rouge has contracted with Austin Computing Solutions (eApps DB) to provide an on-line database for tracking background investigations and training.]
2. Complete the Acknowledgement of the *Code of Ethics and Behavior for Adults who Minister with Children in the Diocese of Baton Rouge*.
3. **Complete a background check and fingerprinting.**
4. Complete the Safe in Place training module for Adults.
5. Names of all personnel (employees and volunteers) will be screened through the Louisiana State Police Sex Offender Registry.

The above requirements constitute a "fundamental part of the human resources policies and standards of every diocesan institution, and a condition of employment and voluntary service for all those whose work involves ongoing, unsupervised contact with minors" (Safe Environment Program, Policy and Procedure Manual, Diocese of Baton Rouge). St. Aloysius supports and will maintain compliance with all diocesan mandates.

Parents who volunteer at school must meet **School** Child Protection Certification requirements. This includes, but is not limited to, the following activities:

- Official chaperone for field trip
- Substituting for a teacher
- Home and School homeroom representative
- First Aid Volunteer
- "Come, Lord Jesus" small group leader
- Grade level retreat coordinator
- Retreat small group leader

**If a parent is certified through a church parish, fingerprinting will still be required for school purposes.** The school religion coordinator will assist in the certification process. Please contact Tracy Denison for more information.

## VII. CUSTODY ISSUES

St. Aloysius abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information requested regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must supply the school with a current copy. It is assumed by the school that parents will abide by the court order. St. Aloysius assumes no responsibility for compliance with a court order.

## VIII. DISCIPLINE CODE

### A. APPEALS PROCESS

In the event that an issue is not resolved to a parent's satisfaction, the parent has five days to put the complaint in writing and submit it to the principal. It will then be reviewed by the pastor. The pastor and principal will meet with a committee to finalize a decision. The decision will be sent to the parent in writing. If the decision is not acceptable to the parent, the parent may contact the Diocesan School Office within five days of receiving the school's decision.

### B. CLASSROOM MANAGEMENT

Classroom management is established by the teacher because the whole concept of management entails a relationship between teacher and student. When a student experiences difficulty adhering to classroom and school policies, the teacher is encouraged to frequently contact parents by means of written communication, phone calls, or conferences. School discipline is necessary for a child to learn.

**NEVER, UNDER ANY CIRCUMSTANCES, QUESTION THE AUTHORITY OF A TEACHER IN THE PRESENCE OF YOUR CHILD.** If there is a question concerning a disciplinary action, the parent must contact the teacher first. If a concern still exists the parent may contact the administration for review.

Each time a student is sent to the office for discipline, it will be recorded. Each subsequent offense will be handled with additional consequences. These procedures will be utilized:

1. Verbal Warnings
2. Teacher and Student Conference
3. Written Assignment
4. Disciplinary Note Sent Home
5. Detention
6. Loss of Privileges
7. Parent/Student/Teacher Conference
8. Call from Administrator
9. Suspension
10. Expulsion

If a student is found giving or receiving answers on a test, he/she will receive a maximum grade of 75% and will be subject to disciplinary action.

Students who are habitual behavior problems will be given all the professional help available to assist them in adjusting and gaining maturity. If, however, their improper behavior continues, a suspension may result. Please note, that any graded material missed for the day(s) of suspension will result

in a maximum grade of 75%. Make-up work will not be accepted for full credit.

After all procedures at the disposal of the professional school staff have been employed as outlined above, parents may be asked to withdraw their child from St. Aloysius Catholic School.

### C. CONDUCT

Students are expected at all times to conduct themselves in a manner reflecting credit to their parents and their school. We are proud of St. Aloysius and we maintain high standards.

Our basic requirement is that of courtesy and consideration toward others. A student who disturbs others during the learning process is depriving them of their rights. Teachers are to be treated respectfully. We do not make multitudinous regulations; however, we do expect our students to use common sense and good judgment. We also expect students and parents to be familiar with the guidelines stated in the Parent/Student Handbook.

### D. DIOCESAN POLICY REGARDING THREATS

With recent events in our city and nation, families must be aware that school administrators respond to any and all incidents of a threatening nature. Even though statements are made in anger or in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety to our school population is of utmost importance and our top priority.

Parents are urged to caution their children about making statements of a threatening nature. As stated above, such statements cannot and will not be taken lightly. Any student making a threatening statement may be removed from the school, until such time as a professional evaluation determines that the student is not a threat to himself/herself or to others.

We are extremely sensitive to any threats to our students, teachers or parents, and take aggressive action to protect all individuals involved. We take threats of physical violence seriously and immediately contact proper authorities when necessary. We take whatever action is deemed necessary to ensure safety of all involved. As a matter of privacy, we are not at liberty to share or discuss internal matters.

### E. DIOCESAN SUBSTANCE ABUSE POLICY

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. Each school must have a Substance Abuse Policy. Schools may mandate suspicion or suspicionless drug testing. Those programs are identified as follows:

A. **Suspicion-Based Drug Testing**  
Drug testing will be mandated for reasonable cause. If drug/alcohol treatment program and drug testing is mandated, for reasonable cause, it is to be financed by the parent/guardian. The Diocesan Substance Abuse Policy must be included in each school's handbook of policies and must be adhered to.

B. **Suspicionless Drug Testing**  
A school may mandate a suspicionless drug testing program after the policy has been reviewed and approved by the Diocesan School Board and the diocesan attorney. This Policy must be stated in the school's handbook of policies.

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help.

#### 1. Tobacco and Smokeless Tobacco

If a student is found to have in his/her possession any tobacco product on school grounds or any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

#### 2. Alcoholic Beverages

If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.

#### 3. Prescription or Over-the-Counter Drugs

If a student is found to be in possession of, to have provided or sold a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

#### 4. Illegal Drugs

An illegal drug is any drug, the possession which is prohibited by federal, state or local law.

A. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school-related function, the parent, guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to suspension or expulsion.

B. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

## F. DISCIPLINE PROCEDURES

The discipline policy at St. Aloysius is based upon the realization that the child must learn, internalize, and practice the values of the community. Our aim is to develop a responsible person. This process is lengthy and requires patience and love on the part of teachers and parents.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just causes. We expect our students to conduct themselves appropriately whether on or off the school property. A St. Aloysius student should never do anything that is detrimental to the reputation of the school. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school officials.

In order to enable children to move from externally-imposed discipline to self-discipline and ultimately discipleship, children must first learn appropriate behavior through someone or something outside themselves.

In an effort to accomplish this goal, St. Aloysius has established a School-Wide Discipline Plan.

By working as a team, we hope to create an atmosphere in every classroom and throughout the school that enables all of our teachers to teach and your child(ren) to learn.

## G. HARASSMENT, HAZING, AND BULLYING

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge make every effort to prohibit harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal physical, written, or electronic communication whether currently in use or any new electronic devices that may be developed in the future.

### Definitions

HARASSMENT is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's ability to take advantage of the school's programs.

HAZING is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.

BULLYING behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm.

### Procedures for Reporting

1. Students, faculty, and/or parents should report alleged incidents of bullying promptly.
2. When a student reports that he/she is or has been the target/victim of harassment, hazing, or bullying, the staff member will respond quickly and appropriately to intervene and report the incident to the school administration.
3. If a student wishes to discuss the incident of harassment, hazing, or bullying with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age appropriate way of doing this.
4. Student reports will be documented.
5. The administration will report all bullying incidents that result in suspension to the Superintendent of Catholic Schools.

### Procedures for Investigation

1. All reports will be written using the Harassment, Hazing or Bullying Reporting Form. Reports will be promptly and appropriately investigated by the school administration.
2. The school administration will take steps to verify who committed the act of harassment, hazing, or bullying and whether others played a role.
3. Other related complaints, if any, will be reviewed in making the determination as to whether harassment, hazing, or bullying occurred.
4. Neither the victim nor any witnesses can be promised confidentiality at the onset of an investigation, as the outcome of the investigation cannot be predicted. All parties involved will be informed that any information discussed and recorded will be disclosed only on a "need to know" basis.
5. The school administration will promptly and appropriately notify parents of the victim and parents of the offender of the incident after receipt of the report.

The school administration will apply consequences and/or remedial actions consistent with school disciplinary policies. The offender will be informed that retaliation against a victim or



bystanders is prohibited and will result in further disciplinary consequences.

The school administration will monitor the resolution if further action is needed.

### Consequences

Consequences and remedial actions will be consistently and fairly applied for persons committing acts of harassment, hazing, or bullying, for persons engaged in retaliation and for persons found to have intentionally made false accusations, after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions. The seriousness of the behavior and prior conduct of the involved students are considered when determining appropriate consequences.

#### Possible Student Consequences:

- Parent notification
- Time out (primary students)
- Loss of a privilege
- Verbal reprimand
- Completion of letter of acknowledgement of action, with apology to the victim (after reviewed by the administration and not in the case of sexual harassment or intimidation)
- Detention
- Reparation to victim in the form of payment for, or repair of damage to, possessions
- Reassignment of seats in class, cafeteria, or bus
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

#### Possible Remedial Actions:

- Parent/Student Conference
- Counseling with school counselor or school psychologist
- Education about the effects of harassment, hazing, or bullying
- Behavioral agreement
- Positive behavioral supports/plan that is appropriate to the developmental level of the student and the student's behavioral history
- Referral to an external agency
- Participation in counseling (delivered by a school or community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional

### Curricular Component

Gospel values, empathy, Christ-like behavior, and strategies for combating bully behavior will be taught throughout the course of the year. Resources include:

- Scripture and the Catholic Catechism
- Guidance classes; religion classes
- Online bullying resources
- Come, Lord Jesus
- Retreats

## **H. OFF CAMPUS BEHAVIOR POLICY**

As members of the St. Aloysius Catholic School community, students must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals and commitments of St. Aloysius Catholic School as set forth in the Parent/Student Handbook. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school. Violations of civil or criminal law or other conduct that causes discredit to St. Aloysius Catholic School or that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of St. Aloysius Catholic School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion.

Activities prohibited by this regulation include, but are not limited to the following:

1. Attending, sponsoring or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed or consumed by minors.
2. Committing or attempting to commit acts of vandalism that affect a person's life, health, or property.

In all cases communication among parent, student and members of the Administrative Team will be required to determine a course of action. Decisions concerning consequences for this type of misconduct will be made by the Administrative Team in consultation with the Pastor.

Louisiana Revised Statute 14:40.07: Cyber-bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen. Whoever commits the crime of cyber-bullying shall be fined not more than five hundred dollars, imprisoned for not more than six months, or both.

Louisiana Civil Code Article 2318: The father and mother are responsible for the damage occasioned by the minor child, who resides with them or who has been placed by them under the care of other persons, reserving to them recourse against those persons.

## **I. POSSESSION OF WEAPONS ON CAMPUS**

R.S. 14:95.2 creates the crimes of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous weapon includes but is not limited to a firearm or other object, any gas, liquid, or other substance, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such a weapon within 1,000 feet of the school's property, on a school bus, and at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra curricular activities. Whoever is convicted of the crime of carrying a dangerous weapon, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

## J. RULES OF CONDUCT

No student may leave the school campus without permission from the office. While on campus, students should fully understand that any member of the faculty and staff of St. Aloysius has the authority to correct misconduct.

The following are never allowed on campus:

1. Weapons or illegal objects
2. Drawings depicting weapons or violent acts
3. Tobacco
4. Alcohol
5. Illicit drugs, prescription medication, over the counter medication or herbal supplements
6. Cigarette lighters
7. Matches
8. Immoral literature
9. Radios, tape recorders, tape players
10. Electronic games
11. Excess cash
12. Gum
13. Laser devices
14. The selling of items to other students.

The administration, faculty and staff will encourage a sense of pride and general regard for the physical condition, maintenance and appearance of the school buildings, community center and grounds. Any student caught misusing or damaging school property or the property of others, will be held responsible. Writing or carving on school property, the body, or clothing is never allowed.

## K. SCHOOL-WIDE DISCIPLINE PLAN

Each teacher at St. Aloysius expects acceptable behavior in the classroom, and therefore communicates his/her specific expectation to his/her students. However, there are many other areas outside of the classroom that also warrant the use of good judgment, courtesy, and specific behaviors. For this reason, we have established a school-wide discipline plan.

Any student who chooses not to follow a school rule, outside of the classroom will receive a pink slip. The fourth pink slip in one week will result in a disciplinary referral and a Thursday morning detention from 6:45 a.m. until 7:30 a.m. An accumulation of eight pink slips in a one-month period will also result in a disciplinary referral and detention.

Should an incident occur which we feel warrants an immediate action, we may forego the pink slip and issue a disciplinary referral or take other disciplinary actions.

Please note that any school personnel may give a pink slip or referral to any child in any grade.

**If a child does not report to the scheduled detention, a second referral will be issued along with another detention the following week.**

### General Rules:

1. Follow Directions
2. Be courteous and respectful to others at all times.
3. Be respectful of property.
4. Stay in assigned areas.
5. Keep hands, feet, and objects to yourself.
6. No disruptive noises or running in buildings or on walkways.

7. Adhere to dress code.

### Playground/Recess Rules:

1. Follow directions
2. Use equipment properly
3. No rough play
4. No throwing of inappropriate objects
5. Stay in assigned areas

### Hallway/walkway Rules:

1. Follow directions
2. No disruptive noises or actions
3. No running, pushing, or shoving
4. No jumping down steps or sliding down banisters.

### Cafeteria Rules:

1. Follow directions
2. Exhibit proper table manners
3. Remain seated while eating
4. Speak in a quiet voice
5. Leave table, chair, and floor clean
6. All lunches must be eaten in the cafeteria.

### Assembly Rules:

1. Follow directions
2. Upon arrival, go directly to assigned area and remain seated
3. Become silent when assembly begins
4. Observe orderly dismissal
5. Keep hands, feet, and objects to yourself.

## L. SEARCH AND SEIZURE POLICY

The legal relationship between Catholic Schools and the student (and student's parent/guardians) is one of contract law. Therefore, the Catholic school handbook of rules and regulations governing the school operations must contain this policy and the resulting disciplinary action for violation of the school rules in these areas.

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

School officials (2 or more) may search student(s), his/her belongings, (i.e. including but not limited to locker, handbag, briefcase, book bag) *if one or more of the following exists:*

1. The students are informed in writing (parent/student handbook) that searches may be conducted.
2. The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of a student(s), his/her belongings, shall be conducted by no less than two (2) school officials (at least one (1) the same gender as the student when possible). The search shall be conducted with a minimum of embarrassment to the student(s), preferable in the privacy of an administrator's office. Strip searches **shall not** be conducted.

## M. ST. ALOYSIUS DISCIPLINE POLICY GRADES PK-5

Proper behavior will be explained by teachers at the beginning of the school year. Students are expected to conduct themselves accordingly. Students will be penalized for their lack of responsibility or misbehavior. We attempt to give consequences for discipline problems appropriate to severity and frequency of the action. Consequences may include the following:

- Mini detention – forfeiting a student’s recess or having the student report to the teacher.
- Additional assignments for students
- Forfeiting privileges
- Withholding a student’s report card in the case of unpaid fines or fees
- Detention
- Suspension

Students receiving a referral will attend a forty-five minute detention on Thursday 6:45 a.m. until 7:30 a.m. **Failure to report will result in a second referral and another scheduled detention.**

An accumulation of 5 work deficiencies in grades 3, 4, and 5 will result in a disciplinary referral.

An accumulation of more than five referrals, or any major infraction, may result in suspension. An accumulation of referrals after the first 6 referrals that are issued to a student will result in additional suspensions for that student as determined by the administration. All suspensions will be off campus unless otherwise stated.

It should be noted that the school administrative staff reserves the right to suspend or expel a student if any offense or series of offenses occur which warrants such action.

Any graded material missed during a suspension will result in a grade of a maximum of 75%.

## N. ST. ALOYSIUS MIDDLE SCHOOL DISCIPLINE POLICY

### Minor and Major Referrals

Students receiving a minor or major referral will attend a forty-five minute detention on Thursday mornings from 6:45 a.m. until 7:30 a.m. **Failure to report will result in a second referral and another scheduled detention.** Minor referrals will be used by teachers for behavior infringements only. Deficiencies (library infringement, homework, lack of class materials, etc.) will not become minor referrals except in the case of an unsigned deficiency which will result in a minor referral. Teachers will use their own systems for circumstances resulting in earned deficiencies. A separate form other than the referral will be used for deficiencies.

Major referrals are issued in cases of severe misconduct. A student receiving a major referral will serve one morning detention. However, when totaling referrals toward suspension, a major referral equals three minor referrals.

**Adolescence is the time during which our children need to become aware that in the final analysis, they alone are responsible for their behavior. Their first impulse is to have you as parents “fix it” in the least inconveniencing manner possible. As a parent, you must begin to resist the impulse to “fix it”.**

## O. SUSPENSION/ EXPULSION

If a middle-school student receives 6 minor referrals (or 1 major and 3 minors) within a school year, the student may be suspended. Note that any isolated incident of a serious nature may result in immediate suspension even if the student has had no prior referrals.

All suspensions will be off campus unless otherwise stated. An accumulation of suspensions will result in possible expulsion.

Please note that any isolated incident of a very serious nature, whether or not the student has served detention or has been suspended, would also make a student liable for expulsions.

Any graded material missed for the days of suspension will result in a grade of a maximum of 75%.

## IX. DRESS CODE/UNIFORMS

### A. ALTERNATE DRESS

Periodically throughout the year we will be having alternate dress for our students. Some of these days will involve dressing thematically or possibly a request for them to wear a certain color. A few rules apply for all alternate dress days:

1. Students must wear jeans, long pants or uniform shorts (No stretch pants or leggings)
2. Girls in PreK-2 may wear dresses or skirts.
3. Halter tops or tops with spaghetti straps will **not** be allowed.
4. T-shirts may not display inappropriate language, ads about cigarettes, liquor, etc.
5. Finger nail polish will **not** be allowed.
6. Hair coloring and hair spiking is unacceptable.
7. Shoes must be close toed.

Please help your child to make an appropriate selection for alternate dress so that we will be able to continue these special days. The administrative team makes the final decision on all matters of dress and grooming.

St. Aloysius Catholic School requires that all students PreK-8 wear a specified uniform which may be purchased at **School Time, S’coolwear or Young Fashions**. The school uniform and grooming code is stated below. It is expected that students will attend school each day according to the following guidelines:

### B. P.E. UNIFORMS

P.E. uniforms must be purchased through the school (grades 4 – 8 only).

### C. SCHOOL UNIFORMS - BOYS

#### Shirts:

White uniform knit shirts with school logo are to be worn by boys in grades Pre K – 8. Boys in grades 6 – 8 may wear oxford uniform shirts. **SHIRTS MUST BE TUCKED IN.** Solid white t-shirts may be worn under shirts. T-shirt sleeves may not be visible.

#### Pants:

Dress model navy uniform pants (with or without pleats.) **NO OTHER PANTS WILL BE ACCEPTED.** Long uniform pants must be worn to all school Masses.

#### Belts:

Solid navy blue, black, or brown belt.

#### Socks:

Solid black or white **CREW** socks.

## D.SCHOOL UNIFORMS – GIRLS

### Shoes:

Tennis shoes may be any color. Shoes may **not** have rollers, may **not** blink and may **not** have sequins or shiny parts. Tennis shoes must have tied laces or Velcro straps. Slip on tennis shoes (mule or backless) are **not** allowed. Sandals, cleats and turf type shoes are **not** allowed. Navy, black or brown hard-soled shoes may also be worn.

### Sweaters (optional item):

Navy cardigan or pullover uniform sweaters may be worn. **NO EMBLEMS** are allowed. **Non-uniform sweaters are not acceptable.**

### Shorts:

Navy blue **UNIFORM SHORTS. DUCKHEAD, POLO, ETC. ARE NOT ACCEPTABLE.**

### Coats/Jackets:

Only solid navy blue uniform jackets may be worn. All three uniform stores will carry these jackets (Young Fashions, S'coolwear and School Time). Your choice will be between the traditional uniform jacket that has been available over the years with a gray lining and the polar fleece jacket available in pull-over or zipper. No other jackets will be acceptable. Any color outer-wear jacket may be worn outside, but it must be taken off in the classroom.

### Sweatshirts and Sweatpants (optional items):

Only navy St. Aloysius logo sweatshirt may be worn. These can be ordered at St. Aloysius in the fall. No other sweatshirt or sweat jacket is acceptable. Grades 6 – 8 may purchase hooded sweatshirts. Grades PreK – 8 may also purchase St. Aloysius logo sweatpants.

### Jewelry:

Jewelry is not acceptable except for a watch. Religious medals or crosses may be worn on gold or silver chains or black or brown cords.

### Electronic Devices:

Electronic devices, watches, certain Fitbits, Garmins, or any other device with wireless capabilities and/or that can receive notifications, text messages, or phone calls, is not allowed to be on the student.

### Grooming:

Hair must be of conservative length and thickness in front, back, top, and sides. Bangs must be cut above the eyebrows and hair must be cut above the ears. It must be clean and neat. Shaven heads, weight lines, shaving or carving into the natural hairline, dyed, bleached, or tinted hair, and the like are not acceptable. Hair should always have a dry appearance.

### General:

**THE SCHOOL RESERVES THE RIGHT TO DETERMINE WHAT IS OR IS NOT APPROPRIATE DRESS AND/OR HAIRSTYLE. FAILURE TO FOLLOW UNIFORM POLICY WILL RESULT IN A PINK SLIP. A NOTE FROM HOME IS NOT A SUBSTITUTE FOR A PROPER UNIFORM.**

**PLEASE LABEL ALL ARTICLES OF CLOTHING FOR IDENTIFICATION. ALL UNIFORMS MAY BE PURCHASED FROM YOUNG FASHIONS, SCHOOL TIME OR S'COOLWEAR.**

### Jumpers, skirts, skorts:

Plaid jumpers may be worn by girls in Pre-K – 8. Uniform skirts/skorts may be worn by girls in 6 – 8. Jumpers/skirts/skorts are to be an appropriate length (no shorter than 2 inches above the knee). Jumpers/skirts/skorts must be worn for all school masses.

### Blouses:

White oxford pointed collar, short or long sleeve with logo, white uniform knit shirt with logo or white-banded knit shirt with logo are acceptable. Girls in PreK-2 may wear the optional Peter Pan Collar with navy blue piping. There are to be no initials on the shirts. If walking shorts/skirts/skorts are worn, blouse/knit shirts must be tucked inside (unless the banded knit shirt is worn). White turtlenecks may be worn under long sleeved blouses or sweatshirts during the winter. Solid white t-shirts may be worn under blouse/knit shirts. T-shirt sleeves may not be visible. Undergarments must be solid white and may not have visible colors.

### Socks:

Solid black or white **CREW** socks. Grades PreK – 8 may wear solid navy blue, solid white, or solid black tights in winter with crew socks.

### Sweaters (optional item):

Navy cardigan or pullover uniform sweaters may be worn. **Non-uniform sweaters are not acceptable.**

### Shoes:

Tennis shoes may be any color. Shoes may **not** have rollers, may **not** blink and may **not** have sequins or shiny parts. Tennis shoes must have tied laces or Velcro straps. Slip on tennis shoes (mule or backless) are **not** allowed. Sandals, cleats and turf type shoes are **not** allowed. Navy, black or brown hard-soled shoes may also be worn.

### Shorts:

Plaid walking shorts may be worn by girls in Pre-K – 8. Walking shorts must be an appropriate length (no shorter than 2 inches above the knee). The following must be worn under the jumper/skirt: navy shorts, P.E. uniform shorts or plaid uniform shorts.

### Coat/Jackets:

Only solid navy blue uniform jackets may be worn. All three uniform stores will carry these jackets (Young Fashions, S'coolwear and School Time). Your choice will be between the traditional uniform jacket that has been available over the years with a gray lining and the polar fleece jacket available in pull-over or zipper. No other jackets will be acceptable. Any color outer-wear jacket may be worn outside, but it must be taken off in the classroom.

### Sweatshirts and Sweatpants (optional items):

Only navy St. Aloysius logo sweatshirt may be worn. These can be ordered at St. Aloysius in the fall. No other sweatshirt or sweat jacket is acceptable. Grades 6 – 8 may purchase hooded sweatshirts. Grades Pre-K – 8 may also purchase St. Aloysius logo sweatpants. Sweatpants may NOT be worn under uniform jumpers or skirts.

### **Jewelry:**

Jewelry is not acceptable except for a watch and simple post type earrings. Hoops are not allowed. One earring per ear. Religious medals or crosses may be worn on gold or silver chains or black or brown cords.

### **Electronic Devices:**

Electronic devices, watches, certain Fitbits, Garmins, or any other device with wireless capabilities and/or that can receive notifications, text messages, or phone calls, is not allowed to be on the student.

### **Makeup/Grooming:**

Girls may not wear lipstick, blush, eye-shadow, eyeliner, or mascara. **GIRLS IN THE 7<sup>TH</sup> AND 8<sup>TH</sup> GRADES MAY WEAR A LIGHT BASE ONLY.** Fingernail polish is not acceptable. Hair **MAY NOT** be dyed, bleached, tinted, or highlighted.

### **Bows:**

May be any color.

### **Daisy, Brownie and Junior Girl Scouts:**

Since there are now so many options offered by Girl Scouts, we are asking that uniforms be worn to school and limited to the following:

Daisy Girl Scouts- Tunic worn over regular SAS uniform

Brownie Girl Scouts- Vest or sash worn over regular SAS uniform

Junior Girl Scouts- Vest or sash worn over regular SAS uniform

## **E. PARENT ATTIRE**

St. Aloysius parents are to be appropriately dressed and groomed daily for all matters related to the school and at any school function including morning assembly and mass. Any guest or parent of a St. Aloysius School student is expected to dress in a modest manner acceptable to the administration.

## **X. EXTRA-CURRICULAR ACTIVITIES**

In order to comply with the requirements of our insurance company, Catholic Mutual, effective January 1, 2015, St. Aloysius Parish facilities and properties may only be used by our church or school sponsored groups.

Unaffiliated organizations interested in using St. Aloysius facilities or fields (including athletic teams that are not school or parish sponsored) must contact either the church or school office to obtain permission as well as submit appropriate forms and documentation prior to any approval.

For more information, please contact Cathy Dardenne at the parish office (343-6657) or Tracy Denison/Erin Candilora at the school office (383-3871).

### **A. ACADEMICS**

In order for a student to participate in an extra-curricular activity, he/she must maintain an overall "C" average (74.5% and above) in the subject areas which receive number and letter grades for the nine weeks. Eligibility will be based on the next reporting period and will only be reevaluated at the next reporting period.

The results of the previous year's fourth nine week's report card grades will be used to determine eligibility for sports played throughout the first nine weeks of the school year. Each subsequent report card will determine eligibility for the entire nine weeks period that follows.

## **B. CLUBS**

**The Middle School Advisory Board** consists of elected representatives from the Middle School who regularly meet with the principal. This group discusses policies and events relating to the Middle School and gives input to the faculty and administration concerning the needs of all Middle School students. Upon receipt of a third minor referral or a major referral the student will be placed on probation. Any additional referral will result in removal from the board.

**The Spirit of Service (S.O.S.) Club** consists of fifth through eighth graders who are involved in school, parish, and community activities. Membership is open to all fifth through eighth grade students with good conduct and an overall "C" average. Upon receipt of a third minor referral or a major referral, the student will be placed on probation. Any additional referral will result in removal from the club.

## **C. CYO SCHOOL BASED SPORTS PROGRAMMING**

Eligibility for CYO school-based sports (for 5<sup>th</sup> to 8<sup>th</sup> grades – boys basketball, girls basketball, girls volleyball) shall be subject to the academic and discipline standards applicable to CSAL sport participants. In addition, participation on a CYO team in a grade and for sport in which tryouts are held will be limited to those who participated in the CSAL tryouts.

## **D. DIOCESAN PHILOSOPHY OF SCHOOL SPONSORED ATHLETICS**

The greatest strength of the elementary and middle level Catholic schools of the Diocese of Baton Rouge is the opportunity and responsibility of the administration of each school to consider and use the uniqueness of its circumstances to provide the best Catholic education possible for its students. Within this basic tenet, the first priority of such schools is the overall development and growth of each of our students – spiritually, socially, mentally, emotionally, and physically. School-sponsored intramural and interscholastic athletic programs provide a medium by which students can develop an awareness of their abilities, learn of and improve on athletic skills, acquire the true meaning of and practice sportsmanship, be a part of team effort, and have experiences which form foundations for life, particularly in the student's self-esteem and feeling of belonging. Such programs should emphasize the positive accomplishments of the individual through recognition and praise, development of skills and understanding of the game through instruction and positive constructive criticism, and increased understanding of group effort and interaction toward a common goal. Athletics should be a component of and interact with the spiritual, social, and academic components of the overall school program. Administration, faculty, staff, coaches, parents, and fans are necessary components in nurturing a positive Catholic athletic experience. School with interscholastic programs should participate in leagues or programs consistent with this philosophy and that of the individual school.

## H. ST. ALOYSIUS SPORTS CODE

### E. DISCIPLINE

1. Students in grade three, four, and five who receive six disciplinary referrals will be suspended from the next contest and **all practices prior thereto**. Any subsequent referral after the sixth will result in suspension from the next contest **and all practices prior thereto**. (School sponsored CSAL/CYO)
2. Students in grades six, seven, and eight who receive two major referrals, one major referral and three minors, or six minor referrals will be suspended from the next contest **and all practices prior thereto**. Any subsequent referral will result in the further suspension of one contest or three contests, **and all practices prior thereto**, depending on whether the referral is a major or a minor. (School sponsored CSAL/CYO)

The administration reserves the right to remove any student from sports eligibility should a serious incident occur during the school day or at a sports or school-related activity.

**No student may participate in a scheduled practice or sports event on the same day that the student is absent, checks out for the day or is suspended from school.**

**No student or younger child should be at an athletic event as a spectator without a parent or responsible adult present.**

### F. PARENT PARTICIPATION

Parents should see that students are on time for practice and are picked up at the designated time.

Parents are expected to share in the responsibility of manning the concession stand and in the collection of admission charges.

Parents should assist students in properly maintaining team uniforms.

We are not responsible for teams using our facility that are not CSAL or CYO affiliated. Parents must take responsibility for supervision of these activities.

### G. ST. ALOYSIUS CATHOLIC SCHOOL ATHLETICS

Physical education is part of the regular curriculum for all students. St. Aloysius Catholic School offers special athletics which are organized for the inter-school competition and which are extracurricular. The purpose of athletics is not only to build strong bodies, but to develop strong Christian character. Students who represent St. Aloysius School should show good sportsmanship at all times and in all places.

Students who participate in school athletics must:

1. Put forth effort in academic work
2. Be cooperative with teachers and coaches.

The following are the requirements for the fifth through eighth graders who participate in our CSAL sports, cheerleading, and dance team programs for the 2016 – 2017 school year. Eligibility will be based on academic performance.

#### The Parent:

I am the guiding force behind my child's attitude. What is said about coaches and teammates is reflective of my intent to mold positive character in my child. I will support the efforts of my child more than the results. I will do my part to encourage a positive environment off the field as well as on the field.

#### The Player:

I am humble in victory and gracious in defeat. I respect my coach and the officials and accept their authority without question. I represent my school with class. I develop character by working toward a goal over time. I will not quit!

#### The Spectator:

I show respect toward the officials, coaches and players of both teams. I come to the game to support my team. I supervise children under my care at the athletic event. I will never drop students off unsupervised at an athletic event. I am aware that my behavior sets an example for ALL to see.

#### The Coach:

I teach my players much greater lessons than simply how to win. I create a positive environment that allows players to develop confidence as well as a competitive spirit. I lead by example at practice and in games. I am fair in my evaluation of skills and my efforts to develop skills. I lead players and spectators to respect officials by setting a good example.

#### Adult Responsibility in Extracurricular Activities

1. Reminder to Coaches, Moderators and Parents: There are anxiety levels related to sports as well as other extra-curricular activities. Being able to minimize stress is of great importance. As students participate in these activities, adults should be aware of the child who has a tendency to be more anxious than the average child. Emphasis on the child's efforts rather than on doing something without error is very important. This reassures the child that worthiness as a human being is centered not so much in "winning" but in a willingness to do one's best. Coaches, parents, and moderators are expected to observe the policies of St. Aloysius Catholic School and the CSAL/CYO regulations.
2. Spectator Conduct: Fans should cheer a good play, avoid negative comments, be supportive. Fans should allow the coach to perform his/her duty. Parent/coach issues should be discussed away from the playing field or gym.

Fans should not criticize the opponents' players, coaches, or other fans. Student athletes must learn the respect due others. It is not fair to ask students to show good sportsmanship if adults do not act in a sportsmanlike manner. Parents and coaches should be leaders by their actions.

Fans should not criticize game officials. They are dedicated individuals who love youth sports. They will, on occasion, make mistakes, but they should not be subjected to abuse from spectators.

Children who are spectators must be in the charge of a supervising adult when they attend a sports event. Children are not allowed to roam the campus.

## XI. FIELD TRIP POLICIES

All field trips will be taken by bus. Students must return a signed field trip form in order to be allowed to attend the trip. If the form is misplaced, a copy may be found on the school website. A phone call is not acceptable. A faxed official form will be accepted.

Field trips are privileges given to students. Students may be denied participation if they fail to meet behavioral requirements.

Parents who are serving as official chaperones must have Child Protection Certification through the school (this includes a background check and fingerprinting.) Parents who do not have certification may attend as parent guest, at the discretion of the teacher.

Only parents with school certification may ride the bus.

Parents attending field trips as parent guests, or official chaperones who choose not to ride the bus, must park in the front lot nearest the playground or in the grass lot by the KC Hall.

All parents must **pre-register** with the teacher at least **two weeks** before attending a field trip. Prior to the trip, the teacher will issue a badge which must be worn for the trip.

Younger siblings may not attend field trips.

St. Aloysius Catholic School is not responsible for accidents or injuries to students and other participants in off-campus events. **A parent must sign an official school permission slip** for a child to attend off-campus trips and functions. **A verbal permission or a written note will not be accepted.** In the event of a student not having a signed official permission slip, the student will remain on our campus. All students on field trips will be transported by bus. Due to liability, parent drivers will not be allowed. Copies of the permission slip can be downloaded from the school website.

## XII. MEDICATION

### A. IMMUNIZATIONS

All students entering any school of the Diocese shall present records attesting to their immunization in compliance with State health requirements at the time of registration. A required immunization may be waived by the school if a parent submits: (a) a written statement from a physician attesting that the immunization is contraindicated for medical reasons; or (b) a written statement refusing immunization for the student. Such statement shall be maintained in the student's cumulative folder.

In the event of an outbreak of a vaccine-preventable disease, a school may exclude any non-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to immunization of student.

### B. MEDICATION/ FIRST AID POLICIES

Because the welfare and safety of the students is our primary concern, St. Aloysius Catholic School maintains a First Aid Room staffed by a nurse during most school hours. The school nurse will always:

- Keep any allergy medications easily accessible in a secure location central to designated school personnel.
  - Require that students who are authorized to carry their own epinephrine auto-injector have an additional epinephrine auto-injector available in the designated medication storage area.
  - Train all faculty annually regarding identifying allergic reactions and epi-pen administration.
  - Maintain an up-to-date list of students with severe allergies and review this list with the school principal, grade level teachers, and the cafeteria manager.
1. First Aid services are limited to the following:
    - a. Maintaining health, medication and emergency records; filling out required reports.
    - b. Contacting parents in case of student illness.
    - c. Treating the ordinary bumps, scrapes and illnesses that are a part of daily life.
    - d. Administering prescription medications for a serious chronic illness diagnosed by a physician. (If a student takes any medication on a regular basis at home, parents should notify the school nurse.)
    - e. Conducting annual hearing, vision and scoliosis screenings.
  2. These services are not available in our First Aid Room:
    - a. Diagnosing or performing invasive procedures.
    - b. Caring for children who become ill at school. We ask that parents call for these students within an hour of being contacted by the nurse. If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return.
    - c. Students with fever of 100 degrees or above may not return to school until they are fever free **for 24 hours without Motrin or Tylenol.**
    - d. Students with vomiting/diarrhea may not return until they have not vomited or had diarrhea for 24 hours.
    - e. Medications cannot be administered on an "as needed" basis.
  3. **Medication Policy:** Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made.
    - a. Students are not allowed to have any medication, prescription or non-prescription, in their possession at any time on the school grounds, except in emergency situations. For these cases, a physician release form is available in the first aid room for emergency medication to be carried by a student (Epi Pen, inhalers, etc.). Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action.
    - b. Medication is brought to school by parent or guardian.
    - c. **A State of Louisiana Medication Form** (available at the school office or online under Quick Links – Downloadable Forms) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, and name of the medication, time/frequency to be administered at school, dosage

and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. Verbal phone orders from physicians or parents will not be accepted.

- d. Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of the student to be administered medication, name of medication, strength, and amount and time it is to be administered.
4. Each child will come to the First Aid Room at the prescribed time to receive medication from the school nurse or approved office personnel. The medication chart will be checked to ensure proper medical administration.
5. Only a one month's supply of medication will be accepted and signed in at one time. **Please note:** the following medications will not be given in the First Aid Room: antibiotics, barbiturates, narcotics, or non-prescription medications.
6. All teachers will receive information on students in their classes with medical problems.
7. **Head Lice:** Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school nurse if their child has lice. Students must be checked by the school nurse and found to be lice and nit-free before returning to class.
8. It is important for students to remain hydrated. Students are encouraged to have water bottles with them at school.
9. The welfare and safety of your children is our major concern. Please contact the school nurse or school administrator if problems should arise.
10. **Head Injury Protocol:** Any student that sustains an injury to the head, face, or neck at school should be immediately referred to the nurse for treatment and evaluation. If a student is evaluated and sent back to class, he/she should return to the nurse for any new or worsening symptoms. Symptoms of a head injury include the following: headache, dizziness, nausea/vomiting, confusion, change in demeanor/affect, slowed mental or motor skills, short term memory loss and vision changes. The most serious head injuries can also cause loss of consciousness, seizures, bleeding from the ear, and breathing difficulty. St Aloysius personnel will summon the nurse to the location of the student if they feel that the student is not able to safely walk to the nurse. They will refer students to the nurse if symptoms are present even if the injury occurred outside of school.
11. **Concussion Protocol:** If a student sustains a head injury at school, the nurse will apply an ice pack, perform a neurological assessment, and observe the student for at least 15 minutes. A head injury letter will be sent home with the student and at least one parent or guardian will be called. If the nurse is unable to reach a parent, a voicemail will be left on a cell phone with specific details. If a student is symptomatic of a concussion, an evaluation by a physician may be required before the student may return to school. If a student is diagnosed by a physician with a concussion, the following policies will apply:

- A physician's note that includes restrictions for PE and sports is required.
- A physician's note when student is released to participate in PE or contact sports.

12. **Orthopedic Appliances:** Students sent to school with an orthopedic appliance such as a cast, sling, brace, splint, crutches, etc. must bring a note from the physician regarding diagnosis and activity restriction. If a student is sent to school with an appliance before seeing the doctor, please send a note stating an appointment has been made. Doctors' orders must be received by the school within two days or the appliance will not be allowed at school. This is a precautionary measure for the safety and well-being of your child and the other students.
13. **Food and Allergy Policy:** St. Aloysius School is concerned with the safety and well-being of all its students. No school can be completely allergen-free (e.g. "peanut-free") but our school does wish to partner with parents to be prepared in appropriate management and care of students with severe allergies. In order to protect our students who suffer from food/drink allergies and other food/drink related illnesses while still allowing the opportunity for all to enjoy school traditions and celebrations, the following Allergy Policy is enforced regarding all food and drink to be consumed on campus or in classrooms.

#### **Cafeteria Protocol:**

- Elementary students with allergies will sit with students who buy cafeteria lunch.
- Tables are wiped clean after each elementary class leaves and at the end of every lunch shift. If a child cannot serve as a table cleaner, the parent must notify the teacher.
- When visitors have lunch with students, our preference is that they select from the cafeteria menu and dine with students in the cafeteria. A visitor may only bring lunch for him-herself and the student with whom he/she is having lunch.
- Students and staff are encouraged to wash their hands with soap and water before and after handling food.

#### **The parents of a student with allergies should always**

- Contact the school cafeteria manager to inquire about ingredients of school lunches before deciding whether or not to purchase a student meal plan. Since peanuts or other allergens may come into contact with food products during the production or manufacturing process, St. Aloysius cannot guarantee that food products on the school menu do not contain trace amounts of peanuts or other allergens.
- Note the allergies on the student's Student Profile Sheet submitted by parents annually.
- Contact the school nurse to inform her of the allergy.
- Provide allergy medications to be stored in the Nurse's office and/or the classrooms (for life-threatening allergy(ies)).
- Annually inform all of the student's teachers of the allergy(ies)
- Educate the child in self-management of their food allergy including (a) safe and unsafe foods; (b) strategies for avoiding exposure to unsafe foods (e.g., not sharing food with others); (c)



symptoms of allergic reactions; and (d) how and when to tell an adult they may be having an allergy-related problem.

#### Students

- Are prohibited from swapping or sharing lunches, snacks, drinks or any food items with other students.
- Should not eat anything known to contain any allergen or with unknown ingredients.
- Should notify an adult immediately if they have any symptoms or eat something they believe may contain the food to which they are allergic.

#### Classroom Protocol

- Teachers receive annual training from the school nurse regarding identifying allergic reactions and epi-pen administration.
- When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants Epi-Pen administration, immediately send the student to the nurse with an adult escort.
- Teachers must provide a "list of items served" to parents at least one week prior to serving ANY food/drink in the classroom. This allows parents the opportunity to either provide (an) alternative food item(s) for their child or to opt out completely. If the food/drink is used as part of an instructional activity and a parent chooses to "opt out" but doesn't provide (an) alternative item(s), the child will still have to complete the instructional part of the activity but will not be allowed to touch or consume the food/drink being used. This policy will be used for any classroom/fieldtrip event or activity which includes food/drink handling or consumption including but not limited to:
  - Instructional activities which include food/drink handling or consumption
  - Approved grade level events which include food/drink handling or consumption
  - Student treats or rewards provided by the teacher
  - Christmas Party
  - Valentine's Day
  - End of Year Celebration

#### Parties/Outside Food:

To avoid school problems and because of the increasing number of students' food allergies and parental preferences regarding what foods their children eat, **elementary students and parents may not bring "treats" to school for birthday celebrations (or for any other reason).**

### XIII. PARENT COOPERATION

#### A. CLASS INTERRUPTIONS

Classes are not to be disturbed at any time during the school day. Papers, books, lunches, etc. will be delivered by the school office. Kindly leave all such items to be delivered in the school office.

Please refrain from sending treats to your child's class unless it is requested by the teacher and/or homeroom representative.

#### B. VISITORS TO SCHOOL

The administration and staff welcomes and encourages parents and other school patrons to visit the school at appropriate times; in fact, special programs and visiting days will be planned throughout each school year to provide opportunity for such visits.

The administration will be responsible for establishing procedures that will ensure the proper protection of instructional time and the welfare of the students. All visitors should report the purpose of the visit to the office immediately upon coming onto school grounds. If at all possible, all visits should be prearranged. Visitors must check into the office upon arrival to secure a visitor's pass and must check out at the office when leaving. **Visitors should not enter classrooms or detain teachers.** Principals are authorized to take necessary steps in dealing with unauthorized visitors.

### XIV. RELIGIOUS EDUCATION

The primary objective of St. Aloysius Catholic School is to provide an atmosphere in which students can encounter a life of faith fully integrated into the education setting. As part of the broader faith community of St. Aloysius Parish, students are enabled to participate in liturgy and the sacraments and experience the development of personal sanctity and the building of community.

We believe that the ultimate goal of religious education is to instill in our students a desire to become full members of this faith community. In order to do so we develop in students a commitment to live as Jesus did, to study his message, to celebrate his way of life, and to respond to his call for service to others.

We incorporate four major elements into our program at St. Aloysius. They are instruction, service, community, and liturgy and worship. These elements underlie and support the acquisition of knowledge about sacred scripture, our Catholic faith, and an understanding of the sacramental nature of Christian life.

Formal religion classes are scheduled daily throughout all grades. Basal texts and the use of media and supplemental materials provide a comprehensive and thorough foundation in Catholic beliefs and practices. All teachers work toward Basic certification standards set by the Office of Christian Formation, Diocese of Baton Rouge. Teachers strive to be effective as catechists and to share in the ministry of witnessing the Catholic faith.

Orientation to Christian service is an integral part of our school program. Each grade level sponsors a community service project during the year. Contributions to the Baton Rouge Food Bank, and to the Holy Childhood Association and Daughters of Jesus missions, are long-term commitments. In addition, St. Aloysius sponsors a Spirit of Service club for seventh and eighth graders to provide hands-on assistance to community outreach programs. These projects aid our students in acquiring the skills and virtues necessary for service to others.

Building and living community is a major goal at St. Aloysius. Daily prayer services in the gym for lower elementary students and in the classrooms for middle school students encourage petitions for the extended community. Eighth graders act as mentors and prayer partners for second grades as do seventh graders with first graders. Come, Lord Jesus!, a spirituality formation program for eighth graders, focuses on small faith communities.

Knowledge of sacramental life begins with the understanding that Liturgy of the Eucharist is basic to our Catholic belief. Monthly school masses, Friday class masses, and feast day liturgies focus on worship in our community. Students serve as altar servers, ushers, gift bearers, table setters, readers, and members of the children's choir for school liturgies. Retreats are held in preparation for First Reconciliation and First Eucharist in second grade. Retreat "days of prayer" are provided for grades three through eight. Grades three through eight are afforded the opportunity for reception of the sacrament of reconciliation during the school year.

#### Out-of-Parish Catholic Families

According to the *Sacramental Guidelines for the Diocese of Baton Rouge*:

It is very important that all families entering St. Aloysius Catholic School are aware that both St. Aloysius Catholic School and St. Aloysius Parish are committed to following the guidelines of the Diocese. It is our experience that the faith life of individuals is deepened when a commitment is made to a particular parish – a commitment that is expressed in stewardship of prayer and regular worship, offering and participation in the life of the community through ministry.

All families from other parish churches should contact their parish for information and guidance concerning sacramental preparation. Although St. Aloysius Catholic School will provide religious education in the classroom, the other aspects of sacramental preparation and celebration of First Reconciliation and First Communion will be provided by your parish.

#### Religion in the Home

St. Aloysius Catholic School is a reflection of the faith of St. Aloysius Parish. The assumption of staff and faculty is that Catholic students are children of faithful Catholics who take seriously their primary and principal responsibility for the education of their children. The fathers of Vatican II stated:

*"It is ... the duty of parents to create a family atmosphere inspired by love and devotion to God and their fellow-men which will promote an integrated, personal and social education of their children. The family is therefore the principal school of the social virtues which are necessary in every society."*

*(Declaration on Christian Education)*

The school is, therefore, a support to the parents in their task of educating their children. Prayer in the home, attendance at Mass with the family on Sunday, and life in a faith-centered family is the center of the child's religious training.

Non-Catholic children will be expected to participate in all classes and liturgies, but it is understood that their outlook on these matters will differ from that of Catholics. Non-Catholic children, although they will attend Mass, will not participate in the sacraments.

## **XV. STUDENT SERVICES**

### **A. COMPUTER LAB**

The computer labs are available to students in all grades to be used at the discretion of the teachers.

### **B. EXTENDED CARE PROGRAM**

The Extension Program is before and/or after school care for St. Aloysius enrolled children in grades PreK-5 (students in grades six, seven and eight will become eligible for the Extension Program only if a younger sibling in grades PreK – 5 is also enrolled). The Extension Program operates primarily on the days when school is in session. If a holiday schedule becomes available, you will be notified. Hours of operation are from 6:45 a.m. to 7:15 a.m. and 2:55 p.m. to 5:30 p.m. There are no duty teachers prior to 7:15 a.m. **Parents are to escort children to the cafeteria. This is mandatory.**

Children enrolled in After School Extension are to report to the cafeteria immediately after school. If your child has a change in his/her regular extension schedule, it is the parents responsibility to contact the extension program one day in advance of the change. An Extension Handbook is available upon request.

### **C. LIBRARY POLICY**

An excellent library is available for St. Aloysius students.

Students are responsible for any book checked out from the library. If a book is lost, damaged, or stolen, the student is responsible for the replacement cost.

Books are checked out for a two week period. Any book not returned or renewed on the due date will be issued a written "reminder" from the library. If the book is still not returned, a library deficiency slip will be issued that week. If this notification is ignored, a disciplinary referral will follow.

For lost library books, there will be a \$9 charge for paperback books and a \$24 charge for hardcover books.

#### Library Availability

The library is open from 7:15 a.m. until 2:55 p.m. Individual student use is guided by a schedule established by the administration and library staff.

Any student entering the library anytime during the school day must have a pass from his/her teacher.

#### Student Responsibilities

Library may be used for the following activities:

1. Independent reading
2. Computer school-related work
3. Homework
4. Study
5. Work on school projects
6. Accelerated Reader (Grade Appropriate)
7. Check out and check in books.

Students may be asked to leave the library for the following reasons: both sides of the library are being used, all computers are occupied, or for inappropriate behavior.

## **D. LOST AND FOUND ARTICLES**

Articles that have been found anywhere on the premises will be kept in the "Lost and Found" box located in the gym. Those articles that are unclaimed will be given to charity.

## **XVI. TECHNOLOGY**

### **A. PORTABLE ELECTRONICS COMMUNICATION DEVICES IN SCHOOL**

The diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during school activities.

All communication devices may not be displayed, and must be turned off and stowed away throughout the academic day and during school activities. Cell phones may not be carried on the student in pockets, purses, sweatshirts, etc. Cell phones must be in the locker/book sack at all times.

Students may only use communication devices while on campus and during school activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.

Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement. The administration reserves the right to read text messages or check address books on cell phones that may be confiscated.

For purposes of this policy, the term communication devices include cellular telephones, beepers, pagers, two-way radios, palm top computing devices and similar devices.

### **B. TECHNOLOGY USAGE AT ST. ALOYSIUS CATHOLIC SCHOOL**

The following policy has been adopted by St. Aloysius Catholic School to provide guidelines and responsibilities for computer use and Internet access for students.

St. Aloysius administration and faculty fully endorse the use of the internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students and faculty. The school has procedures in place to restrict access to questionable material and limit inappropriate use; however, total control of all online activities is impossible. These procedures include browser-restricted and guided-student access through St. Aloysius Catholic School's online Public Access Catalog and curriculum-oriented web pages. Internet use will always be supervised.

The Diocese of Baton Rouge advocates the use of innovative technology resources in its student's academic pursuits. However, because the internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any web site, chat room, email or other messaging system that is deemed

threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Therefore, all users who access the internet through St. Aloysius Catholic School are required to adhere to strict ethical and legal guidelines. If a St. Aloysius Catholic School user violates any of these provisions, that student's computer use and/or internet access may be terminated and disciplinary action will be taken.

#### Acceptable Use

Access to the internet from St. Aloysius Catholic School must be in support of the educational goals of the curriculum. The internet is to be accessed only through OPAC. The Public Web Browser is to be used at all times.

Students will not access any links, list-serves, or other areas of cyberspace that contain pornographic content; racial, ethnic, religious, or minority disparagement; advocate violence; or illegal content.

Students are responsible for reporting and rejecting any inappropriate materials and information inadvertently accessed or received.

Students will not download any copyrighted material. This includes games, music, graphics, videos or text materials. Plagiarism is unacceptable and students will use internet materials in an appropriate manner. All information acquired from the internet will be properly cited according to the "St. Aloysius Bibliographic Citation Guide."

Students will not reveal personal information – name, address, telephone numbers – of themselves or others. Individual email, instant messaging, and access to chat rooms are not allowed. Any email correspondence will be conducted as a class group under supervision of the teacher.

Students are not allowed to bring software or hardware from home to use on any SAS computer without the express permission of the technology coordinator. Students are also not allowed to change, rearrange, add or delete desktop or software settings on any SAS computer.

#### Security

Students are to notify a teacher if they find any security problem. They are not to demonstrate the problem to others.

Students will not upload/create viruses or conduct any hacking or illegal activities.

#### Conclusion

The use of the computers/internet is privilege and inappropriate use will not be tolerated.

The faculty and administration expects that students at St. Aloysius Catholic School will adhere to the above policies. Furthermore, the faculty and administration claim no responsibility or liability for the content of public online resources and assume no responsibility or liability for student violation of this acceptable use policy.

## C. TELEPHONE

Students will **NOT** be allowed to call parents during school hours for:

1. Forgotten referrals or deficiencies, or to get parents to come to school to sign referrals or deficiencies, or to call parents for signed referrals or deficiencies to be faxed to school.
2. Forgotten books, homework, notebooks, book sacks, zipper bags, projects, P.E. clothes, or canned goods for donation or extra credit.
3. Forgotten clothes for after-school activities.

The telephone in the office is available for student use in the following situations.

1. To call parents when a child is ill.
2. To call parents when after-school practices have been canceled during the school day.
3. To call parents when a school bus is unable to pick up students at the end of the day.

Telephones in any other school locations are off-limits without express permission from an adult staff member. **NO STUDENT IS TO COME TO THE OFFICE WITHOUT A CORRIDOR PASS.**

**Students forgetting materials at school may not return to school or ask for rooms to be opened.**

## XVII. TRANSPORTATION

### A. BICYCLES

Bike riders should park and lock their bikes on the paved area to the rear of the cafeteria. They should leave the school before bus dismissal. Bikes are to be walked while on school property.

Due to heavy traffic, we must stress that if parents allow their child to ride a bike, they do so at their own risk. Please stress bicycle safety and caution to your child.

### B. CARPOOLS AND BUSES

Each child should be in attendance at 7:45 a.m. for assembly in the gym.

**Carpooling parents should use the three designated front parking lots in the morning and in the afternoon.**

**If you need to walk with your child to the gym, classroom, cafeteria or music room in the morning before school, please park in the middle lot. Please do not park in the lot nearest the playground or in the lot by the church office.**

**No students are to be dropped off or picked up by the KC Hall or the Administration Building.**

Morning carpoolers for grades Pre-K, K, and 1<sup>st</sup> and those riding with Pre-K, K, and 1<sup>st</sup> are to be dropped off at the carpool area nearest the playground. Students in 2<sup>nd</sup> and 3<sup>rd</sup> are to be dropped off by the Old Convent (middle lot) and students in 4-8 are to be dropped off by the Church office.

**Faculty/staff members are on duty from 7:15 a.m. to 7:40 a.m.** for our morning carpoolers. Promptly at 7:40, the

faculty/staff members must leave the duty station in order to report to the gym for assembly or to meet middle school students in the classrooms. If you arrive with your children after 7:40, there will be no one to greet them and ensure their safety to the gym/classrooms. Please park and walk them to the gym or to the office if they are tardy. Please **do not** let children out of the car to check in to school by themselves. A parent must check in a tardy child.

Afternoon carpoolers should be picked up between 2:50 p.m. and 3:10 p.m. in the same areas as in the morning. Students in Pre-K who have no older children in the carpool may go to the head of the line. These students will be dismissed at 2:40.

**The Traffic Division of the City Police insists that Stuart Avenue remain clear. Therefore, we ask that vehicles do not block the entrance to our lots. Please be patient.**

We do not have the personnel to enforce common courtesy and safety habits in these areas and must rely on you. Please exhibit Christian behavior.

If your child is late arriving at afternoon carpool, please circle around. Vehicles in the carpool line should never be left unattended.

Promptly at 3:10 p.m., remaining students will be sent to the Extension Program in the library and the following fees will be charged per child:

- 3:10-3:30 p.m. - \$6.00
- 3:30-4:00 p.m. - \$10.00
- 4:00-5:00 p.m. - \$13.00
- 5:00-5:30 p.m. - \$16.00

Buses will drop off and pick up Kindergarten – 8<sup>th</sup> grade students in the Administration Building parking lot. **(Carpoolers or other visitors to the school are not to use the Administration Building parking lot in the morning or afternoon for any reason between 7:15 a.m. and 8:15 a.m. and 2:15 p.m. and 3:15 p.m.) No carpooler is to be picked up or dropped off in the lot by the Administration Building.**

If a bus is broken down and will not arrive by 3:10 p.m., students will call home to arrange transportation. They will wait for their rides at the Administration Building. Please come to the office to pick up your child if this circumstance occurs. .

On designated days, when EBR does not provide bus service for St. Aloysius, students who normally ride the bus should be dropped off and picked up in the bus area by the office.

In any circumstance when a parent or other carpooling adult is trying to locate a student, he/she should check in the office or with the Extension Program in the library.

Limousines, taxis, etc, may not come on campus to pick up children for parties or other events.

### C. E.B.R. PARISH REGULATIONS FOR BUS RIDERS

Regulations must be observed by all students who use the bus service which is provided by East Baton Rouge Parish. The following regulations are drawn from the state and parish sources and apply to all bus students.

1. All students must be seated and may not stand until the bus comes to a stop.

2. Students shall not be allowed to exit the bus other than their regular stop, unless they have a note from their parents or guardian and signed by the office.
3. Students will not be allowed to ride any bus other than their regular scheduled bus without a note from parents signed by an administrator. This will only apply to special circumstances. A non-bus rider may not ride any EBR school bus.
4. Students are forbidden to place their heads, arms or hands out of the bus. Spitting and throwing objects out of the window will not be tolerated.
5. Eating and drinking are forbidden while on the bus. This includes candy, gum, snacks, soft drinks, etc.
6. Students are not allowed to throw any objects, including paper, and are expected to leave the bus as clean as it was found in the morning.
7. Talking is permitted only in a regular conversational tone. Any shouting, singing, or screaming is completely forbidden as it impairs the hearing of the bus driver to the sound of traffic.
8. Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be sent to the school office.

#### **D. ST. ALOYSIUS REGULATIONS FOR BUS RIDERS**

In the morning and afternoon, bus loading and unloading will take place in the Administrative Building parking lot. Students should remain outside the bus until the driver gives permission to board.

Any student who disobeys a bus rule will be issued a bus referral. This referral must be signed by the parents and returned to the driver before the student may ride the bus again.

If a student receives three of these referrals, he/she will be sent to the office. At this time, a letter will be issued by an administrator to the parent(s) or a call made to the parents and the student will be suspended from bus service for one week.

Any additional referral will result in a second letter or call stating further suspension or possible expulsion from bus.

**Should an incident occur which we feel warrants immediate action, we may forgo the procedure and simply suspend or expel the student from the bus service.**

**Students may not ride on any other bus other than their assigned bus and may only get off at their assigned stop.**

### **XVIII. USE OF SCHOOL GROUNDS**

#### **A. BEFORE AND AFTER SCHOOL HOUR POLICY**

The school is not responsible for students on campus before 7:15 a.m. In addition, the school is not responsible for students on campus after 3:15 p.m., except for those students enrolled in the Extension Program. Unless practice begins immediately after school, students are not to remain on campus, but must leave and return at the designated time. Siblings and friends not participating nor supervised by an adult are not allowed on campus.

When school is not in session (before and after school, holidays, vacations), the facilities of the campus are off limits to students unless they are participating in extra-curricular activities scheduled by the school or parish.

We have noted that on numerous occasions students have not been picked up immediately after a night or weekend school function. It is the responsibility of the parent to be properly informed of pick up time and to be prompt. Failure to fulfill this responsibility causes school personnel or representatives of the school to assume duties belonging to parents and could place a child and/or the waiting adult in an unsafe situation.

**In case of forgotten books, clothing, etc., we request that students or parents not return to campus for these items. This policy exists for the purpose of providing for the safety of our students, as well as teaching responsible behavior in regard to study and homework.**

#### **B. PARTIES/ BIRTHDAYS**

The teacher, in coordination with room representatives, may plan class parties at Christmas and end-of-year only. These two parties should not exceed 45 minutes in length. Parties must be given on campus. No other parties are to be given. This includes celebrating birthdays. Younger siblings may not attend class parties.

**Invitations to private parties, clubs, or other events or activities are not to be issued at school unless an entire homeroom, or all boys or all girls in a homeroom or grade level are invited.**

Balloons, flowers, candy, etc. may be sent to the office. Students will be notified and may pick these up at the end of the day.

Although we all like to give and to receive, gift-giving between students at St. Aloysius has unfortunately become disruptive on campus and especially in the classroom. It is also unfortunate but nonetheless true that gift-giving has become exclusive rather than inclusive of all our children. Gift-giving will not be allowed on the school buses or on campus at any time.

#### **C. CAFETERIA**

Food brought into the cafeteria may not be in fast food wrappers. If food is purchased from an outside restaurant it must be in a plain wrapper or container. All food brought into the cafeteria must be able to be eaten without warming. There will be no microwaves available in the cafeteria due to safety concerns.

#### **D. RECESS PROCEDURES GRADES PRE-K-8**

1. All classes should exit to the playground via the gate by the gym.
2. All students going from the cafeteria to the playground should use the gate by the gym.
3. Students in grades PreK – 2 may use the restrooms outside the new gym with adult supervision.
4. Students in 3 – 8 need not ask the duty teacher for permission to get water or go to the restroom.
5. Students are expected to be in designated areas during recess.

6. Some examples of acceptable toys for recess are footballs, basketballs, soccer balls, tennis balls, jump ropes, hackey sacks, and approved bats.
7. There are to be no tag games on the slide. Swings should not be thrown over the bars to make them shorter or longer. There is to be no jumping from swings while in motion and no swinging double. Standing is not allowed on slides or swings. If equipment is not used in a safe manner, other restrictions may be enforced.
8. Students may NOT retrieve any object that is off school property or over a fence. Notify the duty teacher in this instance.
9. Swearing, biting, obscenities, and spitting are not acceptable behavior.
10. Students may not play any type of tackling games at recess. They may not lift or carry another person. This could cause serious injury to another person. Throwing sticks, rocks, gum balls, etc. is forbidden.
11. Students must follow school policy when an injured child goes to the First Aid Room.
12. Objects found on the playground should be brought to the lost and found in the gym and not left on the playground.
13. **Students playing after the bell has rung or who are late for line-up will be issued a pink slip.**
14. The parking lot near the playground will be used if the playground is too wet for recess. Four Square is the only game allowed on the parking lot. Balls may be used for this game only.

## **XIX. USE OF STUDENT INFORMATION & PICTURES**

In an effort to facilitate communication between high school and our graduating students, directory information and records will be provided to Catholic High Schools in the diocese. Directory information may also be shared with Child Nutrition, School Picture Companies, etc.