

# Parent/Student Handbook 2021-2022



**148 S. Enterprise  
P.O. Box 485  
Bowling Green, OH 43402  
419.352.8614  
[www.stalschoolbg.org](http://www.stalschoolbg.org)**

# St. Aloysius Catholic School Parent/Student Handbook 2020-2021

<b>SECTION 1: OUR MISSION AND BELIEFS.....</b>	<b>3</b>
1.1 Our History	3
1.2 Mission Statement	3
1.3 Philosophy and Belief Statement	3
<b>SECTION 2: ACADEMICS.....</b>	<b>4</b>
2.1 Assessment	4
2.2 Class Size	4
2.3 Conduct	4
2.4 Curriculum	4
2.5 Grading System	5
2.6 Homework Policy	5
2.7 Sickness/Absence Homework Policy	6
2.8 Incomplete/Missing Homework Policy (Grades 5-8)	6
2.9 Incomplete/Missing Homework Policy (Grades KR-5)	7
2.10 Honors (Academic/Personal Achievement)	7
2.11 Physical Education	7
2.12 Promotion and Retention	8
2.13 School Supplies	8
2.14 Students Records	8
2.15 Textbooks	9
2.16 Video Policy	9
2.17 Bring Your Own Device Policy	9
2.18 Intervention Services	9
<b>SECTION 3: ADMISSIONS/REGISTRATION.....</b>	<b>10</b>
3.1 Policy	10
3.2 Admissions of New and Returning Families	10
3.3 Kindergarten Registration/Admission	10
3.4 Kindergarten Readiness Registration	11
3.5 Registration	11
3.6 Shadowing Program	11
3.7 Student transfers	11
3.8 Transfer to another Junior High School	12
<b>SECTION 4: ATTENDANCE.....</b>	<b>12</b>
4.1 Procedure	12
4.2 Compulsory Attendance	12
4.3 Attendance of after school functions	12
4.4 Early Dismissal Procedure	12
4.5 Personal Convenience Absence/Medical Surgical Absence Form	13
4.6 Tardiness	13
<b>SECTION 5: COMMUNICATIONS.....</b>	<b>13</b>
5.1 Address/Telephone Number Changes	13
5.2 Conferences (Parent/Teacher)	13
5.3 Handbook	14
5.4 Back to School Meet and Greet	14
5.5 Student Party Invitations (Birthday)	14
5.6 Study/Field Trips/ Permission Slips	14
5.7 Telephone/Cell phone procedure	14
5.8 Weekly Thursday Communication	15
5.9 Written Parental Notices	15
<b>SECTION 6: DAILY SCHEDULE.....</b>	<b>16</b>
6.1 Schedules for Kindergarten Readiness through Grade 8	16
6.2 Arrival/Dismissal Procedures	16
6.3 Extended Day	16
6.4 Lunch	16
6.5 Lunchroom Behavior	17
6.6 Playground Rules	17
<b>SECTION 7: ST. ALOYSIUS SCHOOL DISCIPLINE CODE.....</b>	<b>17</b>
7.0 Definitions	17
7.1 Philosophy of Discipline	17
7.2 Sexual Harassment and Bullying Policy	18
7.3 Expulsion	20
7.4 Suspensions	20
7.5 Violations	21

7.6 Accumulation of Violations	21
7.7 Detention	21
7.8 Automatic Detentions	22
7.9 Violations During the Last Week of School	22
7.10 Search and Seizure	23
7.11 Events Outside of Normal School Hours	23
<b>SECTION 8: DRESS CODE POLICY.....</b>	<b>23</b>
8.1 Dress Code for St. Aloysius School	23
8.2 Standardized Dress Code	23-25
8.3 Uniform Swap	25
<b>SECTION 9: FAITH AND WORSHIP.....</b>	<b>26</b>
9.1 Faith Experiences	26
9.2 Missions	26
<b>SECTION 10: GENERAL.....</b>	<b>26</b>
10.1 Class Trips	26
10.2 Computers	27
10.3 Elevator Usage Policy	27
10.4 Faculty Meetings	27
10.5 Fundraisers	27
10.6 St. Aloysius School Fundraising Procedure	28
10.7 Junior High Dance Policy	29
10.8 Hartmann Hall Usage	29
10.9 Library	29
10.10 Lockers	30
10.11 Lost and Found	30
10.12 School Pictures	30
10.13 Teacher Certification	30
10.14 Teacher Gifts	30
10.15 Teacher Formation and Evaluation Process	31
10.16 Toys, Games from Home	31
10.17 Tuition/Refund Policy	31
10.18 Tuition Assistance	32
10.19 Visitors	32
10.20 Weather	33
<b>SECTION 11: HEALTH/MEDICAL.....</b>	<b>33</b>
11.1 Administration of Medication	33
11.2 Communicable Disease	33
11.3 Emergency Medical Forms	33
11.4 Health Services	34
11.5 Immunizations	34
11.6 Health Records	34
11.7 Maternity/Paternity Policies	34
11.8 Smoking	35
<b>SECTION 12: ORGANIZATIONS.....</b>	<b>35</b>
12.1 Extracurricular Activities	35
12.2 Parent Association	35
12.3 Room Parents	36
12.4 St. Aloysius CYO Athletic Board (Parish)	36
12.5 Volunteers	36
<b>SECTION 13: SAFETY.....</b>	<b>36</b>
13.1 Abuse/Neglect	36
13.2 Computer/Internet Safety	36
13.3 Disaster Drills	38
13.4 Emergency Operation Plan (EOP)	38
13.5 Fraternalization	39
13.6 Gangs	39
13.7 Parent Alert Messaging	39
13.8 Virtus	39
13.9 Security System/Access Control	39
<b>SECTION 14: TRANSPORTATION.....</b>	<b>40</b>
14.1 Busing	40
14.2 Bus Discipline	40
14.3 Parking Procedure for St. Aloysius School	40
14.4 Towing of Cars	41
<b>APPENDIX A: DIOCESAN POLICY, B: CATECHESIS ON GENDER MATTERS, C: PANDEMIC RESPONSE PLAN ...</b>	<b>42-54</b>

## **SECTION 1 – OUR MISSION AND BELIEFS**

### **1.1 - Our History**

St. Aloysius Parish School was built in 1959-60 on the site of the original red brick church. Classes commenced for 85 students in grades one, two and three, and were taught by three Sisters of St. Francis of Sylvania. By the year 1963, 195 students were enrolled. Today, St. Aloysius Elementary and Junior High School offers Preschool, Kindergarten Readiness, Kindergarten through eighth grade with an enrollment of just under 200 students. St. Aloysius Catholic School accepts all students regardless of race, ethnicity, national origin, gender, religion, disability, age and ancestry.

### **1.2 - Mission Statement**

St. Aloysius Catholic School exists to encourage learners to develop active, creative minds, a sense of understanding of the world around us and the compassion and courage to act upon their Christian beliefs. In the tradition of the Catholic faith as modeled by our patron, St. Aloysius Gonzaga, we seek to inspire our youth to live out the scriptures and teachings of Jesus Christ. (adopted 2019)

### **1.3 – Philosophy and Belief Statement**

The purpose of St. Aloysius Catholic School is to join with the parents in their efforts to educate their children to Christian maturity. We believe that the parents are the primary and essential educators and we, the partners in the challenge.

The Pastor is responsible to the Bishop for all aspects of ministry within St. Aloysius parish. The pastor works closely with the school principal, faculty, and staff to provide for the educational ministry to the students of St Aloysius School.

The Principal is responsible to the Pastor for all aspects of the educational ministry of St. Aloysius School. The principal has a threefold responsibility as religious leader, educational leader, and manager of the total school program. The Principal works closely with the pastor, faculty, staff, students, and parents to provide a quality Catholic Education to the students of St. Aloysius Elementary and Junior High School as well as St. Aloysius Catholic Preschool.

### ***As Catholic School Educators,***

We believe our Catholic School is not only a school, *but a community of Faith;*

We believe those entrusted to us are not only students, *but children of God;*

We believe we are not only educators, *but Ministers of the Gospel;*

We believe the values we teach are not only character development, *but a call to Holiness;*

We believe our courses of study are not only academic pursuits, *but a search for Truth;*

We believe the purpose of education is not only for personal gain and the development of society, *but for the Transformation of the world.*

## **SECTION 2 – ACADEMICS (KR-8)**

### **2.1 - Assessment**

Assessment is defined as an exercise, such as a written or oral test, a portfolio, a performance or an experiment, that seeks to measure a student's skills or knowledge in a subject area. Assessment is used for a multitude of purposes. Assessment results can be used to help improve teaching and learning and to evaluate programs and schools. Assessment is also used to generate the data on which policy decisions are made. Educational assessment is a vital component in innovation, higher standards and educational excellence.

As indicated in O.C.S.A.A. Operating Standard IV, "... schools shall provide for an assessment system that aligns with its courses of study." In order to comply with that requirement, schools in the Diocese of Toledo, including St. Aloysius School participate in the following assessments:

- A. All schools administer the ARK Test (Assessment of Religious Knowledge) to faculty and students in grades 2-8 annually.
- B. Toledo Diocesan Catholic Schools administers the MAP test (Measure of Academic Progress) as one part of the complete review of a child's ability. Adaptive online tests measure each student's ability level in the areas of Math, Reading, Language Arts, and Science. Grades K through 8 will participate in the fall and spring. Some students may be tested in the winter as well.

### **2.2 - Class Size**

There is not a diocesan maximum for the number of pupils per teacher/minister in elementary school. We will follow the guideline of not having more than 30 students in each class. This guideline will be reviewed each year. If a family enrolls with more than one student, it may be necessary to adjust the class size in a specific grade in order to accept additional students. The administration reserves the right to change the guideline based on each year's enrollment.

### **2.3 – Conduct**

Teachers in grades KR-3 will establish his/her own policy in regards to conduct. Conduct is reflected on the grade card for students in grades KR-3 under the category of Lifeskills/Social Development.

Conduct grades are listed on grade cards for students in grades 4-8 according to the accumulation of violations received as stated in the St. Aloysius School Discipline code. Severe student behavior that warrants an out of school suspension determined by the principal is equal to 9 violations, (Step 3 of the Accumulation of Violations 7.5 of Discipline Code). (Section 7 of the Parent/Student Handbook). Therefore, an automatic out of school suspension will constitute an F in conduct on the student's grade card for that academic quarter that the suspension is issued.

<b>Conduct Scale</b>	A = 0-1 Violation
	B = 2-3 Violations
	C = 4-5 Violations
	D = 6 Violations
	F = 7+ Violations

### **2.4 - Curriculum**

The school curriculum is based upon the Courses of Study issued by the Superintendent of Catholic Schools for the Diocese of Toledo, in cooperation with the Diocesan Educational Consultants and representative faculty members of Diocesan Elementary schools. We are in compliance with the Operating Standards for Ohio's Catholic Schools and Ohio revised code. The guidelines prescribe concepts to be taught in each grade. Religion, Mathematics, Science, Health, Social Studies, Music, Art, English, Reading, Spelling, and Physical Education are subjects presented in our program.

St. Aloysius Junior High (grades 6/7/8) operates within the confines of St. Aloysius elementary environment. Every effort is made in academic, social and spiritual areas to be sensitive to the needs of early adolescents. Single teacher subject areas, faculty team planning and even relaxed Friday jeans day contribute to the identity of our junior high. Our unique concept offers the young person a chance to experience many teachers and a diverse schedule in a focused environment, which will prepare each individual student for high school.

Junior High students in seventh and eighth grade will complete a Science Fair project or History Day project in alternating years. District and state competition will be encouraged for students who qualify.

### **2.5 - Grading System (KR-8)**

The first quarter term grade card for grades KR-5 is given to parents at the mandatory teacher/parent conferences in the fall (see Conferences). Grade cards will be sent home in advance in the junior high to allow parents to request

conferences as needed. Second, and third quarter grade cards are given to students to take home. Parent signature is required and should be returned within a week. The final 4th quarter cards are mailed to the child's home after school lets out in June and do not need to be returned.

**Kindergarten Readiness** Students receive a progress report after each quarter. This will update parents on their child's academic, social and emotional growth as well as their work habits.

**Kindergarten** Students receive a progress report after each quarter.

The marking system criteria are: I (Independently & consistently demonstrating skill), D (Developing skills & concepts), W(Working toward skill & needs more practice.)

The main areas that are assessed are: Religion, reading, language and math readiness, and Social, Emotional and Physical Development. Special classes and work habits are also evaluated.

**Grades 1-2:** Students receive a pupil growth report starting with the first quarter term.

The marking system is: M-Mastery(Grade 2 only), S-Satisfactory, N-Needs improvement, W-Working on skill, F-Fails to meet grade level standard (grade 2 only)

The main areas that are graded are Math, Language, Social Studies, Music, Handwriting, Art, Religion, Reading, Physical Education, Technology, Science, and Personal and Social Growth. Effort is also assessed.

**Grades 3:** Students receive a pupil growth report starting with the first quarter term.

The marking system is a letter or percentage grade, per teacher discretion, based on the following scale:

A= 93-100%	Excellent
B= 85-92%	Very Good
C= 75-84%	Average
D= 65-74%	Below Average
F= 0-64%	Failure

The main areas that are graded by percentage are Mathematics, Reading, Language, Handwriting, Social Studies, Science and Religion. Physical Education, Art, Music, Technology, Personal/Social Growth and effort are also assessed.

**Grades 4, 5, 6, 7, & 8:** Students receive a pupil growth report starting with the first quarter term.

The marking system is a letter or percentage grade, per teacher discretion, based on the following scale:

A= 93-100%	Excellent
B= 85-92%	Very Good
C= 75-84%	Average
D= 65-74%	Below Average
F= 0-64%	Failure

**Midquarter Reports:** Midterm reports are issued with the student's average at the time of issue. The areas that are graded by percentage are: Religion, Language Arts, Mathematics, Social Studies, and Science. 7/8 Spanish, Band, Music, and Physical Education will grade with either pass/fail or a letter grade. Mid-Term reports are given to each student in grades 3-8 approximately five weeks into each quarter. Please make sure that you receive them from your child. The purpose of these reports is to inform you of your child's present progress. If you have any questions concerning this report, please contact your child's teacher and set up a conference.

**Report Cards:** Report cards are issued at the end of each quarter which consists of either a nine or ten week period. These cards will inform parents of the strengths and weaknesses that their child may have in certain subjects. If a student receives special services, it will be noted on the grade card. After reviewing the grade card, parents are asked to sign the grade card and return it to the child's teacher. If parents have any questions regarding a child's progress, they are to contact the child's teacher and set up a conference. If the teacher feels that a conference is needed, he/she will contact the parents.

## 2.6 - Homework Policy:

**PRINCIPLES REGARDING HOMEWORK:** Homework is an essential part of our educational program. Your child needs additional time reviewing, practicing, researching, reading, and studying in order to understand the concepts and master the skills required for their grade level. The following are roles that both parent and student should play in making homework a positive, effective experience:

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk, light, books, supplies)

3. Encourage their children, but avoid undue pressure.
4. Are interested in what their children are doing, but **DO NOT** do the work for them.
5. Understand what the school expects homework to accomplish.

Students may improve their study habits by observing the following principles:

1. Be sure that they clearly understand each assignment.
2. Form the habit of using a certain time and a certain place for the study of each subject.
3. The school assignment notebook should be written in and taken home daily.

The following is a guideline to the amount of homework a student should expect. Please note that homework may vary from day to day. Also, some students may require more or less time than this to complete the assignments

Kindergarten	Up to 20 minutes
Grades 1,2,3	Up to 30 minutes
Grades 4,5	Up to 60 minutes
Grades 6,7,8	Up to 120 minutes

## 2.7 - Sickness/Absence Homework Policy:

When a student is absent more than 2 days, the parent is asked to email the teacher or teachers involved and request work be sent to the school office for pick up. If the student has siblings in the school, the homework can be sent home with the sibling. If the student is out for 1-2 days, it is the responsibility of the student to get the work from the teacher when they return to school. This policy may be modified by individual teachers in each grade level. It is recommended to contact the teacher directly via email with questions on policy. A student will receive one (1) day for each day absent to complete and return required assignments. **Assignments not completed by the deadline, will be graded as zero (0).**

## 2.8 - Incomplete/Missing Homework Policy (Grades 5-8)

An important goal of St. Aloysius School and the entire education program is to develop responsibility and self-discipline in our students. When students are not prepared for class or have missing assignments, the learning process is hindered. Consequently, we have initiated the following policy regarding incomplete/missing homework.

In Grades 5-8, effort grade is determined by the number of incomplete/missing assignment notices issued.

<b>Effort Scale Gr. 5-8</b>	A = 0-1 Missing Assignments
	B = 2-3 Missing Assignments
	C = 4-5 Missing Assignments
	D = 6 Missing Assignments
	F = 7+ Missing Assignments

1. Homework assignments must be completed and ready at the beginning of the class to be considered finished and completed. Assignments cannot be worked on and finished during class. At the start of each quarter, students in Grades 5-8 will receive Homework Passes. These passes can be used in place of a homework assignment. To receive full credit for the homework pass assignment, the student has until the next scheduled class period to turn in the completed assignment.
2. Parents will be notified when a homework or class work assignment is incomplete by receiving, signing and returning an incomplete missing assignment notice. Teachers will issue to the student an "Incomplete/Missing Assignment Notice".
3. The notice, signed by the parent, along with the completed assignment, must be returned to the issuing teacher the **next school day**. If the signed notice and the completed homework are not returned **the next day**, a disciplinary code violation will be issued. If the completed assignment is not returned **the next day**, the parent will be contacted either by phone or email. The student will be given a 10% reduction per day for the assignment.
4. Incomplete/Missing assignment Notices will be reflected in the student's effort grade each quarter in grades 5/6/7/8. Signing the notice indicates that the parent is aware that the notice was given and does not imply that the parent agrees or disagrees with why the notice was issued.
5. When a student receives a specific amount of Incomplete/Missing Assignment Notices, the following procedures will go into effect for Grades 5-8:

- 3 Incomplete/Missing Assignment Notice → 1 detention

- ❑ 6 Incomplete/Missing Assignment Notices → 2 detentions
- ❑ 9 Incomplete/Missing Assignment Notices → 1 day In-school Suspension with parent. Conference with student/parent/principal/teacher upon return
- ❑ One (1) additional Incomplete/Missing Assignment Notices → Student will participate in mediation with the Wood County Prosecutor’s Office
- ❑ One (1) additional Incomplete/Missing Assignment Notices → Additional Mediation and/or Suspensions
- ❑ One (1) additional Incomplete/Missing Assignment Notices → Expulsion

Each student will begin every quarter with zero (0) Incomplete/Missing Assignment Notices, but any suspensions earned due to these notices are cumulative throughout the student’s years at St. Aloysius School.

6. The parent will receive written notification of detentions to be served for Incomplete/Missing Assignments (see detention policy).
7. Parents should feel free to contact teachers if they have any questions or concerns regarding homework.
8. The Principal may determine that an Out-of-School suspension is necessary for repeated violations of this policy.
9. A student who receives multiple detentions for disciplinary reasons in combination with missing and incomplete assignments may be referred to mediation earlier in this process.

## 2.9 - Incomplete/Missing Homework Policy (grades KR-5)

Teachers in grades KR-4 will establish his/her own penalty policy for the assignment being turned in late. Detentions may be used in this case if determined by the teacher to be necessary. Discipline policy procedure will be followed. (Refer to School Discipline code)

## 2.10 - Honors (Academic/Personal Achievement)

The Honor Roll system is for students in Grades 4-8. Students earning honors will receive an Honor Roll certificate at the end of each quarter with their grade card.

The following criteria are used to determine an Honor Roll designation. Subjects used to determine honor roll status in grades 6/7/8 are the core subjects, Religion, Language Arts, Math, Social Studies, and Science. The non-core subjects are Physical Education and Band/Music. All grades are used to calculate honors with the core subjects being weighted twice as much as non core. Spanish and technology are not used to determine honor roll status.

Grades 4/5 use the subjects of Religion, Language Arts, Mathematics, Social Studies, Reading, and Science to determine honor roll.

A= 93-100%	Excellent	worth 4 pts.
B= 85-92%	Very Good	worth 3 pts.
C= 75-84%	Average	worth 2 pts.
D= 65-74%	Below Average	worth 1 pt

Grade points are then averaged and students are awarded honor roll status as follows:

4.0	Top Honors
3.5-3.9	First Honors
3.0-3.4	Second Honors

## 2.11 - Physical Education

The goal of the Physical Education Program is to contribute to the broader goal of education by helping each student reach his or her movement potential by enhancing the development of each child both mentally and physically. The physical education program serves students in grades KR-8. Gym shoes must be provided and worn by all students in Grades KR-8. This is for the safety of the students. On gym days, the students in grades 6/7/8 may wear the gym uniform for the entire school day. They may wear a St. Aloysius t-shirt, DARE t-shirt or a solid navy blue or yellow t-shirt. Sweatshirts are permitted during the school day as long as they follow the same guidelines for t-shirts. No other t-shirts or sweatshirts are permitted on gym days. Students must also wear solid color shorts or sweat pants to gym class. **These shorts must be no more than 4 inches from the middle of the knee.**



## **2.12 - Promotion and Retention**

The Ohio Code gives to the Superintendent the right to assign pupils to levels. Because we are a network and not a system, this is to be done by the principal. Parents will be notified and consulted in the 3<sup>rd</sup> quarter before the decision is made to retain a child.

At St. Aloysius School, promotion is based upon recommendation of the teacher in accord with the following principles:

1. A pupil is promoted based on his mastery of work on the grade level. Students who have met the educational requirements will be promoted yearly. The requirements are based upon the Ohio Minimum Standards and the Toledo Diocesan Courses of Study.
2. To be promoted a child should have at least a general average of "D" provided he/she has not failed a major subject. These major subjects are Reading, Math, Science, Social Studies, and English/Language Arts.
3. Requirements for graduation from the eighth grade are the same as for promotion.
4. A student not meeting the minimum requirements may be placed in the next grade, or retained at the current grade level based on the recommendation of the teacher and principal.
5. Kindergarten Readiness students will be promoted to Kindergarten for the following school year. (This program is not intended to replace the traditional kindergarten year.) Transfer between K and KR is an option during the first quarter of the school year if agreed on by parents, teachers and administration.

The Principal has the right to assign pupils to grade levels. Parents will be notified and consulted in reasonable time prior to the decision to retain a child; however, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents' permission is not required. If the school decides on placement due to parental preference, the Principal-Minister may properly require that the parents request the placement in writing. In such a case the movement to the next grade should be regarded as a placement and not as a promotion.

## **2.13 - School Supplies**

St. Aloysius offers the opportunity to purchase school supply kits for the following school year. Order forms are placed online through the company in the spring. Participation in this program is not mandatory. It is provided as a service to those who choose to use it. No extra kits will be purchased. A supply list will be distributed to all parents if you choose to purchase from local merchants.

When purchasing the supplies, pay close attention to the brands requested. The teachers have found these brands are durable and last longer in the classroom setting. Replacement of the specific brands is less.

## **2.14 - Student Records**

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. Parents wishing to view their child's records must make written request twenty-four hours in advance.

In the absence of a court order to the contrary, St. Aloysius School will provide the non-custodial parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

On file in the school office will be a cumulative record for each student enrolled in the school. This record contains yearly educational data. This is sent to the child's receiving school of transfer only upon written consent of parent or guardian and/or written request of the receiving school.

Reports of all special services received will also be included in this file (i.e., speech therapy, academic testing, psychological testing, counseling, etc.). These files are in a separate folder attached to the cumulative file and available to all certified members of the staff and any parent of students, or eligible students, over the age of 18 requesting to see or have copies of these records. This request must be made known in writing and is to be on file. Legally, the school has 45 days to produce the records. On file also, is a permanent record card, which is kept indefinitely by the school.

A health record folder is maintained separate from the child's academic record. Such folder contains all health information and accurate records of all immunizations requested by law. The health record is also forwarded to the receiving school upon transfer and request of records.

Student psychological evaluations are not transferred with their cumulative record unless written permission from the parent is on file.

## 2.15 - Textbooks

Each student is responsible for his/her textbooks. Students are expected to treat their books as learning tools. All students are encouraged to carry their textbooks to and from school in some type of bag in order to protect them. A student is fined and asked to pay for any book that is lost, damaged, or destroyed. The classroom teacher will check all books at the end of the school year.

## 2.16 – Video/Movie Policy

Movies can be a powerful tool in the classroom. Oftentimes, movies are used as visual supplements to the curriculum and enhance the use of different learning styles among children. It is the policy of St. Aloysius School to gain permission from parents of 5th through 8th grade students before a movie with either a PG or PG-13 rating can be shown. Teachers have to make every attempt to locate “edited” versions of movies when necessary. It is further understood that the school principal has determined that the showing of the movie is appropriate for a Catholic school and has educational merit as it relates to a curricular topic. Parents will be asked to sign a permission slip and have the option to not allow a student to watch the movie. Students not able to watch the movie will be given an alternative assignment and there will be no reflection on the student’s grade. Students not returning a permission slip will not watch the movie.

Only G-rated movies can be shown in grades KR-4. No R-rated movies are permitted at any level.

## 2.17 – Bring Your Own Device Policy

St. Aloysius Catholic School introduced a “BYOD” (Bring Your Own Device) program during the 2012-2013 school year. We are continuing the program this school year. With this initiative, students are permitted to bring a personal learning device to school such as an iPod Touch, an iPad, a netbook, a tablet, or a laptop. This opportunity is designed to further enable, engage, and empower our students in their educational experience. We anticipate students will enhance their learning beyond the classroom and will have the opportunity to further engage their problem-solving, creativity, sharing and critical thinking skills. Lastly, students will be empowered to take more responsibility for their own productivity and learning; which will further prepare them for high school and beyond.

Benefits of Bring Your Own Device (BYOD) to school:

1. Remote access to information; i.e. grades, documents, and calendars.
2. Student-to-student and student-to-teacher collaboration.
3. Students’ digital organization; i.e. class notes, homework and classroom assignments.
4. Ability to take in-class notes and access shared information.
5. Access to student and teacher e-mail accounts through Google Apps for Education.
6. Immediate access to online research and the opportunity to explore topics independently.

In order for a student to bring a personal electronic device to school, both the student and parent must sign a Bring Your Own Device Acceptable Use Policy. By signing the form, they are agreeing to the rules and regulations outlined below:

- The device is to be used for educational purposes only.
- The device may only be used at times approved by a teacher or administrator. The device may not be used in a restroom at any time. Generally, use of devices will not be permitted on field trips unless there is a specific educational purpose.
- All school internet rules must be followed as outlined in our acceptable use policy. Internet access must be through the school server.
- When the device is used on school property or during a school function, the principal or teacher may examine the device and search its contents if there is a reason to believe that school policies, rules or regulations have been violated.
- The device should not be left unattended in an unlocked locker.
- St. Aloysius School/Parish is not liable for loss or damage. The device must be covered by personal insurance.

Since the 2014-15 school year, this policy has not included mobile phones. With an increased number of mobile devices available to borrow from the school there is no need to use a smartphone for research or other educational purposes. As a result, student phones should not be seen or heard during the school day. Please refer to our cell phone policy in Section 5.7 of this handbook.

## 2.18 – Intervention Services

St. Aloysius Catholic School employs a licensed Intervention Specialist and a licensed Speech/Language Pathologist (SLP) to provide direct services and consultation for students with special needs and the teachers who serve them. We also employ a tutor who works with students who need extra assistance or enrichment. All three positions are

supported by state and/or federal funds. These faculty members receive regular professional development aligned with our school improvement plan and individual licensure requirements.

Routine meetings are held with parents of students on an Individualized Education Plan regarding their satisfaction with the delivery of services for their child. This is direct communication between the Intervention Specialist and/or SLP and the parents through progress reports and conferences. Parents are also welcome and encouraged to bring their concerns to the faculty and/or administration at any time.

The Intervention Specialist and the SLP meet regularly with the classroom teacher(s) regarding student progress. Goals, objectives, and interventions are reviewed and adjusted as needed. Progress monitoring is ongoing and occurs in the classroom daily as well as intermittent monitoring by the specialists on a regular basis. This data is compiled and included in the quarterly progress reports. In addition, the Intervention Specialist meets regularly with the administration regarding the service delivery and progress monitoring of the students. Progress reports are completed whenever mid-quarters and/or report cards are issued. These reports are distributed to parents and the district of residence.

Termination of services for students with special needs is based directly on the re-evaluation process conducted by the local district. If the student becomes ineligible based on this evaluation, the student is discontinued from the program.

St. Aloysius Catholic School and its employees will respect the confidentiality of any student receiving intervention students as we respect the privacy of each of our students and their academic progress.

## **SECTION 3 – ADMISSIONS/REGISTRATIONS**

### **3.1 - Policy**

In accordance with Christian principles, St. Aloysius recruits and admits students regardless of race, ethnicity, national origin, gender, religion, disability, age and ancestry in the administration of its educational policies or extracurricular activities. In addition, after the school year begins, a child will be admitted to St. Aloysius School only if the family has moved into the Bowling Green School District. In the best interest of a student, St. Aloysius Catholic School does not accept transfer students (KR-8) who have attended a school within the local district after the opening day of classes.

### **3.2 - Admissions of New and Returning Families**

In the event of limited classroom space, preference in admission is made in the following order:

1. Currently registered students of St. Aloysius Catholic School. (Preschool-8)
2. Catholic siblings of currently registered students who are parishioners of St. Aloysius Church.
3. Catholic siblings of currently registered students who are parishioners of one of the other surrounding Catholic Parishes without elementary schools.
4. Children of parishioners of St. Aloysius Church.
5. Children of parishioners of other area Catholic Parishes.
6. Siblings of currently registered students who are not Catholic.
7. Children of non-parishioners.

To enroll your child(ren) at St. Aloysius Catholic School, a completed registration packet and a registration fee is required. Acceptance to St. Aloysius Catholic School for new students in grades 1-8 will be decided by the Principal, after information is obtained from the student's previous school. If acceptance is denied, the registration fee is refunded.

Acceptance into Kindergarten will be decided by the Kindergarten Team (principal & teachers) after Kindergarten screening. Students applying for Kindergarten registration after screening must schedule an appointment to be screened by the Kindergarten teachers before the admission process can begin.

### **3.3 -Kindergarten Registration/Admission**

For admission to Kindergarten, the child must be five years old by September 30 of the academic year. The State of Ohio mandates Kindergarten. St. Aloysius provides an all day, five day per week Kindergarten experience. Registration begins during the second semester for new families. Registration packets are available at that time.

St. Aloysius School provides a Kindergarten screening assessment before the first day of classes. Recommendations are made after the evaluation of the screening. Discussion with teachers is suggested when the screening reflects the child may not be ready for Kindergarten. The child's academic file is kept in the school office. This file contains a copy of a birth certificate, social security card, preschool information and court custody papers if applicable. These documents must be received by the first day of school or the child will not be able to attend class.

The school nurse keeps records of students' immunization dates on file. Items in this file include Physical Examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year. If not, the student will not be permitted to attend St. Aloysius School.

### **3.4 – Kindergarten Readiness Registration**

For admission to Kindergarten Readiness, the child must be five years old by September 30 of the academic year. Admission to the program is at teacher and parent discretion.

The child's academic file is kept in the school office. This file contains a copy of a birth certificate, social security card, preschool information and court custody papers if applicable. These documents must be received by the first day of school or the child will not be able to attend class.

The school nurse keeps records of students' immunization dates on file. Items in this file include Physical Examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year. If not, the student will not be permitted to attend St. Aloysius School.

### **3.5 - Registration**

Families are able to register students at St. Aloysius School during the open registration period. Registration for current students is sent home during second semester. A final date is set to register current students in order to open enrollment to new families. Classroom limits are set during this time.

Registration is accepted throughout the summer, up until the first day of school.

When registering a child for the first time, the person responsible for the child must present the school with a copy of the child's birth certificate, a signed release to obtain records from the previous school of attendance, and court custody documentation if applicable. If proper records are not presented, the school principal shall notify the proper law enforcement agency as required by law.

### **3.6 – Shadowing Program (2-8)**

St. Aloysius School offers a shadowing experience to new students who are interested in attending St. Aloysius School. Parents may call the school office and arrange a day convenient for parents, student, and teacher(s). This opportunity is available during second semester.

### **3.7 - Student Transfers**

When transferring to another school, parents are asked to notify the school office as soon as the decision is made. To assist the administration with financial decision making and in the best interest of the student, it is recommended that parents make these important choices early in the second semester. A change in enrollment over the summer after contracts and school supplies are finalized severely affects the school fiscal budget.

Parents must complete a records release form, which allows the school to release academic and health records to the receiving school. However, no records will be released if a balance on tuition or school fees exists. It will be necessary for you to get your child's personal possessions on the last day he/she attends St. Aloysius School.

Families, who wish to transfer students to St. Aloysius School from an out of local district school, during the current academic year, must have an entrance conference with the principal. Families are given a tour of the school and acquainted with the philosophy and goals at that time. In district transfers are not accepted once school begins.

The prospective new student(s) is/are encouraged to spend a day before formal entrance. Schools will mail the records to St. Aloysius School once the record release is signed and received. Students transferring to St. Aloysius School after November 1 of the academic school year are required to pay tuition in full. A FACTS payment plan is not available to these families.

Students who transfer to St. Aloysius School from another school shall be accepted after these requirements are met:

1. Parent/Student/Principal Conference
2. Parents have presented a copy of the child's most recent report card, and most recent standardized test scores.
3. Final acceptance is determined by the Principal-Minister following a review of the student's academic file.

During the summer, it may be difficult to obtain all of the above information when schools are closed. A telephone call to the principal and teacher(s) of the previous school may give enough information to determine admission until the cumulative folder is received. The final decision of admission in all cases is determined by the Principal-Minister.

### **3.8 -Transfer to another Junior High Policy**

*The purpose of St. Aloysius Elementary/Junior High School is to promote retention of all students through Gr. 8.*

We realize that some students may choose to attend another junior high school. St. Aloysius School will forward all information provided from a junior high school to any family who has given **written notification** to the school office of the intent to not attend St. Aloysius Elementary/Junior High School for the following school year.

The principal is available for discussion with parents at any time during the decision making process.

## **SECTION 4 - ATTENDANCE**

### **4.1 - Procedure**

State law requires that all children between five and sixteen years of age attend school regularly. A child can never truly make up a day that he/she has missed although all written assignments are made up. The discussions and instruction that are provided in class are irreplaceable.

If a student is absent, the parents or other person responsible for the child is required to call the school before 8:30a.m. If no call is received, the school is required by law to contact the parent to obtain the reason for absence. If we cannot reach you by telephone, a written notice will be sent by mail.

A written excuse stating the reason for the absence is required when the student returns to school. This excuse must be signed by the parent(s). On your initial call, please advise the school if you know that your child is going to be absent for more than one day due to illness or other circumstances. This will save repeated calls during the absence. When a student has been ill with fever, vomiting or diarrhea, he/she may not return to school until symptom free for 24 hours without medication.

### **4.2 - Compulsory Attendance**

Ohio Law states that a child shall be in attendance for the full time the school attended is in session, which shall be for not less than thirty-two weeks per school year. Therefore, excessive absences may be cause for placement and/or retention in a grade.

Absences are categorized in the following ways:

1. Parent Excused (with a phone call/e-mail to school day of illness. This includes death of a family member or unavoidable circumstances approved by the principal)
2. Doctor Excused (surgery or documented illness/communicable disease)
3. Personal Convenience Excused (Vacations taken during the school year with prior approval. See 4.5)
4. Unexcused (anything not listed above)

After 5 unexcused or 10 parent excused absences or a combination thereof, a doctor's note will be required for additional absences to be excused. Without this documentation, the principal-minister, at his or her discretion, may file charges with the Juvenile Prosecutor's Office.

### **4.3 - Attendance of after school functions**

If a student is absent from school during the academic day, he/she is then not allowed to attend any after school sponsored functions without permission from the principal.

### **4.4 - Early Dismissal Procedure**

A written note is required to your child's homeroom teacher when a student is leaving school early for any reason. The teacher then forwards the note to the school office. Teachers are not authorized to release students from the classroom. When coming to pick up the child, a parent must come to the office and the child will be called from the classroom to leave. A signature from the parent is required to take the child out of school. If a child will be late to school because of an appointment, it is necessary to call the school office for accurate attendance purposes. Once a child is on school property, he/she may not leave school grounds without written permission from the parent(s)/guardian and approval from the school principal or designated person.

#### **4.5 - Personal Convenience Absence/Medical Surgical Absence Form**

School attendance is a serious matter. When students will be absent because of vacation during the school year, a Personal Convenience Form must be filled out in the school office and signed by the Parent/Student (Gr. 3-8)/ Principal.

By signing this form, the following is understood: The absence from school for the personal reasons is not provided for under the school laws of the State of Ohio; that the absence will be "Unexcused" but that by completing the form and fulfilling the requirements, the student will be permitted to make up tests missed and will not be considered truant. While we are sensitive to family schedules, if a student misses 6 or more school days over the course of the school year (consecutive or non consecutive) for personal convenience reasons, teachers are not required to grade, examine, or correct any work done by the pupil during the absence. Students will be given an opportunity to make up tests. This does not include travel for family illness, funerals, court ordered custody arrangements or other special circumstances approved by the principal. The school can assume no responsibility for a drop in grades suffered by a pupil who is absent due to personal convenience. Arrangements to make up tests must be made by the student/parent by the second day he/she returns to school after a personal convenience absence. Teachers may (but are not required to) prepare assignments of a very general nature for students who are anticipating a personal convenience absence. It is the responsibility of the parent to inform the school office of the dates of the personal convenience absence at least two weeks in advance. All of the above regulations concerning personal convenience are applicable only to trips in which students accompany their parents.

Obtaining missed academic work is the responsibility of the student/parent. However, it should be understood that missed instruction can never be adequately made up.

A Medical/ Surgical Absence Form needs completion for those students requiring Medical/Surgical excuse during the school year. This form needs to be signed by the Parent/Physician/Principal.

#### **4.6 – Tardiness**

A child is counted as tardy if he/she is not present in the classroom by 8:45A.M. Tardiness due to late buses is always excused. Doctor and dental appointments are excused absences and are not recorded as tardy. Any other reason for being late is classified as tardy. Tardy students are to report to the office to receive a written slip for class admission.

Tardy Consequences:

After 3 tardies = one detention is served

After 6 tardies = 2 detentions are served, a meeting with the Principal/parents is scheduled.

After 9 tardies = one day in school suspension.

If a student accumulates 12 tardies, a three day in-school suspension is served.

Tardy dates are cumulative.

At the primary level detentions may be served during recess time or with a parent present depending on circumstances. Issues with chronic tardiness or absenteeism at any grade level may be referred to mediation with the Wood County Prosecutor's Office.

**Truancy:** Truancy is declared when a student is absent from school without school authorization and written parental consent. Leaving school during the school day, without the approval of the principal, will be treated as truancy and the student will be suspended, as stated in the school discipline code (Suspensions). This policy also applies to Extended Day. A pattern of truancy will be reported to the county attendance officer.

### **SECTION 5 - COMMUNICATIONS**

#### **5.1 - Address/Telephone Changes**

When a place of residence is changed, please send in a note stating the new address and telephone number to the school office. The Parish Office should also be notified. Please send home, cell and work telephone number changes to the school office.

#### **5.2 - Conferences (Parent/Teacher)**

Mandatory Parent/Teacher conferences for grades KR-6 are held upon the completion of the first quarter. Every effort is made to schedule your conference in conjunction with other siblings' teachers and at a time convenient for both the teachers and parents. If the assigned time is not convenient for the parents, please call the school office to arrange another time with the teacher. The teacher will call you to reschedule. We feel this conference between parent and teacher is very important and every effort to attend is encouraged. The first quarter grade cards are issued at this conference.

Conferences are recommended for students in grades 7-8. The conference may be requested by parents and/or teachers. The parents are sent a request sheet with the student's grade card and are asked to complete and return to the appropriate teacher. Conferences are scheduled according to all requests.

Additional conferences are held at the request of the teachers and/or families. If at any time a problem arises concerning school requirements or classroom management, parents are encouraged to contact, in writing, the teacher involved with the situation. Teachers are unable to answer telephone calls when school is in session; however, arrangements for return calls or conferences can be made through the office. If the situation demands further clarification, the principal may be contacted.

It is important that parents feel comfortable about contacting the teacher and/or principal when a question needs to be answered.

### **5.3 - Handbook**

New Parent/Student Handbooks are issued on an as needed basis (usually once a year). Parents may pick up a handbook at any time in the school office. ***The school administration retains the right to amend the handbook for just cause and parents will be given prompt notification in the Schoolgram if any changes are made.***

### **5.4 – Back to School Meet and Greet**

This open house is held in August in order for parents and students to meet the teachers, visit classrooms and drop off supplies prior to the first day of school.

### **5.5 - Student Party Invitations (Birthday)**

If a party is held for a student outside of school, it is suggested that invitations be sent to those invited through the postal service. Distribution of invitations during school time is not permitted. The only exception to this procedure is **if all students or all students of the same gender** within the grade are included in the party, then invitations may be given to the children at school.

### **5.6 - Study/Field Trips/Permission Slips (At this time, we are only taking field trips within walking distance, but that may change later in the school year.)**

If the current pandemic comes to an end, we may resume field trips and this policy would be in effect. The students will only visit the scheduled activity. No side trips will be taken. Study/field trips are a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

A written permission from the parent must be returned to school before the child is allowed to accompany his/her class on a study/field trip. The Diocese of Toledo approves the permission slip used by St. Aloysius School. Verbal permission/telephone call will not be accepted.

A fee to the parents covers most study/field trip costs. This includes transportation and admission fees.

The classroom teacher arranges all study/field trips in advance with the principal. The school discipline code applies to students while on the field trip.

Adequate adult supervision must be a part of the planning. Parents who agree to chaperone a study/field trip are responsible for the students in the group they are assigned. We ask that parents do not bring siblings, or other children as a part of the study/field trip experience. This is both distracting to the students on the field trip and does not allow proper supervision of the school children. Parents are asked to assure that they have adequate liability insurance. They agree to abide by all traffic laws, have a current driver's license, and they will put every child in a seat belt before driving for a school related activity. No additional stops (for treats, etc.) are permitted.

St. Aloysius Catholic School follows the ORC 4511.81 in regards to child restraints. If a parent requests or the law requires that a child be in a booster seat, the parent is responsible to provide the appropriate booster seat to the classroom teacher on the day of the field trip. OHIO LAW MANDATES THAT EACH CHILD BEING TRANSPORTED BY A PARENT MUST BE IN A SEAT BELT. ONE SEAT BELT PER CHILD. In accordance with the Ohio Revised Code 4511.01 and the National Traffic Motor Vehicle Safety Act, no driver for school study/field trips shall transport students in a 12-15 passenger vehicle (van).

Permission slips will not be sent home for visits to the rectory or the preschool house as we consider them part of our school/parish campus.

### **5.7 – Telephone/Cell Phone Procedure**

If it should become necessary to contact any teacher, please email the teacher directly or leave a message with the school office. It is reasonable to expect a response within 24 hours during the school week. Students are allowed to use the office telephone for emergencies only.

Cell phone policy:

1. The cell phone must be turned off, not on vibrate.
2. The cell phone must be registered with the school office.
3. The student's locker with a cell phone in it must have a lock to prevent theft. The school will not be responsible for lost or stolen cell phones.
4. No cell phone usage on school property during normal school hours, 8:30am-3:15pm M-F. Cell phone usage after school hours may be permissible at the discretion of the adult in charge of the school activity. Cell phones are to be used for communication with parents, not for socialization purposes
5. If a student is seen or heard using a cell phone in violation of the above guidelines (including a ringing phone that has not been silenced) the phone will be confiscated. Administration reserves the right to check if text messages or calls have been made during the school day.
6. A parent must retrieve the cell phone from the office or make arrangements with the office as the phone will not be returned to the student.

Please be sure to register any new cell phones each year.

### **5.8 - Weekly Thursday Communication**

Each Thursday parents will receive our newsletter, the Schoolgram, by email through our Parent Alert system. Schoolgrams are sent to the non-custodial parent upon request. Contact the school office if you want to be included in the weekly mailing/email.

To have your group's flyer included in the Thursday distribution, it must first be approved by the principal. Please allow 24 hours turn around. Additionally, any spiritually related flyer must receive the Pastor's approval. Please allow additional time for that. Please submit the flyer via email to [schooloffice@stalschoolbg.org](mailto:schooloffice@stalschoolbg.org). It must be smaller than 2 mb to be uploaded to our website. The deadline is 8:45am on Wednesday. This service is provided to all parish and school groups.

All items for the Schoolgram must be written and limited to a few paragraphs. Schoolgram items will be included only if space is available.

### **5.9 - Written Parental Notices**

Special written notes from parents are needed for the following reasons:

1. Doctor or dental appointments during the school day.
2. Special request to leave school premises (at any time).
3. Absences from class due to illness, or any other reason.
4. Permission to remain indoors during recess due to health considerations requires doctor signature.
5. Excuse from Physical Education due to illness or injury. Prolonged excuse requires a doctor's note.
6. Return to Physical Education Class after illness or injury requires a doctor's signature.

The notes need to be labeled on the outside "School Office". The student may give the note to the homeroom teacher in the morning and it will be sent to the school office daily. Notes given late in the school day will be sent to the school office the next day. This may delay the response time, if a response is requested. Written notes regarding inability to complete homework should be sent directly to the affected teacher. Please refer to the incomplete homework policy (grades 4-8) for further clarification.



## **SECTION 6 – DAILY SCHEDULE**

### **6.1 - Schedule for Kindergarten Readiness through Grade 8:**

Teachers are expected to be in the classroom by 8:30 a.m.

7:00 a.m.	Extended Day Opens	
8:30 a.m.	First Bell rings allowing children to enter classrooms	
8:45 a.m.	Second Bell rings. School begins (prayer, pledge, announcements)	
11:00 to 11:30	Grades KR-K: Lunch	
11:30 to 12:00	Grades 1-2: Lunch	Grades KR-K: Recess
12:00 to 12:30	Grades 3-5: Lunch	Grade 1-2: Recess
12:30 to 12:55		Grades 3-4: Recess
12:35-12:55	Grades 6-8: Lunch	
12:55-1:10	Grade 6-8: Recess	
3:15 p.m.	Students dismissed from school	
3:15 to 6:00p.m.	Extended Day open	

### **6.2 - Arrival/Dismissal Procedures**

**Any child in Kindergarten Readiness through Grade 8, arriving before 8:30 a.m. must go directly to Extended Day.** (See Security Policy 13.8) There is no hall supervision prior to 8:30a.m. Students arriving between 8:30a.m. and 8:45a.m. go directly to class. Parents are asked to say goodbye to the students in the car line.

Parents will utilize the PikMyKid app for pick up after school unless using extended day.

Children who ride the Bowling Green and Otsego Busses are dismissed to the bus by teachers.

### **6.3 - Extended Day**

St. Aloysius Catholic School assists parents in providing a safe and happy environment for learning. Another means of responding to the needs of children and parents is the Extended Day Program.

The Extended Day Program functions as an extension of home and school. It provides quality care for children and parents using two different options. This program is for students in grades KR through 8.

**Morning program:** Offers quiet group and/or individual activities for St. Aloysius children from 7:00 a.m. to 8:30 a.m. each morning school is in session. This program is designed for children whose parents find it necessary to bring their children to school earlier than 8:30a.m. No food is provided. Students may bring breakfast to eat while waiting for school to begin.

**After school program:** Offers study and recreational activities for St. Aloysius children from 3:15 p.m. to 6:00 p.m. each day school is in session. A daily snack is provided.

Billing is done on a regular basis and must be paid promptly. You are billed only for what time you use at the rate of \$3.50 an hour. The late payment of any bill could result in the termination of your child's use of the program. Any parents picking up their child any later than 6:00 P.M. will be fined **\$1.00 per minute**.

The Extended Day Program can be used daily, several times a week, or on an occasional basis. The program will be in session each day there is school. If school is cancelled, so is Extended Day. If school is delayed, Extended Day will open on time. If a delay turns into a cancellation, a parent will be expected to return to school to pick up a child. In the extremely rare case of early dismissal, Extended Day will be cancelled for the afternoon session.

Attendance is taken each day for safety and security. All school policies, discipline code, administrative procedures, and rules apply to the Extended Day Program. Parents must accompany the children to and from sign in/out desk. Parents must log children in and out for safety of all children and accurate billing.

An extended day handbook is available to all parents who use the extended day program. Please read the guidelines in this handbook also. More detail is explained. All new students using extended day are given the handbook to read and sign that you agree to follow the rules of the program.

### **6.4 - Lunch**

Cafeteria facilities are available to all students. Families wishing to order hot lunch must place their order online for the month in advance. Milk also must be ordered in advance. Menus are sent home monthly.

**Free or Reduced Price Lunches:** Free or reduced lunch prices are available for families who need help on a temporary or permanent basis. Applications for this program are available in the school office. The form is distributed in late August to families. Please complete and return to the school office. Acceptance is based on federal standards.

## **6.5 - Lunchroom Behavior**

Students are expected to follow the lunchroom regulations that follow if we return to the cafeteria later in the year:

1. The lunchroom is monitored each day by at least one teacher.
2. Students are expected to show appropriate table manners.
3. Students should pack their own napkins and utensils if they are not buying hot lunches.
4. Loud talking, loud noises, and rowdy behavior are unacceptable.
5. Glass bottles or containers are not allowed for safety reasons.
6. Students are expected to leave their table area clean.
7. Students should throw all garbage away when finished.

## **6.6 - Playground Rules**

1. Every child has the right to play.
2. No spitting, shoving, tripping, or name calling.
3. Do not pick up sticks, stones, or snow.
4. No playing, sitting, or standing on the bike racks.
5. Balls that go into the street may only be retrieved by a supervisor
6. No candy, gum, glass containers or food on the playground
7. If playing Kickball/Soccer, diving stops and kicking each other is not permitted.
8. Only one student at a time is allowed to use the slide. Students must be sitting down with feet first.
9. Students who need to see the nurse must get permission from the supervisor before coming in.
10. Students who need to use the restroom need permission from a supervisor.
11. Line up immediately when the bell rings - no more throwing balls or playing games. Wait in line in silence.

# **SECTION 7 - ST. ALOYSIUS SCHOOL DISCIPLINE CODE**

## **7.0 Definitions**

The terms "at school," "the school day," and "normal school hours," include the hours in which school and extended day are in session, typically from 7:00 am to 6:00 pm.

## **7.1 – Philosophy of Discipline**

Discipline is an important aspect of a child's total development. The purpose of St. Aloysius Elementary and Junior High School is to assist parents in the formation of Christian children. To accomplish this purpose and to foster an atmosphere where learning can take place for all students, St. Aloysius School personnel must enforce certain restrictions on all students.

It is essential that parents who choose St. Aloysius School for their children support all school rules, policies, and procedures. By choosing to enroll their children at St. Aloysius School, parents have entered an implied contract with the school. All actions by faculty/staff, students and/or parents that reflect negatively on St. Aloysius Catholic School, even if not on school grounds or at a school function, are subject to disciplinary action at the school. As students, faculty, parents, and administration work together in close cooperation, the final end of all efforts will be the development of our students as mature and responsible Christians.

Because students are lifelong learners who are constantly growing and developing, we realize that boundaries, guidelines, and procedures are needed. The Gospel Guidelines, Lifeskills and Saintly Virtues, along with the guidance from Parents and the School provide necessary parameters for all students. Due to the continuous growth of students, we understand that sometimes they will need some type of correction. Often, the teacher will handle this within the classroom as he/she feels is appropriate. On occasion, misbehavior that is more serious will justify stronger disciplinary action that may include detention, suspension or expulsion.

While at school, or when participating in school-related activities, students are under the care, guidance, leadership and authority of the teacher(s). Each teacher, in conjunction with the principal, is responsible for establishing the rules, procedures, and consequences of misbehavior that will govern his/her classroom or school activity. Some of these consequences will fall under this discipline code. Each teacher will strive to build a learning climate that is fair, just and caring.

Students will begin each semester with zero (0) violations, but any suspensions earned during a semester are cumulative throughout the student's years of attendance at St. Aloysius School. (More information can be found in the "ACCUMULATION OF VIOLATIONS" section.)

## 7.2 – Sexual Harassment/Bullying

Because it is the belief of St. Aloysius School that every individual has the right to participate and function in school without fear of demeaning remarks or actions, the harassment or bullying of students, members of the staff, or any individual is not permitted. This includes any verbal, nonverbal, or physical action that creates a hostile or offensive environment. The following two policies will be enforced.

### **Sexual harassment Policy:**

St. Aloysius Catholic School will not permit or condone sexual harassment. Sexual harassment is defined as any written, verbal, physical contact or gesture of a sexual nature towards another person by a student. Sexual Harassment is recognized by the interpretation of the victim, rather than the intent of the perpetrator. Students may be subject to intervention, evaluation, immediate suspension or expulsion, depending on the severity of the incident and the response of the parents/guardians and the student. In all events all parents/guardians will be notified.

Examples of sexual harassment include, but are not limited to:

- Any verbal or written insults or threats
- Disparaging actions such as hitting, hissing, or spitting
- Causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing of a fellow student, staff member, or other person associated with the school
- Any action that is life threatening such as beating, burning, or a threat to do such to a fellow student, staff member, or other person associated with the school

The responsibility of the administration is to investigate each report of sexual harassment. Each report received shall be investigated in a timely and confidential manner under the direction of the Principal, Pastor and the Diocese of Toledo. No information will be released to anyone who is not involved (with the investigation) except as may be required by law or is in the context of a legal or administration proceeding. No faculty, staff member, or parents involved are to discuss the subject outside of the investigation. The student(s) involved in sexual harassment will be dealt with according to the discipline policy.

### **Bullying Policy (Catholic Diocese of Toledo):**

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo. Students or parents may anonymously report bullying or other serious concerns using the TIPS button on our school website.

#### **A. Bullying by Definition:**

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed

against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.

- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
- a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

#### **B. Bullying is Prohibited:**

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
  - a. Create a hostile environment at school for the target.
  - b. Infringe on the rights of the target at school.
  - c. Materially and substantially disrupt the education process or the orderly operation of a school.

In dealing with bullying, EACH person who is aware of the situation has a responsibility to put an end to such action.

- The responsibility of the student is to try to work it out with the other student(s) involved. If this is not possible, or does not stop the bullying, the child should report the incident to a teacher (or other staff member or his/her parents).
- The responsibility of the teacher or staff member is to help the students resolve the conflict. The teacher or staff member is also responsible for informing the administration if the bullying is not resolved.
- The responsibility of the parent or guardian is to talk to the child about what is happening and to try to determine a helpful plan of action. When efforts to resolve the bullying have failed, the parent should inform the administration. A written report explaining the incident is to be given to the principal and signed by the parent or guardian.
- The responsibility of the administration is to investigate each report of bullying. Each report received shall be investigated in a timely and confidential manner. No information will be released to anyone who is not involved (with the investigation) except as may be required by law or is in the context of a legal or administration proceeding. No faculty, staff member, or parents involved are to discuss the subject outside of the investigation. The student(s) involved in bullying will be dealt with according to the discipline policy. This includes, but is not limited to intervention, evaluation, violations, suspension or expulsion, depending on the severity of the incident and the response of the parents and students.

**Incidents of bullying resulting in a suspension will be cumulative throughout a student's years of attendance at St. Aloysius School.**

### **7.3 – Expulsion**

The following actions, when occurring during the school day, are serious violations, and may result in expulsion of the student, whether or not criminal prosecution or juvenile proceedings occur:

- Leaving the school grounds without permission
- Repeated unexcused absences

The following actions are serious violations whether occurring during the school day or at school-related activities, and may result in expulsion of the student, whether or not criminal prosecution or juvenile proceedings occur:

- Accumulation of violations
- Arson or attempted arson
- Assault and/or battery of school employee
- Breaking and entering
- Extortion
- False fire alarm
- Forgery
- Gambling
- Malicious destruction of property
- Open defiance, serious disrespect, and/or serious disruptive behavior directed toward school personnel or students
- Possession and/or use of explosive materials, guns, look-alike guns, and dangerous instruments
- Possession/use/sale/promoting or being under the influence of drugs, tobacco, alcohol, or pornographic materials
- Sexual Harassment
  - Theft
  - Repeated offenses set forth as grounds for suspension
  - Any other violations deemed inappropriate by the Principal-Minister
  - Threatening another person with harm; including placing another person, by the oral or written threat of force, in fear of imminent physical harm

### **7.4 – Suspensions**

Some behavior is serious enough to warrant an automatic suspension. The determination of whether the suspension will be served in-school or out-of-school, and the length of the suspension will be left to the Principal-Minister after consulting with the classroom teacher(s). Final determination is ultimately the responsibility of the Principal-Minister. In the event of the Principal-Minister's absence, any suspension decision will be deferred until his/her return.

Examples of behavior during the school day that may result in an automatic suspension are as follows:

- Continued disrespect, abusive treatment of fellow students, or other inappropriate behavior
- Leaving the school grounds without permission (includes extended day hours)
- Repeated violations of the school dress code after due warning

Examples of behavior, whether occurring during the school day or at school-related activities, that may result in an automatic suspension are as follows:

- Conduct unbecoming a St. Aloysius School student
- Open defiance, serious disrespect, and/or serious disruptive behavior
- Harassment
- Discrimination or any other actions/words unbecoming a Christian student
- Trespassing
- Assault/battery/fighting/bullying
- Any other violations deemed inappropriate by the Principal-Minister
- Threatening another person with harm; including placing another person, by the oral or written threat of force, in fear of imminent physical harm

Parents must accompany and supervise their child for the in-school suspension. The school will not monitor students while in the in-school suspension program. Students will be responsible for completing class work during their in-school suspension. Student, parents, and the Principal-Minister must have a conference before the student can return to class. Please refer to paragraph 7.6 – Accumulation of Violations for additional information.

## 7.5 – Violations

Violations include, but are not limited to, behavior that does not contribute to academic and social success or conduct unbecoming a student in a Catholic school. Such behavior does not model the Gospel Guidelines and Life-skills. The violation notification will list the reason(s) for the notification and is to be signed by the parent and returned the following school day. Signing the violation notification indicates that the parent is aware that the notification was given and does not imply that the parent agrees or disagrees with the reasons for the notification. Failure to return the notification on the following school day will result in an automatic detention being given.

Examples of violations during the school day for which discipline notifications may be given include, but are not limited to, the following:

- Disruption in Class and disregard for school rules
- Chewing gum and/or eating candy during school hours
- Disregard for the school dress code
- Being in a place other than that assigned
- Misconduct in the cafeteria, Church, school bus, and/or playground
- Writing or passing notes
- Being unprepared for class
- Unauthorized use of school telephone
- Misconduct on a computer or mobile device
- Not returning a signed violation slip the day after it is issued

Examples of violations, whether occurring during the school day or at school-related activities, for which discipline notifications may be given include, but are not limited to, the following:

- Use of inappropriate language, written or verbal
- Lack of respect for teachers, staff, and/or other students
- Rude, discourteous, disrespectful, or uncooperative behavior, words, or gestures
- Throwing objects
- Any other violations deemed inappropriate by the Principal-Minister, a teacher, or a staff member
- Threatening another person with harm; including placing another person, by the oral or written threat of force, in fear of imminent physical harm.

## 7.6 – Accumulation of Violations

Students who accumulate violations during each semester will be subject to consequences based on the following charts for either students in KR-5 or 6-8. The Principal, after consulting with the classroom teacher(s), will consider automatic detentions and suspensions when students get to step 3 of this discipline code during one semester. Additional days for both In-School and Out-of-School suspension will also be considered. Final determination is ultimately the responsibility of the Principal-Minister. In the event of the principal's absence, automatic detentions and suspension decisions will be deferred until his/her return. Each student will begin each new semester with zero (0) violations.

1. Three (3) violation notifications → 1 detention
2. Three (3) additional violation notifications → 2 detentions
3. Three (3) additional violation notifications → In-School Suspension for 1-3 days with student/parent/principal/teacher conference upon return to class
4. One (1) additional violation notification → Student and parents will participate in mediation with the Wood County Prosecutor's Office
5. One (1) additional violation notification → Additional mediation and/or Suspension (Principal's Discretion)
6. One (1) additional violation notification → Expulsion

## 7.7 – Detention (KR-8)

After the first accumulation of 3 violations, a student must serve a one-hour after school detention. After the accumulation of 6 violations, a student must serve 2 detentions. All scheduled detentions for grades 3-8 will be served on Tuesdays from 3:20 pm to 4:20 pm. The school will send a notification of detention to the parents to be signed and returned. If there is a conflict with the date, please contact your child's teacher before signing the form so the date can be changed. Failure to report to an assigned detention once signed by parents will result in an additional detention. Students must report to the assigned classroom by 3:20 pm. Detention will end at 4:20 pm and students may be picked up in the

school office. Students not picked up by 4:20 pm will be sent to Extended Day and you will be billed. Students will begin each semester with zero (0) violations. Detentions will be scheduled with parents of students in KR-2.

## 7.8 - Automatic Detention (KR-8)

Certain violations have been designated to receive an automatic detention (automatic detention is equal to 3 violations). See above policy on detentions for further information. Automatic detentions may include:

- ❑ Fighting/Instigating/Provoking/Bullying
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Lying or cheating in any form
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Forging a Parent/Guardian signature on any school documents
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Direct disobedience, open or overt defiance, any verbal, written, or non-verbal words or actions manifesting disrespect toward any faculty/staff/student
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Abuse of school property, such as walls, chairs, desks, tables, books, lockers, carpet, equipment, etc.
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Plagiarism
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion
- ❑ Violation of Technology Acceptable Use Policy
  - 1<sup>st</sup> Offense → 1 detention
  - 2<sup>nd</sup> Offense → 2 detentions
  - 3<sup>rd</sup> Offense → Suspension
  - 4<sup>th</sup> Offense → May be grounds for expulsion

## 7.9 - Violations Issued During the Last Week of School

Any student receiving a violation or other disciplinary action during the last week of school will be required to serve detention or fulfill other consequences as deemed necessary by the principal before grade cards and/or 8<sup>th</sup> grade diplomas will be issued. Parents will be notified.

## 7.10 - Search and Seizure

For the safety and protection of all students within St. Aloysius School care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g., lockers, desks, coats, books, and book bags. Thus, the policy of St. Aloysius School is that anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search.

## 7.11 – Events Outside of Normal School Hours

It is necessary at all times to ensure the safety of students, parents, parishioners, and guests in the St. Aloysius School building and at school events at places other than the school building. It is also necessary at all times to protect the school building and school property. Accordingly, the provisions of the St. Aloysius School Discipline Code, as outlined in paragraphs 7.1 through 7.9 of the Parent/Student Handbook, shall apply to St. Aloysius students while at school, when participating in school-related activities, and at all events which occur on St. Aloysius School property outside of normal school hours.

As used in this handbook, school-related activities include all St. Aloysius School functions and activities which occur on St. Aloysius Parish or School property, and school events which occur away from St. Aloysius Parish or School property, such as, but not limited to, at Camp Storer, during a field or class trip, or at any other school event that may occur at any time outside of normal school hours.

Additionally, a violation of the Discipline Code by a St. Aloysius student in the school building during evening, weekend, or summer parish functions **may** be handled in accordance with the Discipline Code in the same manner as a violation that occurs during normal school hours. When observed by the Principal-Minister, a teacher, a member of the school or parish staff, or by an adult member of the parish, such violations during evening, weekend, or summer parish functions may result in discipline in accordance with the St. Aloysius School Discipline Code. The determination of whether such violations will result in discipline will be left to the Principal-Minister. In the event of the Principal-Minister's absence, disciplinary decisions will be deferred until his/her return. When directed by the Principal-Minister, any disciplinary action or punishment may be served during a subsequent school day(s), even if the violation of the Discipline Code occurs during the summer vacation, and the next available school day is in the next academic year.

## SECTION 8 – DRESS CODE POLICY

### 8.1 - Dress Code for St. Aloysius School

School Council is advisory to the Pastor/ Principal in school related matters including dress code.

St. Aloysius School has a standardized dress code. The purpose of this policy is to promote learning, self esteem, unity and discipline among the students, to be more cost effective for families, and to enhance the school's image to the community as a Catholic institution that believes that dress and grooming standards are important for good learning to occur. All students in grades KR through 8 are required to follow the dress code policy. All clothing must be neat, clean, in good repair and not faded.

The dress code is built around the Schoolbelles uniform line. (See catalogue) Some families may choose to wear the uniform exclusively, while others may opt to mix and match with the other permitted clothing. (See list) Still others may choose not to purchase the uniforms at all and only wear the other allowed colors and styles of clothing on the list. This type of clothing is available at most department and discount stores.

The opportunity to purchase or sell used or outgrown uniforms will be presented each year.

### 8.2 - Standardized Dress Code for Grades KR-8

**Boys/Girls:** Any pieces of Schoolbelles uniform line approved by school council (see catalogue)

***In addition to the Schoolbelles uniform line the following clothing may be worn:***

#### **PANTS/SLACK:**

- Navy blue or khaki (tan) pants may be worn in twill or corduroy fabric only. The allowed pants are uniform style pants such as those that can be purchased from Schoolbelles, Lands End, Kohls, Old Navy, Children's Place, etc.
- No cargo pockets are permitted.
- No jeans or jeans styled pants (no rivets, no denim)
- No stretch pants, stirrup pants, sweat pants, wind suits, or warm-up suits.
- No bib-overall type pants.
- Pants must be worn at waist level (low rise pants are not permitted).
- Pants must not be oversized or too tight.



- No underwear should be visible (i.e. boxers, briefs or thongs)
- Girls may wear stretch pants/leggings or tights under skirts, jumpers and dresses in solid navy blue or white.

#### **SHORTS/SKORTS/CAPRIS:**

- May be worn during the months of April-June, August-October only.
- Navy blue or khaki (tan) walking shorts (knee length or just above the knee). Permitted shorts are uniform style shorts such as those that can be purchased at Schoolbelles, Lands End, Kohls, Old Navy, Children's Place, etc.
- No cargo pockets are permitted.
- No short shorts, stretch shorts, biking shorts, or athletic type shorts.
- The principal has the discretion to extend the wearing of shorts due to weather conditions.
- Length must be no shorter than 3 inches above the middle of the knee.

**Exception:** *Girls may wear attached or detached shorts under a skirt that are not visible below the hemline. The shorts must be a solid color.*

#### **SHIRTS/TOPS:**

- Button down collar shirts, polo type shirts (with or without a banded bottom), fold-down collar, turtlenecks or blouses with collars may be worn.
- Must be solid white, pastel blue, or navy blue. In addition, 8<sup>th</sup> grade students have a special class polo shirt in a different color and design that is exclusively for 8<sup>th</sup> grade students.
- No camisoles should be visible.
- Long sleeved crew neck shirts (in approved school colors) can be worn under short sleeve shirts. Layering two short sleeve shirts is permitted only if the top uniform shirt is the only visible shirt (except at the neckline).
- Shirts should be long enough to be tucked in.
- Shirts should be the correct size (tight shirts that cannot be tucked in are not permitted).
- All shirts must be tucked in with the exception of banded shirts.

#### **ST ALOYSIUS SWEATSHIRTS:**

- St. Aloysius School sweatshirts or other pullovers purchased through the Parent Association only, are the only items permitted to be worn over an approved collared shirt. (Order forms will be sent home for these items).
- "Spirit Wear" or team sweatshirts are only permitted on Fridays during the season as described below.

#### **SKIRTS/JUMPERS/DRESSES:**

- Navy blue, khaki (tan), or approved Schoolbelles plaid jumpers or skirts may be worn.
- Dresses must be solid in color (Navy, pastel blue, khaki/tan) with a collar.
- Length must be no shorter than 3 inches above the middle of the knee.

#### **SWEATER/VESTS/BLAZERS:**

- May be worn in solid white, khaki (tan), or navy blue over an approved collared shirt only.

#### **BELTS:**

- Plain belts, solid black, navy, brown, tan, gray or white in color are to be worn by all students in Grades 4 through 8.

#### **HEADBANDS:**

- Girls headbands and hair ribbons may be the school plaid, white, khaki (tan), pastel blue, pastel yellow, navy blue, brown, black, clear, gray, silver or gold (non-metallic). A combination of these colors is permitted. No sequins or glitter permitted.
- No bandanas are allowed to be worn as headbands or belts
- Headbands that drop past the neckline are not allowed

#### **SOCKS:**

- Socks must be worn at all times (blue or white tights are also permitted as noted above).

#### **SHOES:**

- Athletic shoes or dress shoes are permitted.
- No sequins or lights are permitted.
- No open toed shoes, sandals, flip flops or "barefoot/toe" shoes.
- No open backed or plastic shoes.
- All shoes must be clean and without holes.
- Shoes with laces must be tied.
- Grades 5-8 only: Fashion boots may be worn if they are plain brown, black, white, tan, navy or gray. However, for safety reasons, fashion boots are not to be worn in gym class, at recess, or in place of snow boots. Snow boots are to be worn to

school, when necessary, and students are to change into appropriate shoes for classroom wear. No steel toed boots, please. Fashion boots are not permitted in grades KR-4.

**JEWELRY:**

- Earrings are discouraged for safety reasons. With parental permission, students may wear one stud/ post in each ear.
- Dangling earrings are not permitted.
- No other obvious body piercing is permitted.
- One necklace or bracelet at a time may be worn as long as it is not a distraction.

**HAIR:**

- All hair must be clean, neatly combed or styled and out of the eyes.
- No unnatural hair colors.
- No facial hair.
- No shaved heads or Mohawks.
- The principal will make the final determination as to whether a student's hair is in violation of this code.

**HATS:**

- No hats may be worn during the school day while inside the building.

**JUNIOR HIGH FRIDAY JEANS DAYS** Grades 6,7 & 8 students may wear jeans day every Friday. Jeans must be clean, untattered (no holes or frayed hems), and worn with an approved collared shirt.

**JUNIOR HIGH DRESS CODE ON GYM DAYS** Students in grades 6, 7 & 8 may wear a St. Aloysius t-shirt, DARE t-shirt or a solid navy blue or yellow t-shirt for gym class. Students must also wear solid color shorts or sweatpants to gym class. These shorts must be no more than 4 inches from the middle of the knee. **On gym days, junior high students may wear the gym dress code throughout the day unless notified of a special event requiring regular uniforms.** Sweatshirts are permitted during the school day as long as they follow the same guidelines for t-shirts. No other t-shirts or sweatshirts are permitted on gym days in Phys Ed or other classes.

**SPECIAL DAYS:**

**Fridays**

- Students who participate in a CYO sports team may wear their team jerseys on Fridays during their sports season. This includes t-shirts that are worn for competitions. The collared uniform shirt must be worn underneath the jersey if the jersey is sleeveless. Other team spirit wear must receive approval from the principal.

**Scout uniforms:**

- May be worn on scout meeting days.

**Spirit days/Dress Down Days**

- Scheduled each month and is listed in the Schoolgram.
- On these days students may either participate in the spirit or theme daywear or wear the approved dress code clothing or St. Aloysius spirit clothing.
- Jeans and non-uniform tops are allowed on Spirit days/Dress Down Days for all grades.
- If leggings are worn on a dress down day, the student must wear a skirt or dress over them. A long shirt and leggings is not permitted.
- In grades 5 and under, a jeans day is the same as a dress down day and includes non-uniform tops unless specifically specified otherwise.

***This dress code is required to be followed by each student. Violations of the dress code will be dealt with as any other violation of school rules. (See Discipline Code).***

**8.3 - Uniform Swap**

Parents have the opportunity to buy and sell used uniforms each year at the Back to School Meet and Greet held in August. To sell used uniforms, all items should be clean and in good repair and conform to the St. Aloysius School dress code. Items are to be labeled with an envelope with the seller's name, price, and size of item. Money is collected on the honor system and given to the seller. Parents may purchase items at the Back to School event. All unsold items are to be picked up as scheduled. Unclaimed items are donated to Goodwill.

## **SECTION 9 – FAITH AND WORSHIP**

### **9.1 - Faith Experiences**

**Liturgy:** A basic reason for the existence of a parish is the worship of God. The school children of St. Aloysius have the opportunity to worship during weekday Masses for which they have careful preparation.

Prayer Services and Reconciliation Services provide additional opportunities for spiritual growth.

**Non-Catholic Participation:** Non-Catholic students enrolled in St. Aloysius School are expected to attend liturgies. Participation in sacraments is governed by the guidelines of the Church.

All students are expected to be in attendance during religion classes and expect to be graded in Religion. Religious instruction is part of the daily curriculum. It is based on the guidelines established by the Toledo Diocesan Religion Course of Study.

**Prayer:** The school day begins and ends with prayer. There is a prayer before lunch. Both personal and community prayer are a regular part of the experience of all St. Aloysius students.

**Religion Classes:** Religion as part of the curriculum in the Catholic school is the greatest single factor in the formation of character. Loyalty to God and country and respect for the dignity and rights of all are some of the essential elements instilled through the teaching of Religion. These elements are necessary for making a success of citizenship and of life. It is the aim therefore of St. Aloysius Elementary and Junior High School to aid the student in not only knowing his/her faith but also putting it in practice. Religion classes, which include Mass attendance, will average 5 class sessions a week. Classroom instruction in grades K-3 averages 30 minutes and grades 4-8 averages 45 minutes.

**Children's Class Masses:** Thursday Children's Liturgy is at 2:10 pm and is organized by individual grades (1-8) throughout the school year. The listings of the Masses and which grade is planning are published in the Thursday Weekly Schoolgram for the following week

As Catholic members of St. Aloysius Parish, we each have a responsibility to participate in Mass every Sunday. This is an opportunity for the children to take a more active role in our community celebration of Jesus' life, death and resurrection.

**Sacramental Programs:** Preparation for the sacraments of Reconciliation and Holy Communion is in Grade 2. The students in grade 8 prepare for the Sacrament of Confirmation. For each of these programs, parents are required to participate in parent meetings and retreat experiences to help his/her child prepare for the reception of the sacrament. It is recommended your sacramental reception and preparation be completed at your home parish.

### **9.2 - Missions**

We support the Holy Childhood Association Diocesan Mission and other chosen outreach mission programs. Fat Tuesday, the day before Lent begins, is set aside for a Mardi Gras carnival held in the gym for all students Preschool-8 to celebrate this Pre-Lenten day. All carnival ticket money goes to mission programs.

## **SECTION 10 – GENERAL**

### **10.1 - Class Trips (Decisions on the safety of these trips will be made in 2022)**

The school's level of responsibility for student activities off-campus or outside regular school hours depends on whether the school sponsors the activity or event. Off-campus student trips (including class trips, field trips, overnight trips, retreats, etc.) sponsored by the school should be carefully planned and conducted with advance contingency planning, travel and logistics scheduling, and a student-adult ratio to provide adequate supervision and control by teacher-ministers and/or parents. Former students of St. Aloysius School who are no longer enrolled, are not permitted to attend St. Aloysius School classes or field trips held during the school day. (i.e. Jr. High Rec. Center Trip)

The adults should have a clear understanding of the scope of their duties and authority, and should be responsive to the trip leader who will usually be a school/parish employee or administrator. School sponsored field trips, on a school day, are to be educational in nature.

It is the responsibility of local parishes and schools to screen all those who work with our youth whether employed or volunteers to ensure that our ministries are truly safe places for youth.

It is mandatory for all volunteers who plan to work with the youth of our school to complete an online seminar and background check.

**Grade 6:** Spends one week at Camp Storer located on Stony Lake in Jackson, Michigan. This is an outdoor education program, which is integral to our History and Science curriculum. The average cost is approximately \$250.00 for the week, and is paid through some fund raising opportunities provided by the school and parent's financing. Students are expected to attend and participate during this week. The school discipline policy remains in effect during this week. Tuition does not cover the cost of this trip.

**Grade 8:** It has been tradition to conclude the 8th grade year with an end of the year overnight trip. The average cost depends on the destination, duration and expenses involved. The school offers fund raising opportunities during the 7th and 8th grade years. This trip must be planned and approved by the school administration early in the 8th grade year. The school discipline policy remains in effect during this week. Tuition does not cover the cost of this trip.

It is recommended that trip destinations are located in the United States of America and that air travel is not used. All parties involved with the trip are to travel together, preferably by bus or train.

Trips are for the purpose of the class to participate as a whole. Each child contributes to the fundraising for the purpose of the whole trip. If students should choose to leave St. Aloysius School before the trip occurs, all money collected through fundraising must remain in the class account. (refer to fundraising policy Section 10.4)

## 10.2 – Computers

St. Aloysius School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of St. Aloysius School. This measure protects against Internet access by adults and minors to visual depictions that are obscene, child pornography or – with respect to use of computers with Internet access by minors – harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, St. Aloysius School will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software/hardware tools. An Acceptable Computer Use Policy must be signed in order to use any school computer.

Technology classes are held twice a week for grades KR-8 and students are instructed with goals and objectives in the technology curriculum.

St Aloysius School is a networked building with Internet access in all grades Kindergarten Readiness through 8. All students and teachers have access to technology including, SMARTboard, iPads, and chromebooks.

## 10.3 – Elevator Usage

A student must have written permission from a parent/guardian or doctor to use the elevator for medical purposes. The letter must be on file in the school office. Teachers may assign one other student to assist the medically affected student to and from the elevator and permission will be obtained from that parent as well. No other students are permitted to use the elevator unless accompanied or directly supervised by an adult.

## 10.4 - Faculty Meetings

Regular faculty meetings are held once a month after school. Additional meetings on an 'ad hoc' basis are planned whenever specific needs or concerns need to be addressed. Special in-service days are offered each year to our teachers so that they are free to attend various workshops and seminars.

The principal and teachers are expected to attend workshops planned by the Diocesan Catholic Schools Office.

## 10.5 - Fundraisers

The purpose of a school fundraiser is to raise money for a specific trip, project, or item for the good of the whole class or the whole school. Even in those instances that students and their families are encouraged to participate to raise money that will be counted toward their share of the cost; the funds are not to be seen as a family bank account.

Parents are not meant to see the funds as their money, but as doing my share to raise the funds. The fundraiser is for the benefit of the whole class (and the whole school). If the student (Family) raises the full amount needed, their full share of the cost will be covered. Other students who took part will be given a proportionate share of the full cost. If some did nothing, they will be responsible to pay the full cost on their own. But, no child will be excluded based on inability to pay. The maximum amount credited to any student cannot exceed the cost of the trip. Any extra amount a family helped raise will help the rest of the class.

A family who has a student in both grade 7 and 8 can help both children for the 8<sup>th</sup> grade trip, and a family who has a student in both grade 5 and 6 can help both children for the 6<sup>th</sup> grade Camp Storer trip. However, each fundraiser is a separate reality and so money cannot be transferred to a child in another grade that is not currently involved in that fundraiser, nor may it be transferred to a sibling involved in a different fundraiser.

## 10.6 – St. Aloysius School Fundraising Procedure

This procedure was developed by the Fundraising Committee and recommended by the School Council on 3/5/02. **Purposes of School Fundraisers:** In raising money for a specific trip, project or item, it is to be for the good of the whole school (e.g.: the reverse raffle); all students in a class (e.g.: a class trip); or all who chose to take part (e.g.: Scrip/TRIP). Please be aware that the funds are raised for the good of the whole, and ultimately are not personal savings. Thus funds are not the property of the individual or family.

### Roles:

**Fundraising:** Any activity or event associated with St. Aloysius School that raises financial assistance for a cause. This includes but is not limited to: specific classes, the school as a whole (including the Parent Association), ongoing or time limited events. (This does not include CYO or Scouts.)

**Principal:** Person who is responsible for all final decisions related to fundraising activities.

**Benefiting student(s):** The student(s) in the grade(s) that is involved in the fundraiser.

**Event Coordinator:** The Teacher/Parent/Guardian that is chosen to be the liaison with the school and the rest of the parents/guardian to coordinate the activity with the principal who informs the bookkeeper.

**Bookkeeper:** Person who oversees the financial accounting of fundraising activities.

PROCEDURE	TIMELINES
1. All events/activities must first filter through the affected classroom teacher(s) by using the <b>Fundraising Activity Approval Form</b> so they can take the idea to the principal to be approved.	1. Before any planning occurs.
2. Once the activity is approved by the principal and she deems it necessary, the teacher and Event Coordinator will schedule a meeting with the benefiting students and their parents/guardian to establish timelines, guidelines, and costs associated with the event.	2. For 6 <sup>th</sup> grade Camp Storer – by October 30. For the 8 <sup>th</sup> grade class trip – by October 30
3. No event can be rescheduled or cancelled without the principal's approval and teacher notification.	3. Ongoing
4. For fundraisers where volunteer time is counted toward funds going into the students' account, only the benefiting student(s) and their parents/guardian/second adult's hours will be counted. Siblings may assist, but their volunteer time will not be credited to any account.	4. Ongoing
5. If a student leaves St. Aloysius before the funds are used for the activity/event, all funds stay at St. Aloysius and will remain in the class account. No funds will be returned.	1. Ongoing
6. For handling of receipts/expenses: A. All funds/receipts should be turned in to the Event Coordinator and then to the School Admin. Asst., Principal and bookkeeper on a regular basis, so that all funds will be processed to the proper accounts. B. To initiate payment of expenses incurred, check request forms should be prepared by the Event Coordinator, approved by the Principal, and turned in to the parish bookkeeper.	6. A. As received  B. As needed
7. An accounting must be prepared by the Event Coordinator and submitted to the principal, teacher (when applicable), and parish bookkeeper for all events.	7. The Event Coordinator will submit monthly reports for events that go on for more than 90 days and a final report due within 30 days of completion of any fundraising event.

<p>8. While individual students are urged to do fundraising for trips, the fundraiser is for the benefit of the whole class. The maximum amount credited to the student cannot exceed the cost of the trip. Therefore, no monies will be carried over after fundraising is completed. Any monies remaining will go for the benefit of the whole school.</p>	<p>8. The Event Coordinator, in conjunction with the parish bookkeeper, will notify the family within a month of reaching their goal. So they can decide on their level of continued participation.</p>
---	---

### 10.7 - Junior High Dance policy

**Objective: To ensure the safety of our children and minimize any potential liability for St. Aloysius School.**

1. Dances at St. Aloysius Elementary and Junior High School, unless otherwise indicated are for students in Grades 6, 7, and 8 only. All students of St. Aloysius Junior High School are invited to attend these dances.
2. A student's absence from school on the day of a dance prevents the student from attending the dance.
3. Cell phone usage and picture taking is not permitted at the dances.
4. Appropriate dress is required. No suggestive, midriff showing attire is permitted. No short skirts or revealing clothing of any kind is permitted.
5. St. Aloysius students may bring one student guest to the dance. This guest must come and leave the dance with the St. Aloysius student.
6. Rules for entering/leaving the dances:
  - a. Students/guest will not be admitted after 7:00 pm unless written permission is given prior to the dance.
  - b. Any student and/or guest leaving the dance before the scheduled ending time, for any reason, must have a parent (or a designated adult listed on the guest's consent form), pick up the student and/or guest by coming into the school building and sign their child/child's guest out from one of the adult chaperones.
  - c. Once a student and/or guest leave the dance, they may not return.
  - d. All students/guests at the end of the dance must leave with an adult. Chaperones will supervise as students leave the building at the end of the dance.

### 10.8 - Hartmann Hall Usage

Hartmann Hall/Gymnasium is available for school usage during school hours. All activities scheduled for Hartmann Hall during school hours are to be approved by the principal. This includes usage by teachers during the school day.

Extended Day Program will have access to the west end of the gym from 3:30 to 6:00pm, Monday through Friday.

After school hours sport usage of Hartmann Hall is scheduled by the Parish Administrative Assistant. The Parish Administrative assistant deals with the CYO Athletic board chairs or their representatives, not individual coaches; the school principal or secretary; pastoral staff, or event chairs.

### 10.9 – Library (The librarian will come to classrooms and read to students until further notice.)

**Mission Statement of the St. Aloysius School Library:**

***To enrich and support the school environment by:***

***Providing intellectual and physical access to educational materials in a variety of forms; Providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas; Working with staff to design learning strategies to meet the needs of students and the classroom curriculum.***

St. Aloysius has a centralized library, which houses a wide selection of books/videos. All book titles are listed in the library computer. Classes in grades KR-6 visit the library once each week.

Library volunteers assist children in locating research material and helping, particularly, the younger children, locate books within their reading ability level. Volunteers also help check out books, shelve books, keep the library in order and read to younger children. Donations of new or gently used books/videos are accepted upon approval of the Librarian

and Principal.

Children are encouraged to borrow books from the library and are reminded of the necessity to take proper care of books borrowed. Students must also be responsible to return books on time. Book fines will be charged according to the extent of damage. Examples of damage are: writing or coloring in a book, torn pages/covers, loose pages, broken spines, extremely soiled cover/paged, etc.

If a book is lost, full payment for the book is required. Overdue fines are also charged each day the book is overdue beginning in grade 3. Once a three dollar fine limit is reached no additional books may be checked out until the overdue book is returned and the fine is paid. No grade cards will be issued to a student having outstanding debt or books at the end of each quarter.

## **10.10 – Lockers**

Each student is assigned a clean locker at the beginning of the academic school year (at some grade levels students will share a locker with a classmate). Students are allowed to decorate lockers with appropriate adhesive (FUN TAC only). Pictures are to be appropriate in content. Any pictures or writings found to be inappropriate will be removed. It is the students' responsibility to return the locker to its original status by the last day of school. It is not recommended to store valuables in lockers. Locks may be used in grades 4-8. Students should not share combinations/keys with other students. The school accepts no responsibility for lost or stolen items left in an unlocked locker.

## **10.11 - Lost and Found**

**PLEASE MARK ALL ARTICLES OF CLOTHING THAT A YOUNG CHILD MIGHT REMOVE AND LEAVE SOMEWHERE, WITH YOUR CHILD'S NAME. IT IS VERY EASY TO RETURN LOST ITEMS TO THE OWNER IF THIS IS DONE. USE A SHARPIE OR OTHER FINE POINT PERMANENT MARKER.**

Coats, sweaters, mittens, boots, lunch boxes, and similar "found" articles that carry no mark of identification, are put in the lost and found box. Children and parents may examine the contents at any time. The box is located in the northwest corner of Hartmann Hall.

Small lost articles (money, pens, etc.) are taken to the office. Special effort is made to find owners of glasses.

At conference time, all lost and found articles are placed on display at which time it is hoped that parents may recognize and will claim them.

A reminder to check lost and found items will be in the Schoolgram periodically. Items not claimed will be given to the Goodwill or discarded. This usually occurs in November (after conferences), Christmas Break, Easter Break, end of school year.) The school is not responsible for items placed in the lost and found box.

## **10.12 - School Pictures**

School pictures are taken in the Fall and again in the Spring. Parents are under no obligation to purchase any school pictures. Students do not have to wear uniforms for their school pictures, but jeans and t-shirts are not permitted.

The Fall picture is used for inclusion in the classroom composite for the school yearbook. If a child is ill on the day of fall picture taking, a retake date is scheduled.

Procedure for ordering fall pictures is: a package must be ordered and paid for by Picture Day. If you are not satisfied with the pictures, one retake will be taken in November. No order is necessary to be included in the classroom composite.

## **10.13 - Teacher Certification**

All teaching staff members must be duly licensed according to State Standards. In the State of Ohio, such licensing can be for a tax supported or a non-tax supported school. Following the mandate of the State, every teacher-minister must have on file with the Catholic Youth and School Services, a copy of the qualifying license and a copy of the academic credits. St. Aloysius School is required to keep accurate FBI/BCI background checks on all teachers and employees.

All teacher-ministers teaching in the diocese must participate in the Diocesan teacher-minister formation program and must meet the requirements outlined for their position. All teachers will attend the Catholic School Orientation unless they have previously received the teacher-minister certification. Continued professional development is required for all teachers.

## **10.14 - Teacher Gifts**

Class gift collections must be approved by the Principal in advance. Room parents should contact the principal with gift ideas. All money must be sent to the school office and the gift coordinator can apply for reimbursement from these funds. The Parent Association offers a gift for teachers program called 'Apples for Education'. Teachers and staff are asked what additional items they would like to have in order to assist them in the education of our students. The

teachers and staff respond with a wide range of requests (based on a \$100 limit) such as stickers, pencil sharpeners, lamps, reference books, etc. Our goal is to give families and/or classroom groups the opportunity to fulfill these wishes at Christmas and throughout the year. The requests can be fulfilled through donations of new or gently used items.

If you would like to participate, please take an apple from the PA bulletin board when posted. The apple will have the information you need in order to fulfill a teacher and/or staff wish. Please attach the "Apple" to the gift with your name as donor and bring it to the school office to be distributed to the classroom or give to the appropriate teacher.

### **10.15 - Teacher Formation and Evaluation Process**

The State of Ohio requires that all licensed educators have an Individual Professional Development Plan. This includes goals for professional development.

Appropriate supervision and coaching of NEW teachers will develop effective teachers in the future and reduce the number of teachers who remain in the classroom but are poorly suited to the task.

Experienced teachers performance can be improved by exposure to current research in new or proven methodology, professional sharing with other effective teachers, opportunities for in-service in curricular areas and courses of study etc.

Evaluation can be completed with a variety of instruments, concentrating on useful feedback on those specific instructional or management goals set for the current year.

Principals have a serious duty to supervise teachers informally and formally. In a very real sense, everything that happens in the school is the principal's responsibility. Thus, principals must make supervision of teachers a priority.

### **10.16 – Toys, Games and Electronic Devices from home**

Toys, electronic items, game boys, trading cards of any kind, etc. must follow the guidelines of the teacher or extended day supervisors. Any non permitted items found in school will be given to the school office for pick up by parents only.

Students wishing to bring technology such as iPads, iPod touch, Kindles or other tablets or e-readers for use in the classroom may do so with permission. Parents and students are required to sign a Bring Your Own Device Appropriate Use Agreement before the device may be brought to school.

### **10.17 – Tuition/Refund Policy:**

The St. Aloysius School Council and Finance Council reviews, sets, and approves the tuition policy each year. This is established in February of each year. Please request from the school office an "Invest In Your Child's Future" packet for detailed information.

There are two options for payment of tuition. They are as follows:

Option 1 – You can pay in full by June 1. About 50% of our current school families are able to utilize this option.

Option 2 – Our partnership with FACTS opens up a payment option for you. This is used by 50% of our families. Forms for FACTS sign up are included in the registration packet.

For those families who prefer to make periodic tuition payments, the FACTS Tuition Payment Plan will be used. The plan is very flexible. You may choose to make payments quarterly or monthly (June through May). You also have the option of paying by check, using a credit card, or having the payment automatically deducted from your bank account. A 2% transaction fee will be assessed by FACTS if using a credit card.

To sign up for the FACTS program, please complete the enrollment form. There is no interest to pay because this is not a loan program. All St. Aloysius school families are eligible to use this program. A nonrefundable fee of \$60 per family is required to cover the administrative costs of the program. This fee will be added to the tuition amount due. The FACTS Plan is for tuition payments only. Registration/Learning Center fees are due and payable at the time of registration.

A FACTS Plan Enrollment Form and an informative brochure are enclosed with the registration materials. Please read these carefully if you are considering using the FACTS Plan.

#### **Tuition Refund Policy:**

Final determination of acceptance for new students is based on information received from the previous school. The registration/material/learning center fees will be refunded if a student is not accepted to St. Aloysius Catholic School.

Students who transfer out of St. Aloysius Catholic School or are expelled during the school year will receive tuition refunds according to the following plan:



1. Registration, Learning Center, and material fees are non-refundable, except if a new child is not accepted under the guidelines explained in the **Acceptance Procedure** Section.
2. Withdrawal Refunds:

Before July: 100% tuition refund.

July 1<sup>st</sup> through the end of the first semester: 50% of the prorated school days remaining in the school year.

After 2<sup>nd</sup> Semester begins: 10% of the prorated school days remaining for the school year.

**Note: If you are paying through the FACTS Payment Plan and your child/children leaves St. Aloysius School for any reason, you are obligated to continue making payments for the balance due according to the refund schedule above, unless other arrangements are made with the Pastor/Principal.**

### **10.18 - Tuition Assistance**

It is our intention to ensure that each child, who is a member of St. Aloysius Parish, will not be denied an education at St. Aloysius Catholic School as a result of the inability to pay tuition costs.

If your family is in need of financial assistance, St. Aloysius Catholic School has three ways to provide help.

#1: The EdChoice Expansion Scholarship for Students entering Kindergarten through 8th grade. Families who meet the income guidelines listed below are strongly encouraged to apply for this scholarship which will cover full tuition costs and is renewable each year. You can request the financial aid/scholarship application packet by selecting the appropriate box on the Tuition Information form included in your registration packet.

#2: The Northwest Ohio Scholarship Fund (NOSF) offers funding for tuition assistance for families who enroll in local private schools and who meet specific qualifications. Eligibility is based on your family's annual household income. Application information can be found at NOSF. Please return with your registration. This is renewable if a family continues to qualify.

#3: St. Aloysius School/Parish Tuition Assistance ensures that each child, who is a member of St. Aloysius Parish, will not be denied an education at St. Aloysius Catholic School as a result of the inability to pay tuition costs. Please request an application on the Tuition Information Form found in your registration packet. Final determination of assistance will be made each May by the Pastor and Principal.

All families are also encouraged to participate in our Scrip program. Scrip helps families reduce the cost of tuition by purchasing gift certificates for retail establishments. Information on this program is available through the school office or Parent Association. If you and other family members participate, you have the potential to earn your child's entire tuition cost by buying gift certificates for purchases you already plan to make. Information on ordering online can be obtained at our website [www.stalschoolbg.org](http://www.stalschoolbg.org) under Parents/Scrip.

**It is our school's policy that if a family receives a scholarship from NOSF and has been granted assistance from St. Aloysius Parish, the Parish scholarship amount will be reduced by the amount granted. St. Aloysius Parish Scholarship reduction will appear on your family tuition account once the other scholarship has been granted and the Business Manager has been notified. Reduction of your family account due to assistance granted by the NOSF will appear once we have confirmation from the fund. Since you are notified of the scholarship before the Parish is, we ask you to bring in your confirmation letter to the Parish Business Manager to adjust your account.**

### **10.19 - Visitors (Due to COVID, visitors will not be permitted until it is safe to do so again.)**

**All parents/visitors must report to the school office before entering the classroom.** When parents are in the school to volunteer, they are asked to sign in the guest book and receive a visitor's identification. Visitation to classrooms or other areas of the school is not permitted under normal circumstances. Please leave all items in the school office. School personnel will contact the student to pick up items from the office. If you need to speak to a school employee,

volunteer, or your child during school hours, he/she will be called to the office. We take these steps to ensure that St. Aloysius School is a safe environment for students and staff.

Prior St. Aloysius families, who have moved out of state, may visit during Recess/Lunch by obtaining permission from the Principal. Parents of these students must accompany the visiting child and sign in at the school office and obtain a visitors pass. Former students who wish to visit the school building may come after dismissal to see former teachers.

## **10.20 - Weather**

If weather conditions are such as to cause delay or cancellation of the Bowling Green City Schools, this includes St. Aloysius and procedures will be as follows:

The Bowling Green City Schools Superintendent will make a decision as early as possible and he/she will notify all local radio and television stations. The same condition may also necessitate early dismissal.. A Parent Alert Message will be sent to all families once we are notified by Bowling Green City School Administration.

Classroom schedules will be adjusted to accommodate any two-hour delays. In the event of a mechanical breakdown, or a situation pertaining only to St. Aloysius School, then the name of the school will be specifically mentioned in the announcements.

**Early Closing:** In the case of bad weather and early closing, we will send a Parent Alert and local radio and TV stations will broadcast the announcement under Bowling Green City Schools.

## **SECTION 11 – HEALTH/MEDICAL**

### **11.1 - Administration of Medication**

School policy prohibits any student from keeping medication in his/her possession. Thus, all medication must be turned in at the school office. Before school personnel can be authorized to administer medication to any student, they must have a written request from both parent and physician. **The original medication containers must be labeled with the student name, name of medication, dosage, time of administration, when it was last given, and also if it needs refrigeration. This includes over the counter medication.**

Please do not send in one or two pills in a baggie and expect the school personnel to administer it. School personnel will destroy any medication received in this format. Without a way to identify the medication, school personnel can not administer it. Any time your child needs to take medication (prescription or over the counter) at school, it is suggested a parent talk with the school nurse before sending in the medication. Parents may fill out a form granting the nurse permission to administer specific over the counter medications.

Children needing inhalers for asthma or a related illness, must contact the school nurse and discuss the procedures for inhaler usage and accessibility. Please include any medical information yearly on the emergency medical form we issue at registration time.

### **11.2 - Communicable Disease**

Any time a student is suspected of having a communicable disease, the student is isolated in the nurse's office and supervised by the school nurse. Parents will be notified immediately. If parents cannot be reached, the school will follow the directive written by parents on the student's Emergency Medical Form.

We will follow the policies outlined in the Pandemic Response Plan and current guidance from the Wood County Health Department in regard to when a student is permitted to return to school following the diagnosis of a communicable disease. It is our policy to exclude from class any student or faculty/staff member whom the Wood County Health Department recommends should be excluded based on a positive Covid test or exposure identified through contact tracing. We will also follow the Wood County Health Department guidelines for returning to school or work after an illness with two or more covid symptoms. These guidelines were communicated to parents through the schoolgram.

### **11.3 - Emergency Medical Forms**

Ohio State Law requires Emergency Care Authorization Forms be rewritten at the beginning of each school year and kept on file for each child. Emergency Medical Authorization Forms must be filled out annually by the parent(s)/guardian. All forms are included in the registration packet issued in March of the previous school year. A change of address/information form can be made in Option C. Parents are asked to return it to the school office if any changes have taken place over the course of the summer.

## 11.4 - Health Services

St. Aloysius has the services of a nurse. When a student becomes ill, he/she reports to the nurse's office. A mildly ill child will be attended to by the school nurse and returned to the classroom with appropriate instructions to the teacher.

Children who become ill during school hours will be sent home only after contact has been made with the parent(s)/guardian. If one or both of the parents/guardian cannot be reached, the persons named on the Emergency Medical Authorization Form will then be contacted. Local EMS personnel will be called for serious illnesses/medical emergencies as deemed necessary by the school nurse/administration.

The following program of screening occurs: Vision - Grades KR, K, 1, 3, 5 & 7, Hearing - Grades KR, K, 1, 2, 3, 5 & 7, Scoliosis - Grades 5, 6, 7 & 8. Other students will be tested/screened upon teacher or parent request.

Bloodborne Pathogens: As with all health records, students and staff known to carry bloodborne pathogens, of which the Hepatitis B Virus and the Human Immunodeficiency Virus (HIV, the virus that causes AIDS) are of primary concern, will be treated with confidentiality. The school nurse will also instruct all teachers and staff on the safe handling of spilled blood and other body fluids of any person according to guidelines published by the Ohio Health Department.

In regular school activities, persons carrying bloodborne pathogens should be able to participate normally, but the school administration will review each case individually.

All staff are trained in the administration of epipens for students with severe allergies. Many have CPR training as well.

## 11.5 - Immunizations

### *Kindergarten Readiness, Kindergarten, Grades 1, 2, 3, 4, 5, 6, 7 and 8*

#### DPT

4 doses of DPT (Diphtheria, Tetanus, Pertussis)  
5 doses if the 4<sup>th</sup> dose was BEFORE the 4<sup>th</sup> birthday

#### Polio

3 doses of Polio (OPV)  
4 doses if the 3<sup>rd</sup> dose was BEFORE the 4<sup>th</sup> birthday OR if the combination of OPV & IPV was used

#### MMR

2 doses of MMR (Measles, Mumps, Rubella)

#### Hepatitis B

3 doses

#### Varicella

(Chicken Pox)

1 vaccine after 1<sup>st</sup> birthday or documentation of disease by parent/guardian or healthcare provider. *(KR-K-1-2)*

#### HIB

*3 doses before Kindergarten*

Exemptions are provided for under the law. This may be discussed with the school nurse.

Ohio Revised Code requires "exclusion" on the 15<sup>th</sup> day of school entrance of all pupils who do not meet the above requirements.

Parent/Guardian needs to provide the dates for the immunizations. Immunization records from other schools often are not received by the 15<sup>th</sup> day of a child's entrance to school.

Children without the required immunizations are not permitted to attend school unless a parent waiver is completed. The nurse will notify parents when a child is lacking any of the immunizations required by law.

## 11.6 - Health Records

The school nurse keeps records of students' immunization dates on file. Items in this file include Physical Examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year. If not, the student will not be permitted to attend St. Aloysius School. This is in compliance with the State School Immunization Law.

If there is any pertinent information regarding the health of your child (allergies, diabetes, asthma, hearing, etc.) please inform the school so that we may properly respond when the need arises.

## 11.7 - Maternity/Paternity Policies

**Student Pregnancy:** The Catholic Church teaches that sex is sacred and according to God's plan, sexual love is reserved for marriage. Therefore, pre-marital sex is contrary to those teachings. In the event, a child is conceived outside the sacrament of marriage, it is the responsibility of the Christian community to offer compassion and support as well as help to the persons involved. Through this support, the child can be born with as much security and happiness as possible.

Human life is sacred. The Roman Catholic Church holds the gift of human life in the highest regard. At the time of pregnancy, the girl needs perhaps more Christian help, acceptance and counsel than other members of the student body do. If the faculty and students display a positive Christian attitude and understanding toward the girl, hopefully, she may not be tempted to seek abortion as a solution. This should not be misconstrued as approval for her condition, but rather as understanding of her situation.

**Abortion:** As part of the Catholic Church the school may not view abortion as a viable or a moral option. The school community should provide compassion, care, and support for students involved in this moral situation. If it is determined that a student is in conflict with the school's philosophy and policy, suitable disciplinary action including expulsion may result therefore.

**Counseling:** An initial conference must be scheduled with the student(s), parents, pastor, principal, counselor and any other administrator deemed necessary, to detail school policy and legal responsibilities.

If a physician has not been obtained, the student will be referred to Catholic Social Services for testing and physician referral within two weeks. A monthly check with the school nurse will be necessary to ascertain that a physician is seeing the girl on a regular basis. Counseling with a spiritual director must be initiated immediately and continued throughout the pregnancy. The student and her family may make their own clergy selection.

Catholic Social Services should be informed and utilized for any necessary referrals. Other resources available in the community will be outlined. Adoption counseling is strongly recommended as part of the professional guidance program.

**Student Fathers:** As stated regarding the pregnant girl, a conference will be scheduled with the student, parent(s), principal, counselor and any other administrator deemed necessary, to detail school policy and legal responsibilities.

Counseling with a spiritual director must be instituted immediately. The student and his family may make their own clergy selection.

**Academics and Participation:** Sometimes it may be better in the judgment of the girl, her parent(s) and a school committee consisting of the pastor, counselor, principal and/or teacher that she temporarily not attend formal classes. Academic work could be completed in any number of settings ie. at home or alternate learning setting, until it is mutually agreed by the above mentioned that the student return to school.

The girl involved in a pregnancy may be excluded from activities where health and safety are a concern. This would apply only until after the birth of the child, at which time full participation may be granted.

## 11.8 - Smoking

It is the philosophy of St. Aloysius School that the school building remains smoke free. It is our belief that second hand, smoke causes health risks and we have a responsibility to protect the health and safety of the students. Therefore, smoking will not be permitted in St. Aloysius School. We follow Ohio's indoor smoking ban in accordance with Chapter 3794 of the Ohio Revised Code.

## SECTION 12 - ORGANIZATIONS

### 12.1 - Extracurricular Activities

Additional experiences and challenges are available for any St. Aloysius School student who wishes to participate in activities including Scouting and Parish CYO Sports Programs (Grades K-8).

### 12.2 - Parent Association

All parents of students attending St. Aloysius School are members of the Parent Association. Parents are expected to volunteer for one or more activities some time during the school year. The Parent Association works closely with the principal and pastor. The principal must approve all activities scheduled throughout the school year. All committees working under the Parent Association Group are to meet regularly and report to the President of Parent Association. The President then confers with the principal on all planned events. Monthly meetings provide opportunity for parents to ask questions about school programs. Meeting days and times are published in the Weekly Schoolgram.

One of the major lifelines of St. Aloysius Catholic School is the time and energy freely given by our volunteer ministers. Without this service many of our programs would not be available simply because funds are not available to staff them.

All money collected by the Parent Association is the property of St. Aloysius School. PA will recommend purchases and other expenses to the principal and business manager. Final disbursement is the principal's decision.

### **12.3 – Room Parents (Classroom parties may be modified due to Covid-19)**

Room parents are needed to assist in the coordination of parties held within the classroom. The four parties are Halloween, Christmas, Valentine's Day, and the end of the year party. Individual grades may need assistance for other activities they host throughout the year. The School Room Parent Coordinator will organize a list of room parents for each grade in the fall.

A head room parent is selected for each classroom. The responsibility of the head room parent is to set up the schedule of needs for each party. This is done simply by a grid of the four parties and the needs for each party (drinks, cups, napkins, treat, project/game, project leader). These items are divided among all students in the class. Once the head room parent has completed the grid, it is then copied and distributed to all students in the classroom, so parents know what they need to provide for a specific party.

Volunteer room parents are asked to supervise an individual party, or if you wish to coordinate a game or project for the party, let the head room parent know what you are interested in doing. Remember, we have a variety of skills and talents in each grade.

It is requested that the head room parent contact the teacher in each grade prior to the planning of a party, to ask the likes and skills of their particular grade. Some groups enjoy a craft, while others only want to watch a movie, or play a game. Discussing this with your child's teacher is the key to a successful party.

Other duties of a room parent are to assist the teacher with individual requests as activities come up during the year. These may include chaperones for study/field trips, helping with a program or presentation a grade may produce, or participating in supervision for an entire lunch period to allow the entire faculty/staff/parish staff to celebrate together. Usually, the students' Christmas Party will begin during this time. Please discuss and coordinate with the classroom teacher.

The teacher will contact the Head room parent with these requests, to organize this type of activity.

### **12.4 - St. Aloysius CYO Athletic Board**

The St. Aloysius CYO Athletic Board was organized for the purpose of expanding the athletic opportunities at St. Aloysius Parish. The goal is to provide a variety of sports activities for parish/school youth.

The CYO sport program is affiliated with the Parish, not the school. All communication to the CYO Board should be handled through the parish office. Usage of Hartmann Hall for after school sports events is also handled through the parish office.

### **12.5 – Volunteers (All volunteer activities are currently suspended due to Covid-19.)**

Parent volunteers are important to our school and many special events. We need parent volunteers for several of our programs. The Parent Association coordinates many of the volunteer needs. Multiple requests for volunteers are sent out during the school year in the Thursday mailing. You may decide at any time to participate in any event held during the school year. Volunteers during the school day must complete diocesan protecting youth requirements.

## **SECTION 13 - SAFETY**

### **13.1 - Abuse/Neglect**

Under the Ohio Revised Code, any teacher or school authority that knows, or has reason to suspect, that a child has suffered, or faces a threat of suffering, any physical or mental wound, injury, disability or condition of a nature that normally indicates abuse or neglect, must immediately report the information to an appropriate agency.

### **13.2 – Computer/ Internet Safety**

To ensure the safety and proper use of the internet, St. Aloysius Catholic School has an Acceptable Use Policy.

The following is part of the Acceptable Use Policy for St. Aloysius students:

#### **General Information:**

St. Aloysius School provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, and the use of global communication resources. The faculty and staff of St. Aloysius School reserve the right to monitor all activity on all school computers.

We expect that students will be responsible computer users and when they choose not to be, they will be punished under the current discipline code.

### **Information Content and Uses of the Computer:**

The student agrees not to publish on the Internet any information which violates or infringes upon the rights of any other person. Student will use no information which would be abusive, profane, or offensive to the average person, or which, without the approval of a teacher, contains any advertising or any solicitation of other members to use goods and services. Students may not give out any personal information about themselves or others over the Internet.

St. Aloysius School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of St. Aloysius School. This measure protects against Internet access by adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers with Internet access by minors, harmful to minors. To ensure enforcement of the policy, St. Aloysius School will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools.

### **Software**

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the teacher. Any software having the purpose of damaging the School's hardware is specifically prohibited. If a student misuses the software library, the teacher, at his or her sole discretion, further reserves the right to immediately terminate the students' access to school technology and/or take other action consistent with the School's discipline code.

### **School Workstations**

Under no circumstances may students alter the settings on any computer/device within the school. This includes all desktop and printer settings. Students may not download any program or app without the consent of the lab instructor.

### **Student Responsibility**

Students are expected to be responsible computer users. No student should knowingly delete or modify another students' work. Students are expected to act responsibly around computers when in the classrooms or Goretta Learning Center.

### **Game Playing**

Game playing is permitted at St. Aloysius School only when workstations are not needed for other purposes and the game conforms to the curricular goals of the school. Game playing must be approved by the teacher in charge. Game playing over the Internet is prohibited.

### **Sanctions**

As mentioned throughout, violations of this Acceptable Use Policy could result in the loss of access to electronic resources at St. Aloysius School. Students in violation of this Acceptable Use Policy will be subject to the current discipline code at St. Aloysius School in addition to loss of access of electronic resources while at school.

### **GUIDELINES FOR PUBLISHING STUDENT WORK ON THE INTERNET:**

To ensure that student's privacy will be protected while posting their work on the St. Aloysius School Website, the following guidelines have been established:

- No personal information, such as last names, phone number, addresses will ever be given out.
- Students may create web pages as a technology project and those posted will include student first names only.

Teachers must monitor and supervise any classroom pages created and classroom curriculum should be the focus. No personal information will be published. Any web page creation done by the classroom teacher should be in conjunction with the technology coordinator. **STUDENTS WHO DO NOT HAVE A SIGNED ACCEPTABLE USE POLICY WILL NOT BE GIVEN COMPUTER ACCESS ANYWHERE IN THE SCHOOL.**

### 13.3- Disaster Drills

**Fire Drills:** These drills are conducted each month, weather permitting. Drills are executed promptly, silently, and in an orderly fashion. Students are taught to use their regular exit as well as alternate doors. Each class has an assigned area to report to away from the building. Each teacher must be the last one out of the room. He/she takes the attendance sheet along and verifies that all students are accounted for.

**Tornado Drills:** The directions for the Civil Defense Authority are implemented in the school to ensure the safety of the students in an emergency. The students have assigned areas to take cover and are taught how to best protect themselves.

### 13.4- Emergency Operation Plan

The safety of your child(ren) is our TOP priority. As of 11/18/02, under the direction of the Diocese of Toledo, St. Aloysius School implemented an Emergency Operation Plan, naming an Incident Management Team, who will handle any emergency, which could occur during a normal school day. Along with this plan, specific Lockdown (classroom) and Shelter in Place (within the school grounds) procedures will be followed. This plan will be updated every school year.

**Lockdown: Lockdown is protecting students, faculty and staff from an internal or external threat, such as a violent person, by excluding or isolating that threat. This option requires the ability to quickly secure classrooms, exterior doors, and the physical plant. Movement of students and school personnel should be limited; protective cover should be sought. Procedures are as follows:**

- Any teacher/staff member who sees a potential interior threat should call 911 if you have a cell phone and then contact office to order lockdown. Office will also initiate police contact and inform them of lockdown status.
- Close and lock door. **Do not open your door to anyone during the lockdown.** Close Blinds. Cover all windows with paper. If it is announced as an **Interior Threat:** Students are to be on the floor in the corner on the side of the door wall with no talking. If **Exterior Threat:** Students are to be on the floor under the windows with no talking.
- Maintenance will lock exterior doors. Office will lock front door.
- Take attendance.
- Teacher/Aide/Students should remain in classroom during the lockdown. Students in restroom should remain in restrooms.
- Office staff will contact each classroom via cell phone/black intercom phone or PA system to determine if any students are not in the classroom. Be prepared to confirm missing students.
- The Incident Management Team (IMT)/Local authorities are responsible for locating all students.
- ASP/Clare Hall and rectory staff will be notified by the school office phone of a lockdown situation.

The Incident Coordinator will determine when it is safe to resume normal operations. An all clear notification will be announced over the PA system. DO NOT OPEN YOUR CLASSROOM DOOR FOR ANYONE UNTIL THE ALL CLEAR IS ANNOUNCED.

**Shelter in Place: Shelter in place refers to protecting students, faculty, and staff within the buildings where they are housed. This option can be used in two types of situations. First, there is no immediate threat to the structure of the facility, itself, so all people can remain safe by staying inside. Second, the threat is such that an attempt to move students, faculty, and staff from the building would expose them to more danger than they would face by staying put. This option would most likely be used during a hazardous material incident, such as the escape of a gas that could cause harm to those who inhale it. It might also be used if releasing students and personnel could interfere with law enforcement or fire fighting activity in the area. Activities within the building may go on as usual.**

**Procedures are as follows:**

- Office staff will determine if sheltering should take place within the building, classrooms or pre-determined shelters in the building.
- If staying in classroom, close door.
- Close all windows.
- Teacher/Aide/Students should take precaution and stay away from windows and classroom doors.
- If possible, turn off all air handling systems (air conditioners, heaters)
- Take attendance.
- Office staff will check all restrooms.
- Office staff will contact each classroom to determine if any students are accounted for.
- Incident Management Team is responsible for locating all students.

- ❑ Students in Physical Education should remain in the gymnasium. Outdoor gym class should return to the gymnasium for class.
- ❑ Students in the Church should return to the classroom.
- ❑ Students on the playground should return to the classroom.

The Incident Coordinator will determine when it is safe to resume normal operations. An all clear notification will be announced over the PA system.

**Evacuation: If a directive to evacuate is issued by the principal/pastor or public safety authorities. St. Aloysius Catholic School will evacuate students to St. Aloysius Church, St. Thomas More or to a facility established by public safety authorities. Students will either walk, or be shuttled by busses, depending on decisions made by administration.**

### **13.5 - Fraternization**

The relationship between employee and student must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but also at any time or any place. Normally, employees relate with children within the school setting. If there is to be fraternization with students, it will be rare that it will be with a single student. Prior consultation with the administration should take place if the employee is with a student outside the school setting.

### **13.6 - Gangs**

St. Aloysius School will enforce a zero-tolerance policy towards gangs. We recognize that the school must create a safe environment in which learning can take place.

No student shall be permitted to wear or display any clothing, jewelry, insignia, or other items which identifies a student as a member of a gang or otherwise symbolizes support of a gang.

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in behavior or any action that threatens the welfare of others.

### **13.7 – Parent Alert Messaging**

Parent Alert is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Parent Alert to deliver a single, clear message to the students' parents or guardians by phone call, text, and/or email in any combination. Parent Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Parent Alert is internet based in Option C, allowing each family to maintain a secure, password protected online profile. An instruction sheet for accessing the system and creating your profile is available. You can log into your Option C profile at any time to update your contact information and your Parent Alert preferences. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your Option C profile and Parent Alert preferences will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- To add contact information of other caretakers of your children, such as a grandparent or neighbor. Please contact the office to create an account.

If you do not have access to a computer, please feel free to call the school to arrange to use our facilities.

### **13.8 - Virtus**

It is the responsibility of local parishes and schools to screen all those who work with our youth whether employed or volunteers to ensure that our ministries are truly safe places for youth.

It is mandatory for all volunteers who plan to work with the youth of our school to complete an online diocesan seminar and background check. Renewal of the requirements is required every five years. Contact the school office for instructions.



### **13.9 - Security System/Access Control**

St. Aloysius Catholic School/Parish has installed an “Access Control” security system to protect your children and the faculty/staff who work with them throughout the school day.

Procedures:

- All school doors will be locked from 8:45 am to 3:10 pm daily.
- Parents, Visitors, Parishioners may gain access to the school through one of two intercom monitored doors; the glass doors outside the main office and the Enterprise St. door.
- Parishioners may enter the Parish Center through the door off of the Clough St. Parking Lot. All who enter here are asked to go directly to the Parish Office. Access to the school is not available at this location.
- If you have school business, you may come to one of the two intercom doors, and ring the bell. Either a School or Parish staff member will greet you, and allow entrance. You are then asked to go directly to the school office to obtain a visitor pass if staying in the building to volunteer, or to pick up a student for any reason. The student will be called from class to meet you in the office. Please allow extra time for this.
- Extended day parents must drop off and pick up students. All students in grade KR-8 must be logged in or out by a parent or other authorized adult. Extended day is supervised by an adult during these hours.
- Only Parish and School Staff will be granted access cards. Special access considerations may be granted by Mrs. Foos (Business Mgr) or Mrs. Puhl (Principal) for special events.
- To cut down on the need for parents to enter the building during the school day, we ask for Parental Help. Please help to make sure your child is prepared for school each and every day. ~ Does he/she have the homework due that day? ~ Does he/she have a lunch or money on account to purchase a lunch? ~ Does he/she have permission slips, after school items, etc? To teach responsibility, students will not be allowed to call parents for items listed above. Parents will only be contacted in the case of emergencies. Make it a family goal to plan ahead the night before! Reward your child for being prepared! It can make mornings much easier!

## **SECTION 14 - TRANSPORTATION**

### **14.1 – Busing and Other Options**

St. Aloysius students in grades KR-8 are transported by the Bowling Green City, Otsego and Elmwood School District buses. Parents with students living in other school districts should contact that district for transportation or reimbursement information.

Students walking to and from school must obey all traffic rules.

Parents may drop off students in the parking lot at the designated area. Please be cautious in the school parking lot. Children may be walking into the building from other vehicles.

The office and the classroom teacher must be notified of any changes in transportation arrangements. This can be done by note, email or through the PikMyKid app.

### **14.2 - Bus Discipline**

At all times the students must obey the rules and regulations established by the school system and the bus driver. Our utmost concern is for the safety of each child. Parents/guardians will be notified of their child's failure to comply with bus rules by means of a Bus Violation Report. Misconduct on the school bus is classified as a violation of the St. Aloysius School discipline code. St. Aloysius policy is if a bus conduct report is issued to a St. Aloysius School student by any bus driver, the student will receive a violation in accordance with the St. Aloysius School discipline code. The student may also be required to write an apology note to the bus driver. Beyond that, further discipline is handled through the Bus Superintendent at the respective school district. (BG 419-354-8509, Otsego 419-823-4381, Elmwood 419-288-3030)

Parents must assume responsibility for the behavior of their children while riding the bus. If permission to ride the bus is revoked by the public school, the parent must provide transportation to and from school for the child/ren until such time as reinstatement may be made.

### **14.3 – Parking procedure for St. Aloysius School**

The following procedures have been established to ensure the safety of all St. Aloysius Students during gym classes, recess, and extended day. There may be times when students are not using the playground end of the parking lot, but in order to enforce the rules, it is necessary to make the times of closure consistent.

- **DEFINITION OF PLAYGROUND AREA:** The parking lot has been divided into two sections, the SOUTH END (closest to) to be used for parking and the NORTH END (closest to Wooster) to be used for the children's playground.
- **GRASS AREA:** School children are able to use the grass area with appropriate supervision. All recesses may not be able to use this area if there are not enough playground supervisors.
- **REGULAR SCHOOL DISMISSAL 3:15 P.M.:** If picking students up from school, please follow the car line procedures shared in the back to school schoolgram.

#### **14.4 - Towing of Cars**

- It is our policy to tow anyone who does not have business with the school or parish, has been warned and parks again in our parking lot between the designated hours.

## **Appendix A- Diocesan Policy on Gender-Related Matters**

Policy Statement on Gender-Related Matters Issued by the Diocese of Toledo, June 2019

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in Appendix B.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

## **Appendix B- Catechesis Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed,

---

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>2</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature as *reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>3</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, as *distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>4</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

## **Appendix C- Pandemic Response Plan Fall 2021**

St. Aloysius Catholic School is committed to providing a safe and healthy environment for all its students, parents, employees, and guests. We have adapted our Pandemic Response Plan (PRP) for the 2021–22 school

---

<sup>2</sup> *Gaudium et Spes* 27.

<sup>3</sup> Pope Francis, *Amoris Laetitia* 285.

<sup>4</sup> Catechism of the Catholic Church 221.

year that will guide our decisions for continuing to offer quality in-person education. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

**St. Aloysius Catholic School will update this PRP as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to St. Aloysius Catholic School's Parent/Student Handbook and Employee Handbook. Until communicated otherwise, the rules and guidance of this PRP control to the extent that there is any inconsistency between it and the existing Parent or Employee Handbook. If you have any questions regarding current policies or procedures, contact the school office.**

## Reference Guide

- **Resources and Guiding Entities**

St. Aloysius Catholic School's Pandemic Response Plan is based on recommendations from the [Centers for Disease Control and Prevention](#) (CDC), Ohio Department of Health (ODH), the [American Academy of Pediatrics](#), federal [Occupational Safety and Health Administration](#) (OSHA) standards related to COVID-19. Our plan is centered on the understanding that the greatest risk of transmission is when two people are within six feet of each other for fifteen continuous minutes.

As part of our planning, St. Aloysius Catholic School has taken into account the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. Studies that have systematically tested children and adolescents have found their rates of infection can be comparable, and in some settings higher, than in adults. Children and adolescents can also transmit SARS-CoV-2 infection to others, as demonstrated by outbreaks at camps, sporting events, and schools. Children, compared to adults, are more commonly asymptomatic and can spread disease without symptoms. Significant secondary transmission of SARS-CoV-infection has occurred in school settings when prevention strategies are not implemented or are not followed. Although outbreaks in schools can occur, multiple studies have shown that transmission within school settings is typically lower than – or at least similar to – levels of community transmission, when prevention strategies are in place in schools. ([CDC](#))

- **Implementation**

**In order to help keep our St. Aloysius community healthy, it is essential that families and employees self-monitor for signs and symptoms of COVID-19. We will continue to keep families and employees informed and assist with reminders and updates.**

To be effective, **St. Aloysius Catholic School's** PRP requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with St. Aloysius Catholic School's PRP. This plan includes steps— physical distancing, screening procedures, contact tracing, enhanced cleaning and additional air filters—that St. Aloysius Catholic School is taking to mitigate COVID-19 contagion.

This PRP addresses the health and safety procedures that **St. Aloysius Catholic School** has implemented and the responsibilities of St. Aloysius Catholic School and its community members, including:

- o prevention procedures, including hygiene and respiratory etiquette;
- o procedures for safe physical distancing and limiting visitors, including parents, to school building;
- o cleaning and sanitizing information;
- o screening procedures and policies for anyone exhibiting COVID-19 symptoms;
- o prompt identification and isolation of sick individuals and protocols for contact tracing;
- o protection and controls for student pick-up and drop-off; and
- o employee training and ongoing communications.

- **School Program: On-Campus Learning and Distance Learning**

Our current plan is to start the 2021-22 school year with on-campus learning.

Safeguarding the health of our community members is our top priority, and we are prepared for a switch to distance learning during the St. Aloysius Catholic School year if public health guidelines or circumstances require us to do so.

### **On-Campus Learning**

As we were last year, we are excited to welcome students back to **St. Aloysius Catholic School** for on-campus learning, and we will offer a full-day schedule that includes hot lunch, recess, specials classes, and our Extended Day Program. **St. Aloysius Catholic School's** physical and human resources enable us to provide an at-school, in-person education under new health and safety guidelines. Some program modifications that were made last year will continue with further adjustments including uses of our available space; student travel during the day; limited in-person, large group meetings and activities; limited off-campus travel; increased use of outdoor spaces for student learning and socialization; and enhanced technology, including personal electronic devices for all students.

### **Distance Learning if the School Building is Closed**

We learned a lot through our distance learning experience in the spring of 2020, and if we are required to move to full distance learning, our students will still experience the meaningful, faith-filled and joyful learning that is a hallmark of **St. Aloysius Catholic School's** education. Students will participate in developmentally appropriate schedules that are a balance of live and recorded content. All students will have access to their own electronic device. St. Aloysius Catholic School will continue to utilize a number of digital tools—including Google Educational Tools, and Exact Path—for learning, engagement, and assessment.

- **Social-Emotional Support**

Supporting our students' social-emotional development is more important than ever during these trying and uncertain times. We will pray together for the health and safety of our school community and for those we love.

In addition to your child's teachers, our school counselor will be available to help parents regarding their children's adjustment back to school and any other related concerns.

Our counselor, Mrs. Dever, will now be here full time and available to meet with children individually once school resumes. Our principal, Mrs. Puhl, will continue to support teachers and students as needed. Mrs. Puhl and Mrs. Dever are also resources for families who want outside support for children who need more help transitioning back to school.

### **Considerations for Parents**

Children are looking to their parents to let them know how they should be feeling about things. As much as possible, parents should try to be a non-anxious presence in their children's lives and communicate their confidence in their children's ability to cope with stressful situations, including the new school year. .

Parents are encouraged to help children reestablish routines at home that will help prepare them for coming back to school.

Once parents read through St. Aloysius Catholic School's PRP and understand more about the 2021–22 school year, they are encouraged to communicate clearly with their children about the return to school to begin to prepare them for how things are going to look different this school year. Parents are encouraged to reinforce the idea that children have agency in keeping themselves safe and healthy rather than emphasizing the many unknowns.

Although no one knows exactly what the school year will bring, it is important that children feel a sense of comfort knowing that there are specific things they can do (e.g., hand washing and maintaining a safe distance) to help keep themselves and others healthy.

Ample evidence shows that maintaining balanced nutrition, getting moderate exercise, practicing mindfulness, establishing good sleep habits, and having adequate social support are the best ways to counteract the effects of stress on children (and adults). Little things can help to make big improvements in the reduction of stress!

Parents can help St. Aloysius Catholic School by communicating with their children that although every family has dealt with COVID-19 differently, the **St. Aloysius Catholic School** community supports each other. There will be a different set of expectations at school, and we hope that everyone will respect differences in how families have approached dealing with the virus. We will consistently remind students that we take these precautions out of Christian love for each other.

- **Mitigation Strategies**

We recognize that through the implementation of coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. St. Aloysius Catholic School strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

We have implemented basic infection prevention measures, including the promotion of handwashing and respiratory etiquette and physical distancing. Continual on-campus learning will only be possible with all of us working together to follow these health and safety guidelines, on and off-campus.

### **Handwashing**

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Sinks are in every classroom and sanitizer dispensers (that use sanitizers of greater than 70 percent alcohol) are at other locations throughout St. Aloysius Catholic School. Students, employees, parents, and visitors should wash or sanitize their hands after entering the building. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using the restroom.

### **Respiratory etiquette**

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

### **Face coverings**

It is recommended that faculty, staff and students wear masks while inside the school building. While this is optional, there are benefits to mask wearing. In addition to reducing the risk of illness, if your child wears a mask consistently and correctly at school and keeps a social distance of at least three feet, they will not have to stay home if they are exposed to a covid case in the classroom.

These quarantine guidelines will be shared with our families once they are released by the Wood County Health Department and will become a part of this plan at that time.

### **Cleaning, Disinfecting, and Ventilation**

St. Aloysius Catholic School uses CDC-approved disinfectants and has implemented updated cleaning, disinfecting, and ventilation practices. This includes routine cleaning and disinfecting throughout the campus. We will frequently clean and disinfect high-touch areas and items, such as manipulatives, door handles, elevator panels, railings, and copy machines. We are adding air filters to each of our



classrooms that removes at least 99.97% of airborne contaminants in one pass and circulate the air of an average classroom 5.2 times per hour.

### **Limiting School Access**

As virus spread is more likely among adults, we are restricting parent and visitor access to our building.

- o Parent and visitor access is restricted to the main office. We ask you to help your child be prepared for school to avoid unnecessary trips into the building.
- o No one delivering food from local restaurants will be allowed to enter the school building.
- o Contact the parish office for their current schedule and entry procedures.

### **Physical Distancing, Student Cohorts, and Group Gatherings**

All individuals at St. Aloysius Catholic School will maintain a safe physical distance of six feet as feasible throughout the building. All classroom desks will be arranged with a minimum of three feet distancing with six feet whenever possible.

St. Aloysius Catholic School will maintain cohorts of students and teachers to minimize crossover among children and adults within St. Aloysius Catholic School. For our purposes, each homeroom will be its own cohort. In addition, teachers will take advantage of **St. Aloysius Catholic School's** outdoor spaces when possible.

We will continue to limit in-person large group assemblies or gatherings at school.

### **Physical Barriers**

Mobile physical barriers will be used throughout the campus, such as on the reception desk and in learning support rooms when necessary.

### **Drinking Fountains**

Students and employees should bring and use a refillable water bottle. All drinking fountains have been replaced with water bottle refilling stations. Please label your child's water bottle.

### **Travel and Field Trips**

We ask that all community members limit non-essential travel, especially to areas that are hot spots.

Off-campus field trips will be permitted dependent on the level of contagion in our area. Teachers are encouraged to plan field trips within walking distance with outside or socially distanced options. Flexibility should be built into all plans due to the quickness at which variants may spread. Decisions on camp and the 8th grade class trip will be made at a later date.

### **Student Drop-off and Pickup**

We will continue the drop off and pick up procedures which we used last year.. Details will be included in our back to school mailing.

- o During student drop-off and pickup, employees and students will maintain six feet of physical distance whenever possible, and avoid physical contact with other individuals.
- o Parents will be asked to remain in their vehicles for both drop off and pick up.

- **Health Screenings and Symptom Assessment and Reporting**

We will continue to inform and expect families and employees to self-monitor for [signs and symptoms of COVID-19](#). St. Aloysius Catholic School has implemented the following policies and procedures to assess a person’s health status prior to entering St. Aloysius Catholic School; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19.

### **Before arriving at school**

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home. In addition, parents should communicate with St. Aloysius Catholic School if one of them or a member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact\* with someone who is positive or symptomatic of COVID-19.

\*[CDC currently defines](#) “close contact” as “someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.” This definition applies in all settings, except the classroom, regardless whether the infected or the contact or both were wearing masks. “Close contact” in the classroom is the same unless the contact is wearing a mask, the safe distance is reduced to three feet.

Parents should take their children’s temperature before arriving on campus and keep their child home if they have a temperature of 100° Fahrenheit or above.

Parents should continue to report student absences, COVID-19 symptoms, close contacts, and COVID-19 diagnoses via telephone or email to the school office.

All parents will receive regular reminders to monitor their child’s health and stay home if they are sick or showing symptoms. There will be no perfect attendance awards presented during the 2021-2022 school year as we expect everyone to err on the side of caution when making decisions about sending your child to school. It is critical to the health of our students and faculty that students displaying symptoms be kept home and are not sent to school after taking medication to mask a fever or other symptoms.

### **Screening Procedure for Students**

- o Students will have their temperatures checked on campus at least once each day, including as they arrive at school in the morning. Any student with a temperature of 100° Fahrenheit or above

must immediately leave the school building or be further evaluated by the St. Aloysius Catholic School nurse.

### **Screening Procedures for Employees, Parents, and Visitors**

- o Employees must report to the office upon entrance to the school building.
- o Anyone entering the school beyond the main office will be screened (inspectors, contractors, etc.)
- o Parents will not be allowed past the school office once school resumes unless they have an appointment or have received a communication from St. Aloysius Catholic School that states otherwise.
- o Anyone with a temperature of 100° Fahrenheit or above must immediately leave the school building or be further evaluated by the St. Aloysius Catholic School nurse.
- o All individuals should wash or sanitize their hands after entering the building.

### **● Policies for Individuals Exhibiting Symptoms at School**

If a student is sick or experiencing symptoms at school, the teacher or other designated adult will escort the student directly to the isolation room and report to St. Aloysius Catholic School nurse. Both escort and student should wear face coverings.

Adults who become sick or experience symptoms while at St. Aloysius Catholic School should notify St. Aloysius Catholic School nurse and leave the building immediately or report to the designated isolation room until able to leave St. Aloysius Catholic School.

### **● Contact Tracing and Returning to School**

Contact tracing is part of the process of mitigating the spread of infection. St. Aloysius Catholic School has a plan to work with public health officials if a community member tests positive for COVID-19. Public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained. Instructions that follow current CDC and state of Ohio guidance will be provided to the infected person and all close contacts regarding isolation and quarantine.

It is our policy to follow the recommendations of the Wood County Health Department regarding quarantine of students, faculty and staff. If, after contact tracing or testing, it is recommended that someone be excluded from school or activities, it is our expectation that the identified case or contact remain home until the return date established by the Wood County Health Department.

### **Returning to school after Illness**

Health Department guidelines for return to school after an illness (whether or not that illness is Covid-19 related) are constantly evolving. We will share the current guidelines once they are published, before the school year begins, and update them as needed throughout the year.

This includes returning to school after being sent home or staying home with symptoms as well as policies for returning after a positive test or quarantine.

- **Specials Classes**

We will continue to offer both core academic and specials classes with some modifications. Depending on the level of contagion in the community and the class size/ability to social distance, specials teachers (with the exception of P.E. and band) may teach the students in their homeroom, with teachers moving instead of the students.

Our band program is offered in partnership with the BGSU College of Musical Arts. We will work with them to design this year's curriculum and procedures.

- **Lunch**

Students will be six feet apart at lunch as they will have their masks off as they eat. Siblings may be asked to sit together if they have the same lunch period and some classes may alternate between the cafeteria and classroom in order to maintain the six feet social distancing during this time.

- **Weekly School Liturgy**

We will continue to livestream weekly Masses into the classrooms with a limited number of students present in the church with appropriate distancing. If Masses are live streamed, Extraordinary Ministers of Holy Communion will bring the Eucharist to students in their classrooms at communion time. These will be private Masses for students and employees only. Others are welcome to pray with us on the live stream when it's available.

- **Extended Day Program**

Specific Extended Day policies will be shared with families who make a reservation.

- **Preparedness**

This document will serve as the St. Aloysius Catholic School response plan for COVID-19.

Additional communications and training will be ongoing as COVID-19 guidelines and requirements change. If you have any questions, please contact your child's teacher, the principal or school nurse.

St. Aloysius, Pray for Us.

# Guidelines for Minimizing Contagious Disease in the Community

Revised August 16, 2021

Staying home when potentially contagious with COVID will reduce the risk of spreading disease. The guidelines in this document can be used by individuals and organizations when they encounter COVID-like symptoms.

---

## Individual with Symptoms

### *For Individuals*

If you develop symptoms that could be caused by COVID take the following steps:

1. Determine the cause of your symptoms. Be evaluated for COVID if..
  - You have **two or more** of the following symptoms:
    - Fever (either a measured, elevated temperature or if you feel feverish)
    - Chills
    - Rigors (shaking or shivering)
    - Myalgia (muscle aches and pain)
    - Headache
    - Sore throat
    - Nausea or vomiting
    - Diarrhea
    - Fatigue
    - Congestion or runny nose
  - You have **at least one** of the following symptoms:
    - Cough
    - Shortness of breath
    - Difficulty breathing
    - New loss of taste or smell OR newly experiencing that food tastes strange or funny
  - Your doctor thinks you should be tested for COVID.
2. Stay home while contagious.
  - Even if you don't have COVID, passing illness to others could make them think they could have COVID.
  - Your doctor can tell you when you will no longer be contagious.
3. Stay away from others in your household as much as possible.
  - This may be difficult to do all the time, especially if you have small children or your child is the sick individual. Do what you can to minimize exposure.
4. If you do not have COVID, get a doctor's note confirming that you can safely return to your normal activities.
5. If you have COVID, follow all public health guidelines about when and how you can safely return to your normal activities.

# Guidelines for Minimizing Contagious Disease in the Community

## ***For Organizations***

Encouraging individuals to follow these guidelines will reduce the risk of spreading disease, whether COVID or another illness. To maximize protection in your organization:

1. Defer attendance by all sick individuals.
2. Before they return to your organization, have all individuals who should be evaluated for COVID do one of the following:
  - Test negative on a diagnostic COVID test, i.e., an RT-PCR test;
  - Get a doctor's note confirming that they can safely return to their normal activities;
  - Wait until they have recovered, and it has been at least 10 days after their symptoms began.
3. Ensure that all individuals follow public health guidelines about returning if they have COVID.
4. Encourage flexible policies that support people staying home when they are sick, so they are not discouraged from following these guidelines.

# Guidelines for Minimizing Contagious Disease in the Community

## Household Member with Symptoms

### *For Individuals with Sick Household Members*

If a household member has symptoms that could be caused by COVID, take the following steps:

1. Determine the cause of their symptoms. Be evaluated for COVID if...
  - They have **two or more** of the following symptoms:
    - Fever (either a measured, elevated temperature or if you feel feverish)
    - Chills
    - Rigors (shaking or shivering)
    - Myalgia (muscle aches and pain)
    - Headache
    - Sore throat
    - Nausea or vomiting
    - Diarrhea
    - Fatigue
    - Congestion or runny nose
  - They have at least one of the following symptoms:
    - Cough
    - Shortness of breath
    - Difficulty breathing
    - New loss of taste or smell OR newly experiencing that food tastes strange or funny
  - Their doctor thinks they should be tested for COVID.
2. If a household member **has to be evaluated** for COVID...
  - If you were **diagnosed** with COVID and **recovered** within the **previous three months**, you may continue your normal activities without restriction, as long as you do not have symptoms.
  - If you are **fully vaccinated** and do not have symptoms, you may continue your normal activities but wear a mask while awaiting results of the evaluation.
  - If you are **NOT** fully vaccinated, stay home while awaiting results of the evaluation.
3. Stay away from the sick household member, as much as possible.
  - This may be difficult to do all the time, especially if your child is the sick individual. Do what you can to minimize exposure.
4. If a household member **has** COVID, follow all public health guidelines about when and how you can safely return to your normal activities.
5. If a household member is evaluated and does not have COVID, you may return to normal activities. Self-monitor for symptoms and go home if you begin to feel sick.

# Guidelines for Minimizing Contagious Disease in the Community

## *For Organizations*

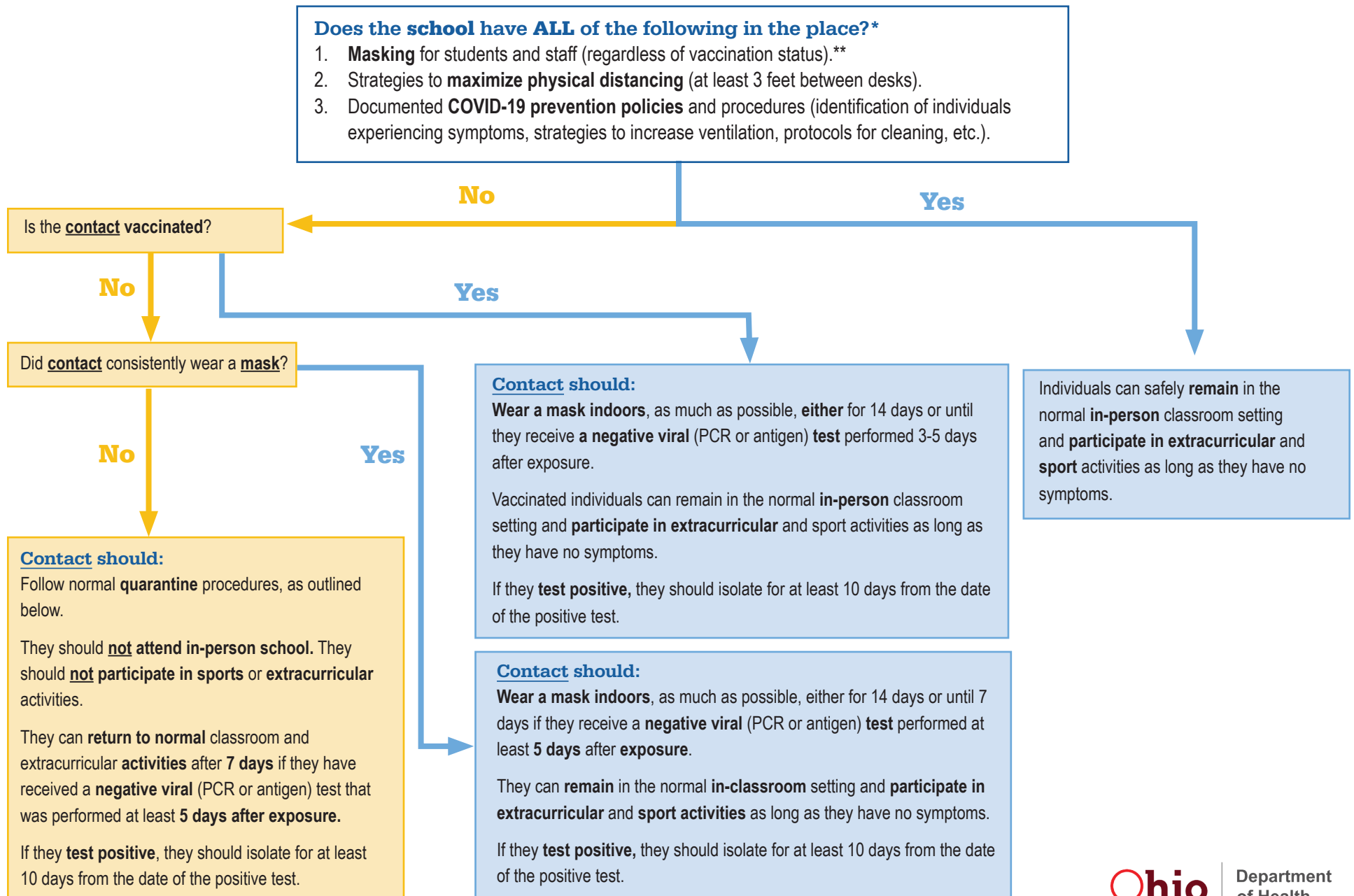
Encouraging individuals to follow these guidelines will reduce the risk of spreading disease, whether COVID or another illness. To maximize protection in your organization:

1. If an individual has a household member who has to be evaluated for COVID...
  - Defer attendance by individuals who are not yet fully vaccinated while awaiting results.
  - Ensure fully vaccinated individuals wear a mask, while awaiting results.
  - Individuals who were **diagnosed** with COVID and **recovered** within the **previous 3 months** may continue their normal activities without restriction, as long as they do not have symptoms.
2. If their household member is determined to have COVID, ensure that the individual follows public health guidelines about when and how they can safely return.
3. Encourage flexible policies that support people staying home as needed, so they are not discouraged from following these guidelines.



## Guidelines for Quarantine After Exposure in K-12 Classroom Settings

This chart can help guide quarantine decisions after a student or adult contact is exposed to someone with COVID-19 in the classroom setting.



\*This flowchart applies only to COVID-19 exposures that occurred within a K-12 classroom setting. It is not applicable to exposure in the community, extracurricular, or sports environment.

\*\*The person who tested positive for COVID-19 should follow standard isolation procedures.

# Please sign and return by September 3, 2021

Our family has received and agrees to follow the policies in the  
Parent/Student Handbook.

Family Name Please Print: \_\_\_\_\_

Student's Name/Grade: \_\_\_\_\_

Student's Name/Grade: \_\_\_\_\_

Student's Name/Grade: \_\_\_\_\_

Student's Name/Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date