

# **SAINT ALOYSIUS GONZAGA CATHOLIC SCHOOL**

**611 E. Mission**

**Spokane, WA 99202 509-489-7825 Fax 509-487-0975**

## **STUDENT - PARENT HANDBOOK 2019-2020**

*Raising "Leaders in Action Modeled on Christ"*

This book has been prepared to acquaint students, parents and guardians with a general overview of the school, its philosophy, schedules, procedures and policies which serve as guides. We are revising our policies on a regular basis. Please be aware the handbook is subject to change.

## MISSION STATEMENT

St. Aloysius Gonzaga Catholic School is an integral part of a Jesuit parish community. Our mission, in partnership with parents, is to develop and harmonize the intellectual, spiritual, emotional, and physical capacities of each child. Our ultimate goal is to graduate students who will be leaders in action, modeled on Christ.

## PHILOSOPHY STATEMENT

As a ministry of St. Aloysius Parish, the school welcomes a diverse group of students, each individually valued. We believe that...

1. Parents, as primary educators of their children in the ways of the faith, work in partnership with St. Aloysius staff and community.
2. The St. Aloysius Gonzaga School community creates and upholds a safe and respectful learning environment.
3. We create a positive learning environment for each child, which stresses academic excellence and inspires each child to reach their fullest potential through a child-centered curriculum that includes developmentally appropriate methodology, values human diversity, teaches responsibility and leadership, and educates for social justice and global awareness. The school community supports the children to develop spiritually, morally, intellectually, socially, and physically to their own greatest potential.
4. Our school provides an understanding of Catholic beliefs and an opportunity for practicing the faith; and encourages, in the Jesuit tradition, commitment to doing justice in generous service to the world.

## St. Aloysius Gonzaga SLEs

Our ultimate goal is to graduate students that are: "Leaders in Action Modeled on Christ". This goal can be accomplished by striving toward our School Wide Student Learning Expectations (SLEs):

The 3 Rs

### **1. Respect**

Demonstrates respect in spiritual settings

Demonstrates respect for self

Interacts positively and respectfully with others and school property

### **2. Responsibility**

Demonstrates effort toward academic growth

Accepts personal responsibility for decisions/behaviors

Makes productive use of time

### **3. Reflection**

Makes reflective choices and solves problems based on the teachings of Christ

## ST. ALOYSIUS K-8 SCHOOL STAFF

Parish Priest	Father Tom Lamanna
Pastoral Administrator	Don Weber
Principal	Angie Krauss
Assistant Principal	Dawn Manfred
Assistant Principal, Director of ELC	Julie Simmons
Mission Advancement Department	Cami Carlson/Bri Barbieri/Sandi Druffel/Aleisha Webb
K-8 Teachers	Diane Wells: KAM Susie Kraut: K Rhonda Croft: 1 Kennedy King: 2 Pat Mills: MAC Keri Manfred: 3 Jordan Hirst: 4 Katie Nuss: 5 Katie Putnam: 6 Cece Padon: 7 Missy Dixon: 8 Michael Barfield: Middle School; K-8 performing arts Kit Devita: Middle School Amanda Holland: Middle School Pete Hanson: PE Christine Cronin: PE Erin McKernan: Art
Front office administration	Kelli Kelly and Aleisha Webb
Bookkeeper	Dena Hanson
Maintenance Staff	Rich Moran, Kelly Cooper, Gary Thronson
Volunteer Coordinator	Aleisha Webb
Kitchen Staff	Pat Klumb, Tina Santorsola, Stacey Ketchum

## **ST. ALOYSIUS GONZAGA SCHOOL ADVISORY COUNCIL**

**2019-2020** The School Advisory Council is responsible to proclaim the Gospel of Jesus through the action and activities of the school. The three main areas of obligation are: (1) to develop and define the policies that govern the school, (2) to oversee financial, long range planning, and fund-raising responsibilities, (3) to generate and approve new programs.

Tom Lamanna-- Pastor

Angie Krauss-- Principal

Jeff Gallagher- Board chair

Members:

David Paluch, Morgan Hatcher, Rachel Druffel, Michele Oty, Jeff Gallagher, Catherine Higgins, Patrick McCabe, Amy DePaolo, David Garcia, Krista Caro, Eric Esparza, Carl Jordan, Nate Graham, Matt Allore, John Lopez

## ST. ALOYSIUS SCHOOL HISTORY

The first parochial school of St. Aloysius was established in 1916, in a brick building directly south of the Church. From 1916 until 1940, under the care of the Sisters of the Holy Names, classes for St. Aloysius School were held in this building. Prior to this date, boys of grade school age attended the preparatory school at Gonzaga and the girls attended the preparatory school at Holy Names Academy.

In the winter of 1940, the first unit of the present parochial school on Mission and Standard was completed. For the first four school months of that year, classes were held in the abandoned Webster School while Father Paul Sauer, S.J., supervised the completion of the new school.

In spite of the careful planning, it was soon evident that the new school was too small. The parish was growing too fast for it. In 1941, additional classes were held in the new basement. The following year another class was conducted in the old rectory, and in 1943 still another class was moved across the street in the basement of the Heath Library. All available classroom space was taken and used, and the parish continued to grow.

In 1950, under the direction of the pastor, John Prange, S.J., the second unit of the school was completed. At this time, the Sisters of the Holy Names new residence on Sinto and Astor were also completed. The Sisters moved in, after being housed for twenty-four years in their old residence on Boone Avenue.

The Montessori preschool program began in the 1980's. The Montessori philosophy continued into the school's kindergarten. In 1985, Educare was established to assist working parents in caring for their children before and after school hours.

In 1993, through the efforts of many parents, friends, and parishioners, one of the school's classrooms was renovated as the school's chapel. The quiet and peace of this special room offers teachers and students a place for classroom liturgies. In the fall of 2002, full day Kindergarten and Montessori Kindergarten options were made available. In the fall of 2003, Educare changed its name to St. Aloysius Early Learning Center and Extended Care, and added toddler care to its repertoire of services. The renovation of the school's stage provided a room for toddlers. In this same year, the school added a multiage primary classroom.

St. Aloysius Gonzaga School is accredited through Northwest Association of Accredited Schools and Western Catholic Education Association. The School also meets all state guidelines for an elementary school.

Today St. Aloysius Gonzaga School serves nearly 500 students, infant through eighth grade, with a modern curriculum and an enriching religious program.

## I. ADMISSION POLICY

St. Aloysius Gonzaga Catholic School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this School. St. Aloysius does not unlawfully or unjustly discriminate based on race, color and national and/or ethnic origin, age, sex or disability in administration of admission and educational policies.

### A. REGISTRATION

For families whose children are already in attendance at St. Aloysius Gonzaga School, registration forms are sent out in the spring.

New families apply directly to the vice principal for admission. Once a child has been enrolled as a kindergartner and completes the first year, future continuous enrollment is provided through the eighth grade.

**In the event that enrollment exceeds the capacity of any grade, the following procedures will be followed for new families interested in attending St. Al's school:**

At the close of the registration period, the applications for registration will be reviewed and students with a satisfactory application will be accepted according to the priority list below. Catholic families registering after the registration period will not displace families registered on time.

Students shall be admitted to St. Aloysius Gonzaga School according to the following order:

1. Siblings of children presently enrolled in the school
2. Children of registered and active members of St. Aloysius Parish \*\*\*
3. Employees of Gonzaga University
4. Children of Catholic Parents who are active in a parish other than St. Aloysius \*\*\*
5. Non-Catholics who are enrolled in St. Aloysius Gonzaga preschool

\*\*\* Registered parishioners will be required to meet with the parish administrator/pastor and obtain a letter of parish verification.

All students are required to have a record of health, which includes an updated record on immunizations. If this matter is not complied with, attendance at school must be refused.

## **B. FAIR SHARE TUITION**

St. Aloysius Gonzaga Catholic School has created a K-8 Fair Share Tuition arrangement for Catholic families who are active in their parishes. To qualify for our Fair Share Tuition program, at least one parent and the enrolling child must be a baptized Catholic and must be active members of a Catholic parish community. The school and parish are committed to assisting families that are raising their children Catholic.

Any practicing Catholic who seeks access to financial assistance through our Fair Share Tuition program must complete an online application through FACTS and submit federal income tax documents. FACTS provides a confidential and secure method to collect and verify financial information.

### **Steps for Fair Share at St. Aloysius Gonzaga School:**

Please schedule an appointment with the Principal, Vice Principal, or Bookkeeper. Please bring these documents to the meeting:

- Copy of most recent tax forms and W2's
- Registration paperwork completed including payment for registration fees
- Parish verification form if you are a new family

## **C. TUITION ACCOUNTS**

Tuition is due the 15th of each month and is normally distributed over 11 months from June through April.

Diocesan Regulation #3240.1,10. states: Parents contract a moral if not legal obligation to pay their tuition and other school bills. If they consistently fail to do so, the school may, after sufficient warning and promulgation, apply sanctions such as:

- a. Refusing to re-admit to school in September students whose past bills are not paid in full.
- b. Refusing to forward transcripts, transfer records, and graduation certificate until all bills have been paid in full.
- c. Submit accounts for collection.
- d. Families who are more than 60 days behind in tuition must make financial arrangements for payment or may be dismissed.
- e. Students may not register in March for the following school year unless their bill is current.

## **II. EDUCATIONAL PROGRAM**

### **1. DIOCESAN GOALS**

The Educational program at St. Aloysius Gonzaga School implements the Diocesan goals and curriculum guidelines in the light of the philosophy of our school.

### **2. CLASSROOM AND SCHOOL LITURGIES**

School liturgies are scheduled each Thursday and are normally held in the school chapel or parish church. Some weeks, the liturgy will be for a small group (3-4, 5-6, and 7-8). At least once per month an all- school liturgy will be held.

### **3. HOMEWORK**

The purpose of homework is an extension of the learning that takes place in the classroom and gives students the opportunity to learn responsibility, organization, and time management, while also reinforcing skills and practicing concepts taught in class. Please see the Homework continuum guidelines for more details per grade level.

#### **4. DRAMA/MUSIC/Band PROGRAMS**

Classroom drama/ music is provided weekly by a K-8 specialist. Band is provided for grades 5-8. The band teacher is provided by Gonzaga Prep. Band fees are collected at the start of the school year and then given to Gonzaga Prep.

#### **5. Multi-Media Lab**

All classes, K-8, visit the multi-media lab. Students will have access to chrome books and non-fiction texts in this classroom. Since these materials are important, and must be shared with everyone attending St. Aloysius we ask they do not leave the multi-media lab.

#### **6. GRADING SCALE for Grades 4-8**

A+ 98-100	B+ 87-89	C+ 77-79	D+ 68-69	F 64
A 93-97	B 83-86	C 73-76	D 66-67	
A- 90-92	B- 80-82	C- 70-72	D- 65	

#### **7.ABSENT WORK**

Students are expected to assume responsibility for making up assignments and tests missed during an absence.

##### **Due to illness**

After an absence due to illness arrangements for make-up work should be made with the child's teachers. This should include due dates for daily accountability and assessments.

##### **Scheduled absences**

It is the student's responsibility to communicate with the teachers about upcoming absences. Families must allow teachers a minimum of 3 days advance notice to compile work for an extended absence. Arrangements must also be made for due dates for tests and projects.

Upon return to school: students have one day to ask for clarification on assignments, then work should be completed for on time credit by the following school day.

##### **Late Work for Grades 5-8**

**Grade 5:** Teacher decision on appropriate late penalty

##### **Grades 6-8:**

1 day late- 25% off

2-5 days late- 50% off

More than one week late-0, no chance for make up

#### **8. REPORTING TO PARENTS**

Teachers and parents are asked to contact each other a minimum of once each trimester to review student progress. Parents are encouraged to contact staff members using email addresses or by phone. Quality interaction among the adults sends a positive message to each child.

Grades K-8 are on a trimester system for reporting.

For students in grades 5-8 an online grading program, Teacherease is available to help monitor student progress.

## 9. PARENT AND TEACHER CONFERENCES

Parent Teacher Conferences are held annually at the end of the first trimester and optionally available in the spring. As conference time approaches, parents will be notified in the Monday News on how to register for conference times.

## 10. RETENTION

Parents will be contacted if retention seems to be an option by March.

## 11. SACRAMENTALPROGRAM

The Sacramental preparation for children is administered in partnership with the Parish Sacramental program. Special meetings are planned at the parish to aid parents in preparing their children for the sacraments of Reconciliation, Confirmation and Eucharist.

## 12. SCHOOL HONOR ROLL

Academic achievement is an important part of the mission of St. Aloysius Gonzaga School. We choose to honor those students in grades 5 through 8 who have achieved a high level of excellence in their studies. All core subjects: religion, math, literature/grammar, science, social studies are used in the calculation.

The following are guidelines Honors 4.00-3.50

A = 4.00	A- = 3.75	B+= 3.50	B = 3.00	B-= 2.75	C+= 2.50
C-= 1.75	C = 2.00	D+= 1.50	D = 1.00	D-= .75	F = 0

## 13. TITLE I: Education Consolidation and Improvement Act

Title I is a federally funded program under ESEA PL 89-10. The Title I program consists of reading components in grades K-5 for those students who qualify. The program is coordinated by Spokane Public, which also provides the teacher professional development.

## 14. SCHOOL LETTER AWARDS

LETTER AWARD: Beginning at grade 5, students may accumulate points toward a school letter. A School letter emblem will be received for the first 30 points earned. A Pin to be placed on the letter will be given for each additional 30 points earned.

POINTS SYSTEM: 30 points are needed to earn a letter. The Point system is based on the approximate amount of time commitment necessary for each activity. All points are awarded by the supervisor of each activity. **The Supervisor may assign partial points as he/she deems appropriate.**

**Honor Roll:**

The points listed are maximum amounts possible.

Max 5 points per trimester (**first 2 trimesters of the year only**) Honors 5 points

4.0-3.50 for honors

**School Team Sports**

Max 3 points per sport. **Attend practices and games/events on a regular basis.** Show good sportsmanship.

Demonstrate respect and responsibility

**School Day Altar Server/Liturgical instrumentalist**

Max 2 point per trimester Attend services as scheduled. Exhibit respectful behavior.

**Sunday Liturgical Ministers:**

Max 2 points per trimester Must be documented by the parish.

**Liturgy Leaders and Leadership Leaders:**

Max 3 points per year. Demonstrate leadership behavior.

**Drama Play:**

Max 3 points per year **Attend practices/events on a regular basis.** Demonstrate respect and responsibility.

**Community Service:**

Max 3 points per trimester Service given to the community beyond what is assigned by the school. Volunteer service provided by the student to a local agency outside the school day must be documented by the agency and the parent and reported in writing to the principal.

**III. ATHLETIC PROGRAM**

**A. AFTER SCHOOL SPORTS PROGRAM** The director of St. Aloysius' athletic program is the Athletic Director, who is directly responsible to the school principal. Coaches volunteer to assist in all sports. An Athletic Advisory Committee, at the diocesan level, works with the Athletic Directors to evaluate policies, procedures, and guidelines. The program may include grades 1-8 in volleyball, football, basketball, softball, cross country, and baseball. Fees to defer costs for this program are paid by participants, and by the school. These fees are used for the after school sports program only.

***ATHLETIC POLICY***

St. Aloysius Gonzaga Grade School Athletic Department is a program of energy, enthusiasm and a positive attitude to accomplish important, vibrant, healthy work. All eligible (determined by grades and behavior) student athletes interested in participating in any St. Aloysius athletic activity will be bestowed the gift of the right to participate. While participating, all student athletes will feel care and security with a sense of positivity and enthusiasm towards learning the fundamentals of sports through the best instruction, demonstration and correction for all student abilities and aptitudes.

Each student athlete will be encouraged and challenged to continue their personal journey with high expectations of improvement at their own very best level. Supporting the St. Aloysius Gonzaga Grade School Mission statement, "Our ultimate goal is to graduate students who will be leaders in action, modeled on Christ."

### ***PARTICIPATION IN AFTER SCHOOL ATHLETICS AND SCHOOL SPONSORED EVENTS Requirements***

Students involved in any extracurricular activity must meet the following requirements. A participant shall:

Maintain proper conduct and work at a level consistent with his/her ability and the eligibility requirements listed below.

Pass a physical examination for athletic participation and complete all other required paperwork. Be present in school on the day of practice or games to be eligible to participate in that day's event. Have insurance before participating in sports.

All students participating in school activities are required to comply with the Code of Expected Christian Behavior. Violation of any school rules may be the basis for discipline, suspension or dismissal from the activity and/or school. All decisions will be made by the school principal.

### ***GRADING ELIGIBILITY REQUIREMENTS***

Satisfactory academic performance is a high priority at St. Aloysius Gonzaga School. To this end, the following policy applies to all students participating in extra-curricular programs at St. Aloysius:

Eligibility for participation requires students to not have failing grades in any subject (including those that are pass/fail). A student who falls below these criteria may be prohibited from participating in sports, including games, play practice or sport practices, for one week in order that they may focus their time and efforts on improving classroom performance. Students may be held out of school sponsored events for the same reasons. Steps for this process are as follows:

1. A student may be declared ineligible during the school year if it is found they have below a 64% daily accountability grade for their homework. A 63% and below is an "F" grade. For practicality sake during the fall season, a check of student eligibility will be done by the Jr. High Lead Teacher on a weekly basis.
2. The Jr. High Lead Teacher will email the Principal and Athletic Director a list of ineligible students weekly. Students, parents, and coaches will be contacted.
3. The ineligible students will be "taken off" games for the next seven days until the academic check on the following week. Coaches and parents will be notified if an ineligible student is cleared to play.
4. Parents and students are encouraged to check Teacher Ease frequently.

The principal/athletic director makes the decision regarding reinstatement.

## **IV. STUDENT SERVICES**

### **A. EARLY LEARNING/EXTENDED CARE PROGRAM**

Extended day care is provided through our Early Learning/Extended Care Center. Services are offered from infant through age 12. Rates are competitive with other child cares in the area. The Early Learning/Extended Care Center is open from 6:45 AM to 5:30 PM. Please contact Julie Simmons, ELC Director for more info. The mission of our Early

Learning/Extended Care Center is to provide a caring, safe, Christian environment that stresses respect and kindness for one another.

## **B. BREAKFAST/HOT LUNCH**

The breakfast/hot lunch program, subsidized by the Federal government, begins with the first full day of school. There are free and reduced breakfast/lunches for those who qualify. A monthly lunch menu is sent home via email at the beginning of each month.

## **C. INSURANCE**

All children should be covered by some insurance. If you have personal coverage, we only need to know the name of the company in case of an emergency.

## **D. SCHOOL PICTURES**

Individual pictures are taken in the fall on a pre-pay basis. Pictures are usually available in time for Christmas mailing. Class pictures and graduation pictures are scheduled for the spring.

## **V. SCHOOL UNIFORM**

Uniforms are to be worn beginning the first day of school. All students should arrive at school dressed appropriately and adequately for the weather. While at school, student dress will conform to St. Aloysius Catholic School uniform policy.

**All staff members are empowered for the consistent enforcement of the uniform code, with the principal reserving the right to make final decisions regarding the appropriateness of any student choice related to appearance while at school.** The clothing we wear influences our behavior. Wearing uniforms enables students to focus less on their attire and more on schoolwork and other important classroom concerns. New, unusual, or faddish styles of clothing, hair, makeup, or accessories which may be of interest to students can cause them to be distracted or even disrupt the learning process and therefore will not be allowed.

Listed below is the proper uniform attire for both boys and girls. The school has a free uniform exchange program, which parents may utilize located in the cafeteria.

### **Uniform all K-8**

#### **Shirts/Pants**

White, navy or red knit polo shirt or white plain blouse with Peter Pan collar; white, red or navy blue turtlenecks. Shirts must be of a reasonable length, neither too tight, too baggy, neither too short nor too long. When an undershirt is worn it must be white, red or navy and it may not show at either the sleeves or the hemline of the uniform shirt.

Navy blue or black twill pants. Navy pants preferable. Girls in grades 5-8 may wear Capri pants as well. No rolled pants are allowed.

NO YOGA PANTS, SWEATS, PANTS WITH HOLES, or DENIM. Black leggings may be worn under a jumper during cold weather.

**Shorts**

Plain (no design, no emblem) navy blue or black twill, (loose fit, no sweats) hemmed walking shorts can be worn with uniform tops from the start of school until November 1st and after Spring Vacation. Shorts should be of an appropriate length, neither too short, nor falling more than several inches below the knee. **Sweaters/Sweatshirts**

Solid red or navy blue button down sweaters are optional.

School issued sweatshirts that are solid red or hooded sweatshirt with the St. Aloysius logo may be worn as part of the uniform.

**Shoes**

Shoes must be closed toe and appropriate for classroom and playground. Socks must be worn and must match. (red, black, white, or navy.)

**Additional Uniform options for GIRLS and BOYS: GRADES 5-8**

Uniform skirt for girls and capri pants are an option depending on weather conditions.

**COLD WEATHER:** All children should come dressed appropriately with warm clothing including hand, foot, and headgear as morning and noon recesses are outside if weather permits.

**Free Dress Days:** Modest length shorts may be worn during short season, no yoga pants, jeans should be free of holes, and no hats. No offensive slogans on shirts. Please no spaghetti straps, and skirts must be modest length. Socks must be worn and shoe must be secure on their feet.

**PE:** All students must wear their school uniform for PE. Girls in jumper or skirts must wear shorts/tights underneath for PE Athletic shoes are required for all students. Wearing jewelry on P.E. days is not recommended.

**HATS/Hoods:** No hats/hoods are to be worn in the building. Hoods on sweatshirts can only be worn at recess.

**GOOD GROOMING:** Students should take special interest and pride in personal appearance and cleanliness. Good grooming includes clean and combed hair that does not obscure vision and clothing in good repair.

**HAIR:** Hair must be a natural human hair color and must not be a distracting style. The principal has the discretion to make final determinations.

**LICE:** The diocese has a NO-NIT policy; therefore no student will be readmitted after a case of head lice until school personnel determines that no nits are present.

**JEWELRY:** Jewelry must be limited to no more than one pendant-length necklace, one pair of earrings, one watch, and one bracelet.

**NAIL POLISH:** Nail polish must not be worn in a distracting style.

**VISIBLE BODY ART: Visible body art is not allowed.**

**CELL PHONES:** The school is not responsible for lost or broken phones. Students should keep phones in a secure location and may only be used before 8:20 a.m. and after 3p.m. Cell phones must be turned off during school hours, unless a student is given permission to use the phone during school time in the presence of staff members.

**PERSONAL ELECTRONIC DEVICES:** Same as above, except for use with educational purposes.

If students are using electronic devices at inappropriate times the item will be given to the principal and a parent must come to pick up the device, after 24 hours. Contents of the device may be viewed by administrators. If the student violates the policy again, they will not be allowed to bring electronics to school again.

**Privacy:** It is against school policy and Washington law to record or transmit a private conversation without the express consent of every person involved in the conversation. Using any electronic device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversations is prohibited without the express consent of every person involved in the conversation.

## VI. GENERAL POLICIES

### 1. ABSENCE

Regular attendance is crucial to success in school. Students are expected to be in attendance unless they are ill or absent due to a serious family situation. Please attempt to schedule appointments before or after school hours.

Parents are asked to call the school office at 8:00 a.m. or before to report an absence.

### 2. ARRIVAL AT SCHOOL

School personnel will supervise students during their assigned school hours. The outdoor area is not supervised before 8:15 AM so children arriving earlier **must be enrolled in before care. Students not attending aftercare must be picked up by 3:15 or they will be enrolled in aftercare.** Students may enter the building at 8:20 AM. Breakfast is available from 7:45-8:15 in the cafeteria. Students choosing to eat breakfast must remain in the cafeteria until dismissed to class at 8:15.

### 3. CHANGE OF ADDRESS OR TELEPHONE

Please notify the office if your phone number changes (489-7825). It is a necessity that we have a reliable number where the school can reach you at all times or a contact number for someone who will be able to handle emergencies in regards to your child (ren).

### 4. CLASSROOM PARTIES

Parties are limited to a simple birthday treat that can be shared in the classroom. Invitations for personal parties (Birthdays) must be mailed home or given to the entire class or the entire gender of the class by the teacher to avoid any child being inadvertently left out.

### 5. DISMISSAL

While children are dismissed at a regular time each day, there may be times when a child may remain after school for academic assistance, extra curricular activities, disciplinary reasons, or on a volunteer basis to help the teacher. On these occasions, children will make a call home to inform parents or to request permission. Otherwise, children are required to go directly home, to an adult supervisor designated by the parent, or to aftercare.

NOTE: Parents who transport their child (ren) are to instruct their child (ren) to return to the office in the event the parent is late in arriving at dismissal time.

1. Every student in grades K-3 must be picked up by someone at the door of the room at 3:00. This can be an aftercare worker, an older sibling, or an authorized adult, including a coach. No student in the primary hall may go to the playground just to check if their ride has come yet.
2. Students in grades 4-8 are dismissed at 3:00 to get themselves to wherever they are going. If students are not **picked up by 3:15 they will be checked into aftercare.**
3. Any grade - If there is a break between school and a sport practice - those kids must be supervised by an adult.
4. For older students after school supervision is available through our aftercare program that will include activity planning and homework time that is suited to those older kids up to age 12.

\*Students should not sit in the teachers lounge to do homework or go to the chapel to practice an instrument unsupervised. They all need to be signed in with the aftercare group for safety reasons.

## **6. EARLYDISMISSAL**

For the protection of your children and for your own assurance, we do not dismiss students from school during the scheduled day without your written permission and the knowledge of the principal. Parents must sign their children out at the office when taking them out of school early and sign them back in.

## **7. EMERGENCYCLOSURES**

If it should happen that the school must close for an emergency, such as cold weather, storms, safety issue, volcanic ash, etc. parents will receive an emergency notification through the IRIS alert system. Please make sure your contact information is current at the front office.

## **8. School Closures**

Each family should have an emergency card filled out and in the office on file for emergencies. Every effort will be made to reach parents in case of illness or injury. Parents are also asked to register with IRIS.

Inservice Days: Inservice Days are noted on the school calendar. Aftercare is for kids aged 5-12 and they must be signed up for one week in advance; this is a first come, first-serve.

## **9. HEALTH IMMUNIZATIONS:**

Parents need to provide immunization records to the school or written notification of exemptions to immunizations. For the immunization center nearest you, contact the County Health Department at 456-3613.

## **HEALTH SCREENING:**

Students are screened for vision, height, weight, and hearing difficulties each fall by supervised student nurses from Gonzaga University.

## **CHILDREN WHO BECOME ILL IN SCHOOL:**

If children are deemed too ill to be in their classroom, parents will be contacted to pick up the child who is ill. Please come to the office to pick up your child or arrange for another adult to pick up in your place. Children should remain home **24 hours if they have become sick and until they are fever free.**

Students too ill to engage in normal outside recess should remain at home. Supervision is not provided in the building. Teachers are already scheduled in the lunchroom and on the playground for supervision. Please do not ask us to keep children in at recess or noon hour on a regular basis.

For a child requiring special medication, he/she can be sent to the office with a signed permission by parent and his/her doctor's instructions for dispensing. (See "Medication" policy)

## **10. INJURIES**

1. First aid will be administered to minor injuries.
2. First aid will be administered to severe injuries and parents will be contacted for further action.
3. 911 will be called in the event of medical emergencies and parents will be notified.

## **11. LOST ARTICLES**

Each year many articles of clothing, lunch boxes, etc., are left on the playground, in the lunchroom and classrooms. Please mark your children's clothing clearly and carefully. If something is missing, have the children check the "Lost and Found" boxes in the lower level hallway. Remaining items are periodically given to area charities.

## **12. MEDICATION**

According to state law, St. Aloysius Gonzaga School may permit personnel to dispense medication at school only when the following requirements are met:

- A medication request form must be completed for each student receiving any kind of Prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and by a physician or dentist, must be current and unexpired, and must be valid for a period not to exceed one school year.
- Any medication required for fifteen or more consecutive school days must be accompanied by current written instructions from a physician or dentist for dispensing the medication.
- All medication must be supplied by the parent/guardian. No student may have on their person, or in backpack, locker, etc. any prescription or non-prescription medication (including aspirin, advil, etc.) All medication must be held by the school and administered under their direction.
- All medication must be in a properly labeled container.
  - a. Prescription medication must be in a container labeled by a physician, dentist or pharmacist, and brought to school by the child's parent or guardian. The label shall include student's name, physicians or dentist's name, name of medication, dosage and time of day to be taken.
  - b. Non-prescription medication must be brought to school in its original container.

- Each school will provide the means for safekeeping and secure storage for all medication. If special conditions are required to maintain the quality of the medication, the school will adhere to the instructions of the physician/dentist/pharmacist.
- Medication will be dispensed in the school office. The student will pour out the correct dosage, take it, and return the container.
- No medication requiring injection shall be administered by school personnel except in extreme circumstances, determined by the physician, parent/guardian and school nurse. Administration of any injections, by all caregivers must occur in the office, with the exception of epipens. Disposal of biohazardous materials must be made to the appropriate medical receptacle.
- Medications will be dispensed only by building administrators, or their designees. A medication record shall be maintained for any student receiving medication at school.
- Medications shall be returned directly to the parent/guardian when no longer required or at the end of the school year. Any unclaimed medication must be destroyed.
- In the event that the building administrator considers it necessary to discontinue dispensing medication, the student's parent/guardian will be notified in advance.

### **13. MONIES TO BE COLLECTED**

All money should be sent in a sealed envelope with the name of the child, the purpose, class and amount. Money should not be left in the desk nor brought to school unless needed for a specific purpose.

### **14. PARENT INVOLVEMENT**

St. Aloysius Gonzaga School's program is strengthened by the generosity of volunteers. Twenty hours per K-8 family is required each school year (20 for Montessori families and 10 hours for half day kindergarten). Registering families fill out a volunteer form each year and use Track it Forward to log in hours. Volunteer opportunities appear in the weekly Monday News. If families have students enrolled at Gonzaga Prep and St. Aloysius, they are allowed to complete the 20 volunteer hours at either location. You can serve your 20 hours at either school or a combination of both.

### **15. SCHOOL INFORMATION – MONDAY NEWS**

School information will be sent via e-mail. If you prefer, you may read school information on our website at [www.stalsschool.org](http://www.stalsschool.org).

### **16. TARDINESS**

The tardy bell in the morning rings at 8:30 a.m. Students must be in their homerooms by 8:30 a.m. Students arriving late should report directly to the office to sign in. A note from a parent or guardian will be accepted at the office to excuse occasional tardiness for specific reasons.

## **17. TRANSFERS**

In the event that you will be withdrawing your children from St. Aloysius Gonzaga, we would appreciate knowing in advance. Since all student records are confidential, transfers of official records are mailed directly to the receiving school upon written request of the parents. All outstanding tuition/fees must be current for release of records.

## **18. USE OF SCHOOL FACILITIES BY STUDENT GROUPS**

The use of any school facility should be cleared with the principal. Students will not be allowed to use the facility without proper supervision of a staff person. It is essential that a staff person be present for liability purposes.

## **19. USE OF THE TELEPHONE**

The primary function of the phone is for school business, and not personal business. Please ask your children to make arrangements for after school activities in advance of 3:00 P.M.

## **20. VISITORS**

Persons not part of the daily student/staff population must report to the school office. Volunteers need to sign in with the school secretary and wear visitors badges. Parents picking up students or delivering messages/lunches during class time also report to the office. Visiting classrooms should be arranged ahead of time with both principal and the teachers concerned. Please be courteous and arrange for a conference to avoid any conflict with previous plans or appointments. Teachers are available before and after school for conferences.

## **21. SEARCH & SEIZURE**

All lockers, desks, and other storage areas are the property of the school and subject to search at the discretion of the administration. St. Aloysius Gonzaga reserves the right, with reasonable suspicion, to examine any student's personal possessions and may seize any items pertaining to an infraction of the Disciplinary Code.

## **22. ASSEMBLY OF STUDENTS**

Peaceful student assembly at the school is limited to groups under the proper supervision of a parent volunteer who has the approval of the administration or a staff member.

# **VII. Student Learning Expectations**

The students of St. Aloysius Gonzaga School shall conduct themselves in a safe and respectful manner at all times and shall be responsible and accountable for their actions. Parents shall be notified of all serious incidents.

The purpose of rules at St. Aloysius Gonzaga School is to promote:

- Respect
- Responsibility

- Reflection

**PLAYGROUND RULES/SAFETY PROTOCOLS:**

- I will stay within the playground boundaries so that I can be seen by the teacher on duty.
- I will get permission if I need to go into the building for any reason.
- I will not play rough or do anything that might hurt another person.
- I will stop playing and line up immediately when the bell rings or requested by a playground supervisor.
- I will be sure that the teams are fair and balanced when playing team games.
- I will share playground equipment.

**PLAYGROUND STRUCTURE RULES:**

- I will not kick or throw sand, bark, dust or any other inappropriate object
- I will not run up the slides
- I will use all equipment appropriately and follow the directions of the playground supervisors.

**LUNCH ROOM RULES:**

- I will stay seated until excused.
- I will never play with or throw food.
- I will clean up any food that I spill on the table or floor.

**LANGUAGE POLICY:**

The following states the kind of language that is considered unacceptable and the consequences for its use:

- Any language or gesture that incites or threatens violence.
- Any negative comment related to a person's identity; including gender, race, religion, national identity or physical appearance.
- Name calling and personal insults or comments.
- Swearing and Racist jokes.
- Use of socially offensive language.
- Use of sexually suggestive language.

Violation of the language policy will be handled as outlined under the section listed below.

**BULLYING/CYBERBULLYING POLICY:**

Bullying is repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping and making threats may also be forms of bullying.

Bullying may include any intentional written, verbal, or physical act against a student which is motivated by another's perception of that student's race, color, creed, gender, or other distinguishing characteristics.

Bullying is an intentional act that harms a student or damages his/her property; substantially interferes with the student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or substantially disrupts the orderly operation of a school. Students are strongly encouraged to report incidents of bullying to an adult member of our community they can trust: a parent, teacher, coach, or administrator.

The school will consider the frequency of incidents, the developmental age of the student, and the severity of the conduct in determining intervention strategies. Interventions will range from meeting with the student, meeting with the parents, discipline, possible expulsion, referrals for counseling, to involvement of law enforcement.

#### **ANTI-WEAPON POLICY:**

St. Aloysius Gonzaga School is committed to being a community of peace and safety for all our children and all members of our school community. To that end, all St. Aloysius community members will abide by the policy that states:

*No person shall ever threaten or bring a gun or other weapon to school or any school sponsored event. If any person sees a gun or other weapon, or anything that looks like a weapon, that person will not touch it, nor confront a person holding the object. A person suspecting or viewing a weapon will immediately report to an adult or supervisor.*

### **VIII. EMERGENCY REMOVAL and DISCIPLINARY PROCEDURES**

In most circumstances, a student will be given an opportunity to solve his/her problem with the help of the school staff. If the problem is serious or re-occurs, parents will be notified to be part of the problem solving.

When an infraction of the rules occurs:

1. Student will be counseled about the inappropriate actions and consequences may be applied.
2. If inappropriate behavior persists, the parent will be notified.
3. Continued inappropriate behavior will result in a conference involving the student, teacher, and principal. A conference with the parent/guardian may also be requested.
4. Serious rule violations may result in a parent conference immediately. Law enforcement may be contacted if necessary.

Students shall be subject to discipline, emergency removal, suspension, or expulsion for misbehavior, including but not limited to:

- Behavior that is physically or emotionally harmful to self or others
- Theft
- Damage or destruction of school property
- Threatening or bringing onto school property any weapon, such as a gun or knife, or any object that resembles a weapon
- Persistent failure to comply with rules or directions of teachers or any other school employee or volunteer

- Behavior that reflects badly on St. Aloysius Gonzaga School or disrupts the learning
- Unlawful use of drugs, narcotics, or alcoholic beverages; Anyone drinking, smoking, or possessing drugs will be suspended immediately

In some of these cases administration may request a risk assessment to be completed before returning to school.

**Protocols for Risk Assessments:**

1. Parent(s) are contacted
2. A student will need to stay out of school until a risk assessment is completed and shared with the administration. If ongoing counseling is recommended the school will ask for permission to verify attendance of counseling appointments.
3. Parish leadership is informed.
4. A re-entry meeting is conducted with administration, parents, and student.

*Parents may use the appeal process of the Diocese. Such an appeal shall be addressed to the principal who shall notify the pastor or appropriate personnel. In case a situation should arise in which an officer of the law wishes to speak to your child(ren), every effort will be made to contact parents before an interview. In the absence of a parent, the principal or principal's representative will be present at such an interview.*