

ST. ALOYSIUS 2025-2026



FAMILY / STUDENT HANDBOOK

*Updated June 2025



St. Aloysius School

"Find Your True North"

2025-2026 Parent Acknowledgement and Agreement Form

Family Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

1. We have read the Acceptable Use Agreement (Appendix 4 in the Parent/Student Handbook) and agree to follow the rules and code of ethics in all work with computers while attending St. Aloysius School. _____ (Initial)

2. I give permission for my child(ren) to be photographed, videotaped, or have work published at St. Aloysius School. I realize that these images may be published in The Catholic Times, on the school website, school Facebook page, or in other publications. These images will be used for informational or educational purposes regarding the programs or curriculum at St. Aloysius School. ____YES ____ (Initial) ____NO ____ (Initial)

3. The Office of Child and Youth Protection, created by the Bishop's Charter for the Protection of Children and Young People, has mandated that all school age children receive personal safety training using age-appropriate materials. The students of St. Aloysius School will receive that training later in the school year. You will be notified of the exact date and a summary of the materials. I give my child (ren) permission to receive the Personal Safety Training that will be presented at St. Aloysius School. ____YES ____ (Initial) ____NO ____ (Initial)

4. We acknowledge being provided electronic access to the Family/Student Handbook and Diocesan policies. We have read these materials and understand all the rules, responsibilities, and expectations. We understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office. We understand that we have an obligation to actively support the Catholic culture of our school that begins with treating our peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God. We understand that failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures. _____(Initial)

5. We agree to pay tuition and general service fees, sell, or buy our required fundraising tickets and to complete our required hours of service (or pay \$50.00 per hour for any hour not served) for the 2025– 2026 school year beginning June 1, 2025, through May 31st, 2026. All are nonrefundable and are set by the finance council for an entire academic year of learning. _____(Initial)

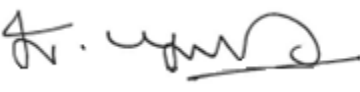
6. We have read, signed, and returned the Family School Agreement. (Initial one)

Practicing Parishioner Agreement _____(Initial)

Other Faith Traditions, Non-Catholic Agreement _____(Initial)

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Pastor: 

Principal: 

FAMILY/STUDENT HANDBOOK

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Mission Statement

St. Aloysius School prepares students to be faithful disciples of Christ through spiritual and academic formation based on the Gospel of Jesus Christ. (Revised: 2023)

Philosophy

We believe that parents have the primary responsibility in the education of their child. It is they who set the attitudes and values that give real meaning to Catholic education in the school. When parents have willingly entrusted their child to the Catholic school, it is their right and duty, according to each family's ability, to assist the school through their cooperation and support. A critical component in establishing this faith foundation and supporting the school's mission is regular attendance as a family on Sunday and Holy Day Masses.

We believe that every child is a unique person who has definite relationships to God, to his fellow human beings, to nature, and to himself. Through his exposure to and interaction with ideas, people, and things in the total school environment, development of the child's spiritual, moral, intellectual, cultural, and physical potential is enhanced and encouraged.

We believe that St. Aloysius School's primary responsibility to the child, his family, and society is to form fully prepared Christians. Through the teachers and the curriculum, the school offers a place of discovery that opens new avenues of learning, stimulates critical and creative thinking, fosters clarification of personal values, and promotes each child's awareness of his place as a force for good in the redemptive plan.

We believe that the community works with the parents and school to offer opportunities for further enrichment and growth that help promote each child's awareness of his civic responsibilities.

We believe that the school is an extension of the Church, so the atmosphere in the school should be that of a faith community enlivened by the gospel spirit of freedom and charity.

Objectives

We believe that parents, children, school, community, and church all share in the responsibility of Christian education. As teachers and administrators, we are totally committed to the responsibility of fully developing the spiritual, moral, intellectual, cultural, and physical potential of each person. Therefore, we, the teachers and administration of the school, strive to:

Encourage and support parents as they lay the foundation for Christian living.

Treat each child as a unique individual as his/her potential unfolds through the learning experiences that we help to provide.

Teach each child to develop and solidify his/her personal values in a constantly evolving environment.

Make full use of the community's cultural, recreational, and civic resources to enrich student experience and learning.

Be active in community affairs and responsive to the needs of and events in the community.

Be active in our parish church by not only accepting the Christian message, but also acting on it, witnessing as individuals and a community to all that Jesus said and did.

ADMISSION AND ATTENDANCE POLICIES

Non-Discrimination Policy

St. Aloysius School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

Admissions

Furthermore, we do not discriminate against immigrant children lacking in legal status, as required by Plyler v. Doe. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholic children living with parents or guardians within the boundaries of St. Aloysius Parish. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

A child entering kindergarten must be five years of age on or before September 1 of that school year. Students entering first grade must be six years old on or before September 1 of the school year. Catholic students, unless baptized at St. Aloysius Parish, must present a Certificate of Baptism. A certified copy of each student's birth certificate must be submitted to the school office within 30 days of student enrollment. Illinois state law requires a physical examination for each student upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to St. Aloysius School should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take an entrance exam

St. Aloysius School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

-Transfer Students

Students who wish to transfer to our school may be evaluated prior to their admittance to ascertain proper placement and to predict academic success. Within 14 days after enrolling a transfer student, St. Aloysius School will request directly from the student's previous school a certified copy of his record. The school will exercise due diligence in obtaining the copy of the record requested. Prior to admittance, a current physical health form verifying that the student has received a physical exam, an original or certified copy of the child's birth certificate, and the child's baptismal certificate must be presented to the principal. Current is defined as having occurred within the current school year. When students are transferring from St. Aloysius School, the parent must first complete a Transfer of Records Form. The secretary then sends transcripts to the desired school within seven working days if all financial obligations have been met

-Gender Identity

It is the policy of the Diocese of Springfield in Illinois that all Catholic agencies, including parishes, schools, institutions, departments, or other entities, shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person's biological sex at birth. Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement. Students shall conduct themselves in accord with their biological sex at all times.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required. Consistent attendance plays an integral part in the scholastic success of any child. Excessive absences (40 days) including tardiness, can cause a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade.

Student Absences

There are two types of absences: excused and unexcused. Each student will be allowed 10 excused absences per school year on a parental excuse. These would include:

- Student illness, including mental or behavioral health
- Death in the immediate family or family emergency
- Situations beyond the control of the student
- Observation of a religious holiday
- Other circumstances that cause reasonable concern to parents for the health and safety of the student
- Family emergency and shall include such other situations beyond the control of the student, as determined by the school administration, or such other circumstances which cause reasonable concern to the parent

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Any absence after the 10 allotted excused absences will be considered unexcused unless a medical statement attesting to the student's illness by a physician is submitted upon the student's return. Any student who has used the allotted 10 absences will be considered unexcused without a doctor's note and, therefore, truant for each day.

If your child is going to be absent, please validate the absence by calling the school office as soon as possible. If a call is not received by 9:00 AM, we will attempt to contact you so that no child is absent and unaccounted for. Upon return to school after an absence of more than four days, a student is to present a written note signed by the child's physician. If a child must stay inside at recess due to a prior illness, a doctor's note is required. If a student goes home with a fever of 100 or more, that student should be fever free for 24 hours before returning to school. A child with a fever should remain at home until there is no fever for 24 hours without fever reducers. If the child has been vomiting or has diarrhea, s/he should remain at home until food has been retained for over 12 hours. A child who does not attend school may not attend any extracurricular activities after school

-Tardy

The tardy bell rings at 8:10 AM. Students are to be in their classrooms and ready to learn. Any children arriving after 8:15 AM are to report to the office for a tardy slip to be issued. If a student is consistently tardy, contact with the parents is made to find a solution to the problem. Students who arrive at school after 10:00 AM will be considered absent for a half-day and ineligible to participate in any competitive athletic or scholastic events.

-Make-Up Work

When a student is absent for two or more days due to illness, a parent may call the office before 9:00 AM to request homework assignments. Homework assignments may be picked up at the school office between 2:30 and 3:30 PM. It is the student's responsibility to make up all the work missed due to any absence. Students are allowed one school day for each day of absence to complete and submit make-up work to each teacher. If work is not completed within the allotted period, full credit may not be given for the work. Full credit may not be given for make-up work when the absence is "unexcused."

Although vacations during the school year are discouraged, children of families who take a trip while school is in session are not penalized. However, schoolwork must be made up after the child returns to school. Requests for advance make-up work will be fulfilled at each individual teacher's discretion.

-Diagnostic Procedures for Identifying Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the

student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

-Truancy

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACADEMICS & RECORDS

Books

Students are responsible for the care of their textbooks and school library books. Library books must be returned before Christmas and summer break. Library books that are lost must be paid for by the student. Failure to do so results in the loss of the right to check out books from the St. Aloysius library. A fee will also be charged for textbooks that are lost or damaged. Books should be brought to and from school in a book bag.

Catholic Instruction

The privilege of teaching the Catholic faith is a responsibility to be taken very seriously. The faith development of children is primary and essential to the existence of St. Aloysius School. The religious education of our students is the driving force of our curriculum. Classes in religious education are held during prime instructional time. Our school also provides unlimited opportunities to include religious experiences in conjunction with learning in every academic area.

Students attend daily Mass at least once a week and not only participate, but also help to plan the Liturgy. Because our Church is a holy place, the students are expected to:

- participate fully and consciously in the Liturgy, displaying attention, respect, and reverence.
- refrain from playing.
- speak quietly, and only when necessary.

Classes on human sexuality are a part of the religious curriculum. We recognize that instruction in this area is the primary responsibility of the parents, but we strive to enable students to:

- develop a deep appreciation that he or she is made in God's image.
- acknowledge and understand the physical, psychological, and spiritual aspects of nature as fundamentally good.
- receive love and love others in accordance with their level of maturity.
- be open to growth.
- understand the responsibility of becoming a mature Christian.
- appreciate the role of sexuality in adult relationships of commitment and fidelity.
- value the fundamental purposes of a Christian marriage.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Field Trips

Field trips offer educational experiences outside the classroom. Participation in field trips is a privilege not a right. Students are required to submit a properly completed official school, diocesan-approved permission form, signed by a

parent/legal guardian, for each trip. (Notes from parents may not take the place of permission slips.) The completed forms are to be kept by the school for one year from the date of the event unless otherwise advised. A blank form can be found on the school website and in Appendix 7 of this handbook. These trips are not optional and if a parent chooses not to have their child participate, the parent must arrange for supervision of the child for that day. Rules that apply to students while at school also apply during school-sponsored field trips.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

Field trip chaperones and drivers must have on file with the school proof of participation in “Protecting God’s Children” and must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. Drivers must be at least 21 years of age and have a valid driver’s license and proof of insurance. Vehicles must have a seat belt for each child being transported and children younger than 8 years of age must be in the appropriate booster or car seats. Drivers are not permitted to smoke while accompanying children or to deviate from the planned field trip schedule in any way. “Side trips” while traveling from and returning to school are strictly prohibited.

Children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

- Each person will respect his/her individual dignity, self-worth, and value in God’s eyes.
- Each person will respect the dignity, self-worth, and value in God’s eyes of other persons.
- Each person will respect the physical property and possessions of other persons and institutions.
- Each person has a duty to report violations of the conduct code.

Grading, Promotion, Retention

Electronic grade reports are e-mailed to the parents in grades K-8 four times each school year. Grades are available online at any time for parents of students in 2nd-8th Grades. For questions regarding grades, please contact the classroom teacher.

St. Aloysius Grading Scale

100-98	A+	91-89	B+	82-80	C+	73-71	D+	65-0	F
97-95	A	88-86	B	79-77	C	70-68	D		
94-92	A-	85-83	B-	76-74	C-	67-66	D-		

Parents of students in 2nd – 8th Grades should check online grades on a regular basis. All students receive a progress report printed from this site mid-way through each quarterly grading period. In serious cases, earlier parent contact may be made so that parents can initiate immediate intervention.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. If a student fails one or more major subjects, s/he is required to attend summer school or have tutoring to earn promotion to the next grade. A school-administered test is given to the student by the end of August to determine whether tutoring is also needed during the upcoming school year. The determination of a child’s repeating any grades from kindergarten through 7th is made after the administration and teacher(s) have an opportunity to conference with the parents.

Graduation Requirements

To graduate from St. Aloysius School, a student must successfully complete all coursework and service requirements. In addition, all tuition and school-related fees must be paid for all students in the family and all school property returned unless other arrangements have been made with the pastor. Graduation includes the following:

- Formal documentation on the student’s cumulative record of the successful completion of all coursework.
- Attendance at the 8th Grade Banquet.
- Participation in the Graduation ceremony.
- Receipt of a diploma.

- Participation in the 8th Grade educational trip, providing the student's behavior warrants this privilege.

If a student does not successfully complete all coursework, the following process is followed:

1. One failing grade – One failing grade - The student's cumulative record specifies "placement recommended." This wording is changed to "successful completion of all coursework" when the student has succeeded in passing the failed course either by attending summer school or by receiving the help of a summer tutor. The student is allowed to participate in the graduation ceremony but does not receive a diploma until successful completion of the failed course. The student is also allowed to attend the 8th grade banquet and to participate in the 8th grade educational trip, providing the student's behavior warrants this privilege.
2. Two failing grades - The student's cumulative record specifies "placement recommended." This wording is changed to "successful completion of all coursework" when the student has succeeded in passing the courses that were failed either by attending summer school or by receiving the help of a summer tutor. The student is not allowed to participate in the graduation ceremony and does not receive a diploma until the student has passed the failed courses. Attendance at the banquet and educational trip is at the discretion of the principal and pastor.
3. Three or more failing grades – The student's cumulative record specifies "retained." The student is encouraged to repeat 8th grade at another school. The student does not receive a diploma or attend any of the graduation-related functions or ceremonies.

Inappropriate behavior during the 8th Grade year can disqualify a student from participating in the 8th Grade educational trip. The pastor and principal make this decision.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. If a problem arises, the teacher should be contacted. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy)

School Programs

St. Aloysius is a Pre-School-8th Grade school with a maximum enrollment for each classroom (1st – 8th) of thirty students. Kindergarten-5th Grades are self-contained classrooms, except for classes in Art, Computer Science, Physical Education, and Music, which are taught in specialized classrooms by our support faculty members. The support faculty members are the teachers for Art, Music, Physical Education, and Computer Science. Sixth, Seventh, and Eighth Grades are departmentalized. All students are enrolled in the Diocesan-recommended curriculum: Religion, Reading/Literature/Language Arts, Social Studies, Science, Computer Literacy, Mathematics, Music, Physical Education, and Art. Coursework reflects the stated Catholic Christian philosophy and goals of our school. The mental, emotional, physical, and social differences among individual students are given special attention to the degree that our resources allow.

Art - All students receive a minimum of once-a-week art instruction.

Athletics - The Springfield Catholic Athletic Association Board organizes, supervises, and coordinates the 5th, 6th, 7th, and 8th grade girls' and boys' sports leagues, which include basketball and volleyball. Additionally, St. Aloysius offers Illinois Elementary Sports of softball, cross country, track, and baseball.

Care Program - St. Aloysius School offers a Care Program for our children. The fees for Before and Aftercare must be paid online through FACTS/RenWeb. Children are provided care from 6:30 to 7:50 AM and from 3:00 to 5:30 PM on days when school is in session. Aftercare is not available on 11:30 dismissal days.

Learning Difficulties Program -

Library - A volunteer librarian meets with all students a minimum of every two weeks to facilitate story-time and student browsing under supervision of classroom teachers.

Music - A music teacher meets with the students a minimum of once a week. In addition, a student choir may be offered if there is sufficient interest.

Physical Education - A physical education teacher instructs the students a minimum of twice a week for each class.

Religion Program - Religious education classes are based on the new Catechism of the Catholic Church and provide excellent experiences that teach Catholic faith and values.

Student Council - The Student Council is comprised of 4th through 8th Grade students elected by their peers. Each homeroom has a minimum of two representatives. The Council functions under the guidance of faculty advisers.

Technology - Our students may use the computer lab during the regular school day. Teachers integrate the use of the computer lab into the overall curriculum. A Technology Coordinator is available to assist teachers. Students in Grades 6-8 participate in a 1-1 Chromebook program and students in Grades 4-5 have a cart with a class set of Chromebooks available for their use. Students in all grades have access to 2 i-Pad carts.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript [applicable to high schools only].**

Parents or guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The school will include scores on college entrance examinations upon the written request of the parent or guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent [applicable to high schools only].

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent or guardian, or the student if he or she is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent or guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

-Flagging Records of Missing Children

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He

or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

-Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

-Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

-Standardized Testing

Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the following: Students in 1st– 8th Grades are tested in the Fall, Winter, and Spring using the NWEA MAP Assessment. Students in Kindergarten are evaluated in the Winter and Spring. The Assessment of Catholic Religious Education (ACRE) evaluates faith development of students and is given in 5th and 8th grades.

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year.
- Ensure students get a good night's sleep during the night before exams.
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
- Remind students and emphasize the importance of good performance on standardized testing.
- Ensure students are on time and prepared for tests, with appropriate materials.
- Teach students the importance of honesty and ethics during the performance of these and other tests.
- Encourage students to relax on testing day.

-Students with Disabilities

Students who have been identified by a professional in this field may be eligible for a modified instructional program upon a review of proper documentation and collaboration with the administration and teaching staff.

-Student Service Requirements

Students in Grades 6, 7, and 8 are to participate in personal and school-sponsored service activities. Sixth Graders are to give 5 documented hours, Seventh Graders are to give 10 documented hours, and Eighth Graders are to give 12 documented hours, resulting in a total graduation requirement of 27 hours of service.

BUILDING OPERATIONS

Animals on School Property

To assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Arrival and Dismissal Procedures/Parking Instructions

The St. Aloysius school day begins at 8:10 AM and ends at 3:00 PM. Students of St. Aloysius School are allowed to enter the building through designated doors off the playground between the church and school beginning at 7:50 a.m. All children must enter the building quietly and go directly to their homeroom. Children who arrive at school late are to enter the building via the 21st Street entrance beginning at 8:10 a.m. Tardy students must report to the office before going to their homerooms. It is not in the children's best interest to be dropped off before 7:50 a.m. as there is no teacher available for supervision. Children who arrive at school prior to 7:50 a.m. are sent to the Before Care Program, and parents are billed accordingly.

Arrival - Parents who bring their children to school in the morning are asked to use the following method: (See Appendix 1).

1. For students in Grades K-8, parents should drive west on Joles and enter Lot 1 via driveway "A". Pull as far forward as possible next to the cones. Stop the vehicle and allow children to exit from the right of the car. Make sure each child is safely away from the car before pulling away. Exit through driveway "B" to 21st Street.

2. For students in Preschool and PreK, parents should drive west on Joles and enter Lot 1 via driveway "A". Pull to the farthest end of the parking lot. Stop the vehicle and allow children to exit from the right of the car. Make sure each child is safely away from the car before pulling away. Exit through driveway "B" to 21st Street.
3. ***NO PARKING OR DROPPING OFF/PICKING UP CHILDREN ON JOLES IS PERMITTED AT ANY TIME.***
4. K-8 parents wishing to walk their child to the doors are asked to park only in the lot to the south of school and then walk their child into the building. Preschool and PreK parents wishing to walk their children to the doors are asked to park only at the farthest end of the parking lot in front of the church not blocking the flow of traffic.

Dismissal – Classroom teachers dismiss children from school beginning at 2:56 p.m. Cars are to be parked on the lot facing the school by 2:55 PM, at which time the lots are blocked by cones as the Safety Patrols exit the building and take their positions. Lot 1 is to be entered by driveway "B", and Lot 2 is to be entered by driveway "D". (See Appendix 2). At 2:55 PM, After Care students will be sent to their designated meeting area and will be met by an After Care supervisor, who will escort them to the church basement. At 3:00, all Sangamon Avenue 20th and 21st Street bikers and walkers will be dismissed at the same time and crossed at Sangamon Avenue by a teacher. Car Line students will also be dismissed at this time and will proceed to their cars. When all the children have reached their rides, a bell is rung to let everyone know that the cars will be leaving. If any child has not located their car, they are to immediately walk to the waiting area near the gym doors and remain there until all cars have cleared the lot. Cars are to exit the lots in an orderly manner with the assistance of the Safety Patrols and adult supervisors. Cars in Lot 1 exit to 21st Street, and cars in Lot 2 exit to 20th Street.

Pre-School and Pre-K parents are to follow the drop off and dismissal procedures of the school. Half day Pre-School and Pre-K students are to be picked up at 10:45 at Door 4.

Asbestos Abatement

In accordance with federal regulations, St. Aloysius School has an Asbestos Management Plan that is on file in the principal's office and available for review during normal business hours. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy

-Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Aloysius School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

-Access to and Security of the School Building

On all school days provided by the academic calendar, the St. Aloysius School building shall be available for authorized access by parents and authorized visitors from 7:30 AM until fifteen (15) minutes past the scheduled dismissal time. must ring the doorbell and be buzzed into the school. Visitors must report to the school office, sign in, and receive a Visitor's Badge. Entry to the school should only be obtained through the front doors on 21st Street.

-Access to and Security of the School Grounds

On all school days provided by the academic calendar, St. Aloysius School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:30 AM until fifteen (15) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Classroom teachers shall be available from 7:50 AM until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the school parking lot. Those faculty members assigned shall station themselves so that all areas of the parking lot between the Church and school building are observable by at least one faculty member.

-Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process. Parents and authorized

caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving at campus.

-Parishioners on School Grounds during School Hours

Entrances to the parish office and church are available during the school day for access to those facilities. Parking for the parish office is on 21st Street and parking for the Church is available in the back parking lot.

-Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. If any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Emergency School Closings

Crisis Plan - St. Aloysius School has an approved crisis plan that has been shared with the local authorities. Parents may view this crisis plan by contacting the office or downloading it from the St. Aloysius web site.

Evacuation - Should we need to leave the school grounds due to an emergency; we will walk to Fairview School. No child will be released from our care until we are instructed to do so by the appropriate authorities. Only custodial parents and those persons listed on the emergency form may pick up the children during an emergency situation.

Inclement Weather - When inclement weather occurs during the night or prior to the beginning of a school day, the school contacts all parents via text and email if classes are canceled. Additionally, the Springfield Catholic schools notify the local radio and television stations of the decision to cancel classes. Decisions to close schools because of hazardous weather conditions are made by a committee of Catholic school principals and are announced as soon as possible with all other "school closings." When school is canceled for either a partial day or an entire day, all school-related activities are also canceled.

Tornadoes, Severe Thunderstorms, Fire and Earthquake Drills - Students are drilled thoroughly on all disaster procedures. In the event of a tornado, severe thunderstorm, fire or earthquake, the school takes all necessary actions to protect students. If conditions are such that a "tornado warning" is in effect, we ask that the children remain at the school until the warning is cancelled by the National Weather Service or has expired.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory on RenWeb/FACTA SIS. The office is unable to release addresses and phone numbers of students who are not listed in the school directory. Flowers, balloons, and individual gifts for students are not accepted or delivered at school.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Gum and candy are not permitted on the school grounds during the school day. This restriction applies to Before Care, classrooms, lunch and After Care. During special activities exceptions to this rule are at the discretion of the administration.

Unauthorized Items

Common sense and consideration are the best guides in determining whether to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

DISCIPLINE & CONDUCT

Respect for All

Parents, students, faculty, and staff make up the school community and are always representatives of St. Aloysius School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at St. Aloysius School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Battery Against School Personnel

Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year. (105 ILCS 5/10-21.7)

Building Conduct/St. Aloysius School Student Code of Conduct

St. Aloysius School affirms its legal and moral responsibility to ensure that every member of the school community experiences an environment free from harassment or assault. Each member of the school community has the right to feel safe and comfortable and to be free from any type of embarrassment, humiliation, or intimidation in every aspect of the school environment.

The Student Code of Conduct of St. Aloysius School is intended to protect its individual members as well as the school community. The Code defines student rights and responsibilities, expectations for student conduct, and consequences for failure to comply with those responsibilities and expectations. The goals of the Code of Conduct are to teach self-discipline, protect the rights of everyone involved, provide a safe environment for learning, and optimize each student's education and religious instruction.

Students at St. Aloysius School shall be extended the following rights and be expected to accept the responsibilities related to them:

IT IS THE STUDENTS RIGHT TO:

Be treated with respect and dignity.

Express opinions verbally or in writing.

Expect that the school be a safe place.

Receive fair and reasonable consequences.

Make a complaint about an injury, personal loss, or inequitable application of an established policy.

Participate in school functions off-campus when approved by the principal/teacher.

Be free of discrimination and racial, ethnic, religious, personal, or sexual harassment from school personnel and other students.

IT IS THE STUDENT'S RESPONSIBILITY TO:

Treat others with dignity and respect.

Express opinions and ideas in a respectful manner so as not to offend or slander others. Refrain from using obscenities or personal attacks.

Be aware of all rules and regulations related to student behavior and conduct him/herself in accordance with those guidelines. Inform school personnel regarding contraband, activities, or weapons that could result in an unsafe situation.

Be familiar with school rules and accept fair and reasonable consequences for failure to comply with those rules. Follow prescribed procedures for appealing the discipline imposed.

If feasible, attempt to resolve the problem with the other person. If this fails, present the complaint to a counselor, staff member, or administrator. Be aware of the consequences related to falsely accusing others.

Recognize that all school rules and regulations apply to students who participate in off-campus functions.

Know the rules regarding discrimination and harassment in the Student Code of Conduct and other school policies related to these issues. Talk to a staff member, counselor, or administrator if there are questions or concerns.

Student conduct has an impact on the reputation of St. Aloysius School. Students are to ensure that their behavior is always a positive reflection of the school and its teachings. Students should consider all conduct, whether inside the school or outside the school, and avoid all behavior that is detrimental to the reputation of the school.

1. **Display Christian character.** Be positive and productive. Treat others as you want to be treated.
2. **Respect the rights of others.** Use appropriate voice and language. Listen courteously. Refrain from bothering others.
3. **Display a respect for learning.** Remain on task. Allow others to remain on task.
4. **Be prompt and prepared.** Arrive on time. Bring needed materials. Have assignments completed.
5. **Utilize acceptable social skills.** Deal appropriately with feelings. Be courteous and tactful. Think before speaking or acting. Interact properly with others.
6. **Respect Authority.** Listen attentively. Follow directions promptly. Accept responsibility for behavior. Be honest.
7. **Respect Property.** Ask to use the property of others. Take care of personal belongings. Take care of school property.

-Prohibited Student Conduct

Enrollment at St. Aloysius School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally

or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

-When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

-Disciplinary Measures

St. Aloysius School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. St. Aloysius School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Each teacher posts classroom rules along with consequences for failure to comply with those rules in their classroom. At the beginning of each school year, a written communication from every teacher is sent to parents to inform them of these expectations. In every grade, warnings are issued before any other consequence is imposed. The number of warnings depends on the grade level of the student and the severity of the infraction. The Administration reserves the right to change the consequences after considering the situation. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

-Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

-Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published

in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them plan for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.

If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

-Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Bullying, Intimidation, and Harassment, Including Cyberbullying

Because St. Aloysius School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property.
- Causing a substantially detrimental effect on the student's or students' physical or mental health.
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation

electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes 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 or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, staff, and administration teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will manage the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent/guardian contact will be made, as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "Billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

St. Aloysius School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedures

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). To help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

Harassment and Teen Dating Violence Prohibited

-Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

-Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

-Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

-Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

-Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

-Enforcement

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

-Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Lunch and Cafeteria Rules

Students have the option of eating hot or cold lunch in our school lunchroom. All places of business around the school are restricted from student use during the lunch period. Any infraction of this rule results in suspension from school. Parents are always allowed to come to school to take their child out to lunch after reporting to the office. Fast food may not be eaten in the cafeteria. In addition to the general student code, the following conduct is expected of students in the lunchroom:

- Respecting cafeteria personnel
- Not pushing, shoving, or disturbing other students
- Not saving places in line or at the table
- Using good table manners
- Cleaning up after oneself
- Not playing with or throwing food
- Asking permission to leave seats.
- Speaking in an appropriate volume

Students who violate lunchroom rules may:

- Be assigned to eat in isolation from other students for a period of time determined by the lunchroom supervisor.
- Receive a more severe consequence if behavior warrants.
- Forfeit lunchroom privileges.

Playground equipment is available for students' use during recess. Children are encouraged to take good care of this equipment. Reimbursement for damage from negligent use is assessed to the parents of the involved child(ren).

For the safety of the children, no form of keep-away, tag, tackle, crack the whip, run-through or any similar game may be played on the playground. Students are asked not to bring toys or electronic equipment from home for use during recess to avoid loss or damage.

Students may not leave the playground area during recess without permission. Crossing Joles is permitted only when supervised by a recess supervisor.

Students are allowed to play outside as the weather permits. Students remain inside for recess when temperatures or wind chill fall below 20 degrees. Outdoor play will be limited when the heat index rises above 90 degrees.

Right to Waive/ Deviate

The administrator reserves the right to waive and/or deviate from all disciplinary regulations for just cause at his or her discretion.

Search and Seizure

To maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

-School Property and Equipment, Personal Effects Left There

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the

consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

-Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

-Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

-Questioning of Students Suspected of Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance

It is expected that students wear the uniform of St. Aloysius School proudly. Shirts and blouses are to be clean, in good repair, of a proper size, and tucked into pants, skirts, or shorts. Plain white shirts may be worn under the uniform if there is no logo or writing visible. When a uniform "hoodie" sweatshirt is worn to school, a uniform shirt must be worn underneath, and the hood may not be pulled over the head. Belts must always be worn when a shirt is tucked into pants or shorts that have belt loops. Belts may be navy, brown, or black. Girls' skirts are to be no shorter than 1" above the knee and should not be "rolled" at the waist. Pants should not be "jeggings" or leggings style.

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. St. Aloysius School does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

No extreme cosmetics or extreme artificial nails may be worn. No visible tattoo of any kind is permitted. No visible body piercings are allowed except for pierced ears. Earrings should not hang more than one inch below the earlobe as they are not safe at school. Other jewelry should be limited. Hats are not to be worn in the building.

Socks (without logos) must always be worn. No sandals, flip flops, boots, clogs, chunky "high heels," lighted, or clear plastic shoes are permitted. Tennis shoes must be worn for gym class. Shoes intended for laces must have them in place and always tied properly. If snow boots are worn to school, the student must change into appropriate shoes for the school day.

Student athletes are permitted to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences.

The homeroom/classroom teachers oversee most uniform infractions. On days when "free dress" is allowed, the principal reserves the right to determine the appropriateness of the school attire. Under the direction of the principal, a student who is out of uniform or whose attire is deemed inappropriate will call his/her parent to bring a change of clothes.

Trends cannot be anticipated and will be determined acceptable or unacceptable at the discretion of the principal.

Uniform Dress Code

A complete list of uniform items can be found at the end of this handbook in Appendix 3. All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must always be worn.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade. In addition to the requirements contained in this section, the athletic policies of St. Aloysius School include the requirements of the following: Diocesan Policy Handbook, Illinois Elementary School Association (IESA – Grades 7 & 8), Springfield Catholic Athletic Association (SCAA). If a concern arises over athletics, the proper channels to be followed are coach, athletic director, principal, pastor.

-Athletic Programs

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. St. Aloysius School's athletic program is intended to teach the skills of the game, to foster healthy exercise, to teach fair play and good sportsmanship, and to create opportunities of enjoyment for all interested students. Athletic programs should enhance, and in no way distract from, the academic and religious norms of the school.

-Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

-Academic Eligibility

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

A student will be deemed ineligible to participate in a team sport or extracurricular activity (ex. Choir, Student Council, etc.) if at any time he/she carries an "F" or three "D" grades in any given subject.

Participation is defined as practicing, playing in games, or taking part in activities with the team/group.

To determine grade and conduct eligibility, a list of participants in team sports and extracurricular activities is distributed weekly. Administration will calculate eligibility weekly for those participants. All students who meet the criteria as stated above are eligible to practice, play, or participate with their respective teams/groups.

Students who do not meet the criteria listed above are placed on probation for one week. Probation is defined as a period where the student cannot practice, play, or participate with the team/group. If a student is placed on probation three times, whether consecutively or not, that student becomes permanently ineligible for the remainder of the season or semester, as applicable.

If a student is suspended from school, either in-house or out-of-school, that student is not allowed to practice, play, or participate with the team/group for the duration of the suspension or for a minimum of one game/activity per the principal's discretion.

Consequences for students who display unsportsmanlike or unchristian behavior while participating in extracurricular activities are determined by the coach, athletic director, and principal.

Students are ineligible to participate in any further extracurricular activities if uniforms and equipment are not returned and/or paid for to the athletic director within the designated time.

To continue their participation in extracurricular activities, students must adhere to the behavioral and academic rules and policies of St. Aloysius School, follow the specific group's guidelines, and attend and participate in all group functions unless excused by a coach/advisor. If a member fails to comply with these standards, s/he is placed on probation and parents are notified. Any further infraction may result in removal from the group. Additional requirements may apply for specific groups; those requirements are provided in writing to the participating students and parents.

-Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 11:15 is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

-Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

- Violate the school rules and policies on student discipline including policies and procedures on student behavior.
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes).
- Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form.
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.
- Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet.
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
- Act in an unsportsmanlike manner.
- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving.
- Haze or bully other students.

- Violate the written rules for extracurricular or athletic activity.
- Behave in a manner that disrupts or adversely affects the group or school.
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property.
- Causing a detrimental effect on the student's or students' physical or mental health.
- Interfering with the student's or students' academic performance; or
- Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

-Violating the Code of Conduct

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions.
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.

-Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Clubs

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

Written parental permission shall be obtained prior to student participation in school-sponsored, extracurricular activities. The activities available for this school year include the following:

Cross Country & Track for Grades 5-8 (boys & girls)
 Volleyball for Grades 5-8 (girls)
 Baseball for Grades 6-8 (boys)
 Softball for Grades 6-8 (girls)
 Basketball for Grades 5-8 (boys and girls)

PeeWee Basketball Grades PK-4 (boys and girls)
 Wrestling 5-8
 Choir
 National Junior Honor Society for grades 7-8
 Student Council Grades 4-8

The activity list is subject to change as needed.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. All families with children participating in sports will be required to attend a mandatory parent meeting detailing concussion protocol at the beginning of each sports season.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. The school has a principal-appointed

or approved concussion oversight team composed of at least one person who is not a coach and administration, or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

Any athlete who exhibits signs, symptoms, or behaviors consistent with concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional. The rule calls for officials, parents, and athletes to be cognizant of athletes who display signs, symptoms or behaviors of a concussion and remove them from play. The student must be evaluated by a treating physician, or an athletic trainer under the supervision of a physician; supply a written statement by a treating physician stating it is safe to return to learn and play; the student and parent or guardian provide signed consent to the student participating in protocols and understands the risks associated with the student returning to play and learn and will comply with any ongoing requirements of the protocol. A coach alone may not authorize a student's return to play or learn. St. Aloysius School has a principal-appointed or approved concussion oversight team that, at a minimum, may be composed of only one person. This person need not be a licensed healthcare professional, but it may not be a coach. The oversight team includes the principal, the Athletic Director, and one teacher. The team has established a return-to-play and return-to-learn protocol utilizing the protocols created by IESA/IHSA (<https://www.iesa.org/documents/health/IESA-ConcussionInfo.pdf>). The Athletic Director has been appointed to implement the return-to-play and return-to-learn protocol. The administrator or their designee supervises the Athletic Director, who may not be a coach of an interscholastic athletics team. The school ensures that students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. The school ensures that students who have been so removed are not permitted to resume practice or competition unless the statute-specified process is followed completely.

FINANCIAL MATTERS

Past Due Accounts Policies

Families failing to pay tuition according to their payment plan will not be re-admitted to St. Aloysius School without permission of the pastor.

Past due balances of \$100 or more for Before and Aftercare will result in a family being unable to use those services until the account is made current

Payment of Fees

All tuition and fees, including lunchroom and Before and Aftercare charges, must be paid online through FACTS/RenWeb.

Payment Options

Tuition for students in PS and PK and Grades K-8 may be paid in full, paid in two payments (June 15 and December 15), or paid monthly through FACTS/RenWeb. Monthly payments can be made over 10 or 12 months. Families will choose their payment option during the online registration process.

Refund Policy

Removal of a student by the parent or school shall not entitle the parent to a refund of tuition and fees, unless otherwise determined by the pastor upon recommendation of the Finance Council and Business Office

Tuition and Fees

The pastor and principal, in consultation with the Parish Finance Council and the School Board, have set tuition for the current school year at \$4620 per child. Pre-School and Pre-K fees are \$4700 per child for full time attendance. A tiered tuition is available for families with multiple children attending St. Aloysius School. Information on other attendance options is available through the school office. All families pay an annual registration fee per family. This fee is non-refundable. See the Registration packet for further directions. St. Aloysius School works with families who register late to develop individual payment plans to allow them to meet their tuition obligation according to the school's schedule. In addition to tuition, parents are expected to fulfill their obligation by attending Sunday Mass with their children and making weekly contributions to the Sunday offertory.

Tuition Assistance

A limited amount of tuition assistance is available for families who are experiencing financial difficulties. Normally, requests for this assistance are to be made prior to registration through FACTS/Renweb. However, since such circumstances are often unpredictable, families should not hesitate to inform the pastor of their need if it should arise at any time during the school year. Assistance is awarded only on a one-year basis, so families must reapply each year. Assistance for subsequent years is not guaranteed.

HEALTH & SAFETY

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Aloysius School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
- The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. Parents may request service by contacting the school office and filling out a permission slip. If a teacher requests that a student see the counselor, the teacher will contact the parent to receive parental permission. Parents may contact the principal or homeroom teacher for more information. Additional student support services may be met through referrals to community agencies, through agreements with Springfield public school District 186, and through the pastoral staff of St. Aloysius School.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Illness or Injury

The following statements are based on guidelines disseminated by the Office for Catholic Education. These guidelines were developed in cooperation with the Department of Health and legal counsel.

As a general principle, medications are not to be given at school and students are not allowed to have any drugs in their possession on school grounds. Acutely ill students are sent home. Students convalescing from an acute illness should remain at home until medication is no longer needed.

Special arrangements exist for health problems that can be expected to be of a long duration. When such a condition exists, the policies outlined in this handbook will be adhered to.

Immunization and Health, Eye, and Dental Examinations

-Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- Entering kindergarten or the first grade.
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

-Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

-Dental Examination

All students entering kindergarten, second, and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

-Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection.
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption.
- Health examination or immunization requirements on medical grounds if a physician provides written verification.
- Eye examination requirements if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement, if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that the parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for

student's health and well-being.

For any student who is required to take prescription medication during the regular school day, the following procedures must be followed:

1. Written order from a physician detailing the name of the drug, dosage, and time interval medication is to be taken is to be provided to the school. (Form can be obtained at the school office or online.)
2. Written authorization from the parent of the student with request that the school comply with the physician's order is to be filed with the school. (Form can be obtained at the school office or online.)
3. Medication is to be brought to school in the original container, appropriately labeled by the pharmacy or physician. The medication must be kept in the main office.
4. A medication log is kept that includes date, time, dosage, and signature or initials of person giving the medication.
5. Only the person designated by the principal shall be allowed to dispense the medication pursuant to the physician's order, and only that person shall make notations in the medication log.

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

-Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

-Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The Request/Permission to Administer Medical Cannabis in School authorization form is effective for the school year in which it was granted and must be renewed at the beginning of each school year. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

-Undesignated Medications

The school district, public school, charter school, or nonpublic school shall maintain a supply of an opioid antagonist in any secure location where an individual may have an opioid overdose, unless there is a shortage of opioid antagonists, in which case the school district, public school, charter school, or nonpublic school shall make a reasonable effort to maintain a supply of an opioid antagonist. Unless the school district, public school, charter school, or nonpublic school is able to obtain opioid antagonists without a prescription, a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act shall prescribe opioid antagonists in the name of the school district, public school,

charter school, or nonpublic school, to be maintained for use when necessary. Any supply of opioid antagonists shall be maintained in accordance with the manufacturer's instructions.

Prior to the administration of an opioid antagonist, trained personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose, which curriculum must meet the requirements of subsection (h-5) of this Section. The school district, public school, charter school, or nonpublic school must maintain records relating to the training curriculum and the trained personnel.

-Non-Prescription Medication

Non-prescription medication is not dispensed by school personnel. If a parent wishes, s/he may come to school to administer this type of medication. This restriction applies to aspirin, Tylenol, ibuprofen, antacids, antihistamine, and any other over-the-counter drugs. No topical medication application is administered by school personnel. In case of injury, soap, water, and ice are used as treatment. A parent is informed if further treatment appears necessary. In case of illness or injury, the office staff conscientiously evaluate whether the child should be sent home.

-Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Pregnancy

St. Aloysius School affirms the moral teaching of the Catholic Church, including the teaching on the holiness and the blessing of life. St. Aloysius School equally asserts the values of forgiveness and compassion. Believing that in instances where an adolescent boy or girl is facing adult situations and decisions, the truly Christian response is focused on the person. The Administration deals with each boy/girl involved in pregnancy/parenting on an individual basis in a sensitive and Christian manner. A conference is held with the student, his/her parents, the principal, and the pastor to determine arrangements for completion of the student's education and maintenance of his/her health and well-being.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills under the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials

Vision Screening

Vision screening is done, as mandated, within the first six months of school for the following children: Pre-School, Kindergarten, Second Grade, Eighth Grade, special education, teacher referrals, and students new to the school who have not been previously screened. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous twelve months and that report is on file at the school. Vision screening is not optional. If a vision examination report for a child is not on file at the school and the child is in the mandated age/grade/group, they will be screened. The school calendar provides notice of the date this screening is scheduled.

Wellness Policy

St. Aloysius School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program. The St. Aloysius School Wellness Policy can be viewed in the school office. The Belief Statement is as follows: St. Aloysius School is committed to providing a learning environment that supports and promotes wellness, nutrition, and an active lifestyle. The school recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits, health and wellness, good nutrition

and regular physical activity. The school staff will encourage and model healthy eating and physical activity as a valuable part of life.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

Acceptable Use of the School's Electronic Networks

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

-Terms and Conditions

The term *electronic networks* include all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure.
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location.
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

-Acceptable Use

Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use. Students and parents sign an Acceptable Use Policy agreeing to the moral and appropriate use of the school computer network and the internet. This would include the use of personal, portable devices that students choose to bring to school. Students violating this policy are subject to disciplinary action by the school, whether the conduct takes place inside or outside of school. Please see Appendix 5 for the Acceptable Use Policy.

-Privileges

Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

-Unacceptable Use

The user is responsible for his or her actions and activities involving electronic networks. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law.
- Using electronic networks to engage in conduct prohibited by school or diocesan policy.
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware.
- Unauthorized use of personal removable media devices (such as flash or thumb drives).
- Downloading of copyrighted material for other than personal use.
- Using electronic networks for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means.
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video.
- Using another user's account or password.
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
- Posting or sending material authored or created by another without his or her consent.
- Posting or sending anonymous messages.
- Creating or forwarding chain letters, spam, or other unsolicited messages.
- Using electronic networks for commercial or private advertising.
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material.

- Misrepresenting the user's identity or the identity of others; and
- Using electronic networks while access privileges are suspended or revoked.

-Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- Do not use the networks in any way that would disrupt its use by other users.
- Consider all communications and information accessible via electronic networks to be private property.

-No Warranties

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

-Indemnification

By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

-Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

-Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

-Telephone Charges

The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

-Copyright Web Publishing Rules

Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent or guardian and student.

-Use of Email

The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect the name and reputation of the school. Users will be held personally responsible for the content of all email messages transmitted to external recipients.
- Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the school's email system constitutes consent to these regulations.

-Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. However, during an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names

Student photographs and names will be used by the school in paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Student Use of Cell Phones and Other Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or another similar electronic device.

While on school premises, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

During the school day, the school staff and children will contact the parents only on the school phone or via school messenger, never on the child's cell phone. If a parent is contacted by their child with a voice message or text using a cell phone, the child does not have the school's permission. The school asks that children be instructed to use the correct method for obtaining permission to make a call.

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Technology Vendors: Annual Notice

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

Unauthorized Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

PARENT COMMUNICATIONS & INFORMATION

Change of Address and Communication Records for the School

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home.

Communications

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, RenWeb messaging, emails and/or parent phone calls. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using email or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor. The administration will keep parents informed of school news through a newsletter which will be emailed to parents weekly then made available online on the school's website.

Parent Teacher Organization

The St. Aloysius School PTO was established with the following purposes and objectives:

- To enhance the appreciation of the ideals and purposes of Catholic education at St. Aloysius School among parents, students, teachers, administration, and parishioners.
- To promote an understanding of the mutual educational responsibilities of parents, teachers, and school administrators to ensure maximum cooperation in encouraging the most complete educational and spiritual development of each child.
- To provide a vehicle for parents and others interested in the improvement of St. Aloysius School to provide ideas, service, and support in cooperation with teachers and school administration, which will guarantee the future of Catholic elementary education in the parish.

Parents are encouraged to join and participate in PTO committees and events.

Parent Service Requirement

The number of service hours a family is required to complete is based on the grade of the oldest child enrolled at St. Aloysius. Each family in K-8 at St. Aloysius School is required to complete 15 hours of family service per school year. Families in Preschool or PreK are required to complete 10 hours of service. The student obligation for service hours is not included in this total. Parents, guardians, or close family members must complete all hours. Family service hours may be acquired by volunteering for parish and school-sponsored functions. Parents may "buyout" of these hours if they do not

wish to participate. The buyout cost is \$750.00 for families in K-8 and \$500.00 for families in Preschool/PK. All hours must be completed by May 31, 2025, or \$50 per hour will be assessed for each incomplete hour and added to tuition. A blank Parent Service Form can be found in Appendix 4.

Parent/Teacher Conferences

Parent-Teacher conferences are scheduled for each family after the first grading period. The teacher or parents may request additional conferences at any time. Parents are encouraged to call teachers if questions arise during the year and to request an appointment whenever they feel it is necessary. Teachers will also contact parents if problems develop.

Personal Safety

The Office of Child and Youth Protection, created by the Bishop's charter for the Protection of Children and Young People, has included as part of the Safe Environment Guidelines issued by the office, a requirement of educating school children on age appropriate materials pertaining to personal safety. This includes information about improper touching and relationships and when to seek assistance from a trusted adult. Parents give their approval to have their child attend personal safety training. ***All families must sign the Personal Safety Training section (#3) found on the Parent Agreement Form and return to school. Please fill in your children's names, sign the form, and return it to school by the due date.*** Parents that prefer not to have their children participate in the safe environment training are offered the Parent Handbook and are asked to sign the Permission Slip, notifying the school that they do not wish to have their child participate in the training and that they have been offered the Parent Handbook. If parents refuse to sign such a form or do not respond at all, a notation is made, and a record will be maintained by the school. Specific information about the content of the program and the dates of the presentation will be sent home by the classroom teacher. Our 8th grade students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during their Personal Safety education and their Current Event discussions in History class.

Policy Making

The policies of the administration and educational mission of St. Aloysius School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

Responsibilities of School, Parents, and Students

St. Aloysius School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

- To have children receive an academically sound education in a Catholic environment
- To communicate with parents and to have requests for meetings answered in a timely manner
- To have students supervised in a safe and appropriate manner
- To nurture the spiritual growth of students through Catholic traditions and rituals
- To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

- To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
- To be a partner with the school in the education of your child
- To consistently treat all school personnel with respect and courtesy
- To work with the school in the administration of student discipline
- To understand and support the religious nature of the school
- To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
- To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful,

charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.

- To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
- To promote St. Aloysius School and to speak well of it to others
- To meet financial obligations in a timely manner
- To support the fundraising efforts of the school when possible
- To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

- To abide by all school rules and guidelines
- To keep the lines of communication open with one's parents, teachers, and other school personnel
- To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
- To conduct oneself with dignity and to always show respect for all school personnel and students.

Right to Amend

The school reserves the right to amend this handbook. Parents will be given prompt notification if changes are made.

Room Parents

We recognize and appreciate the valuable assistance and support that is given to the school by room parents. Each homeroom will be assigned two room parents, if possible. The following role description was developed to ensure a mutual understanding between school personnel and room parents concerning the various activities for which room parents are responsible. In all grades, room parents:

- Function as chairpersons for planning two simple holiday parties
- May be asked to chaperone field trips, if needed
- Will be contacted by teachers for any emergency need during the year.
- Recruit volunteers, when needed.
- May be asked to help with fundraisers.
- Receive a list of homeroom parents who have offered to volunteer for a specific activity.
- 7th grade room parents chair the planning and serving of the Graduation Banquet
- 8th grade room parents are expected to help chaperone all 8th grade activities when needed.
- All room parents must consult with the teacher and/or principal when planning activities for a particular class.

School Advisory Board

The School Board is a body of appointed members whose role is to advise the pastor on the formation of all policies and in all other matters and physical facilities relating to the parish elementary school. The board is to advise the pastor, or the one designated, in financial matters relating to the educational programs. The board is to have comprehensive development as one of its major responsibilities. The board calendar is set at the beginning of each school year and tentatively meets the second Thursday of each month except for the December/July meeting. All parents and other interested parishioners who would like to attend a meeting should submit a request to the board president to be approved by the pastor and then included on the agenda at least 48 hours before the scheduled meeting.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

-Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

-Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

-Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos and videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

-Faith's Law Notification

Employee Conduct Standards

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

-Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

-Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

-Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Volunteers

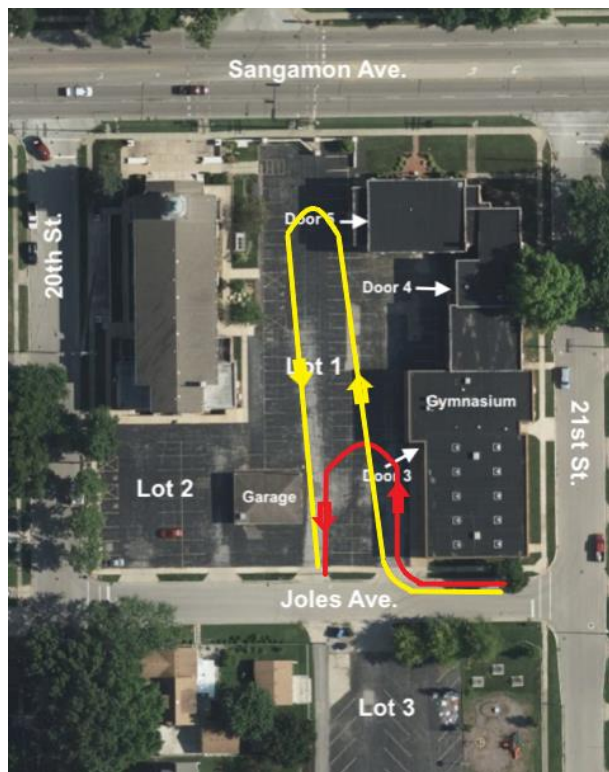
There are opportunities for volunteering in our school. Volunteers operate in a position of trust and personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

All volunteers are to report to the school office before going anywhere in the building. In the office, volunteers will sign in, indicating where they are going and the time they arrived. Before leaving, volunteers need to sign out at the office. Volunteers may only go to the place that they have indicated when they signed in.

Diocesan policy requires that all volunteers in our school complete the “Protecting God’s Children” training and complete the Certification and Authorization Document authorizing a criminal background check. Background checks must be completed every five years.

APPENDIX

Morning Arrival Plan



Red Line

For students in Grades K-8, parents should drive west on Joles and enter Lot 1 via the indicated driveway. Pull as far forward as possible next to the cones. Stop the vehicle at Door 3 and allow children to exit from the right of the car. Make sure each child is safely away from the car before pulling away. Exit through the driveway to 21st Street.

Yellow Line

For students in Preschool and PreK, parents should drive west on Joles and enter Lot 1 via the indicated driveway. Pull to the farthest end of the parking lot. Stop the vehicle at Door 5 and allow children to exit from the right of the car. Make sure each child is safely away from the car before pulling away. Exit through the indicated driveway to 21st Street.

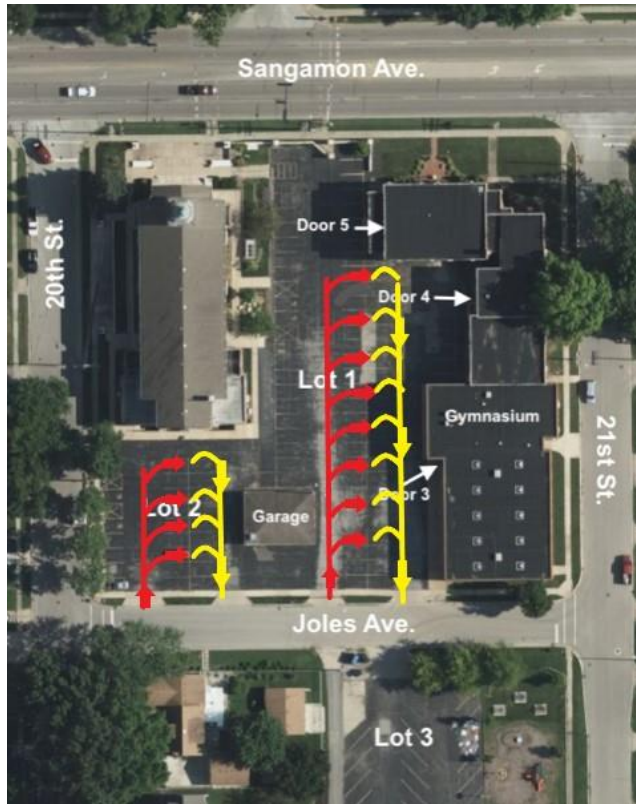
NO PARKING OR DROPPING OFF/PICKING UP CHILDREN ON JOLES IS PERMITTED AT ANY TIME.

K-8 parents wishing to walk their child to the doors are asked to park only in Lot 3 and then escort students to the building. Preschool and PreK parents wishing to walk their children to the doors are asked to park only at the farthest end of the parking lot in front of the church, not blocking the flow of traffic. Since vehicles are moving during this time, parents are to keep students with them and hold their hands to ensure their safety.

Following these procedures allows more vehicles onto the lot to drop off children.

The school's goal is to stop through traffic on Joles St. during arrival time. Please keep the safety of the students in mind and drive slowly and with care.

Dismissal Plan



***NO PARKING IN LOT 3 (Playground Lot) AT DISMISSAL
NO STOPPING, STANDING, OR PARKING ON JOLES ST. IS PERMITTED AT DISMISSAL***

Drivers are to enter Lot 1 or Lot 2 and park facing the school. Lots 1 and 2 are closed at 2:55. **Lot 3 (playground) is not to be used at dismissal. As a safety precaution, no student is allowed to cross Joles St. to Lot 3 at dismissal.**

All Car Line students exit from Door 3, Door 4, or Door 5. Drivers are to wait for Safety Patrol Guards to dismiss each car.

Teachers supervise students who cross at 20th and Joles and 21st and Joles before Car Line dismissal is complete.

These procedures are intended to ensure the general safety of ALL students. Please follow these procedures, keep safety in mind, and drive slowly and with care.

St. Aloysius School Uniform

Uniforms may be purchased from Luers Group

	<u>Pants/Jumper/Skirt</u>	<u>Plain Shirt/Blouses</u>	<u>Plain Sweater/Sweatshirt</u>	<u>Socks/Tights</u>
K-5 Boys	Luers Navy Pants Luers Navy Shorts Traditional Belt – Black, Brown or Navy	White or Navy Knit White Button-Down Dress White or Navy Turtleneck	White or Navy sweater Navy sweatshirt (St. Al's logo from Luers or Spirit Wear)	White or Navy
6-8 Boys	Same as Above Luers Khaki Pants or Shorts	Same as Above	Same as Above	Same as Above
K-3 Girls	Luers Plaid shift Luers Navy Slacks or Capri's Luers Plaid or Navy Walking Shorts	Plain White Blouse White or Navy Knit White or Navy Turtleneck	White or Navy sweater Navy sweatshirt (St. Al's logo from Luers or Spirit Wear)	White or Navy
4-5 Girls	Plaid Skirt (Box pleats) Plaid Split Skirt (Skort) Luers Navy Slacks or Capri's Luers Plaid or Navy Walking Shorts	Same as Above	Same as Above	Same as Above
6-8 Girls	Same as Above Luer's Khaki Pants, Skirt, Capri's, Shorts, Skort	Same as Above	Same as Above	Same as Above

***Girls 'skirts are to be no shorter than 1" above the knee. When a skirt becomes too short, it needs to be replaced or lengthened. Parents should not buy a skirt that is already shorter than permitted by school rules.**

***All girls are allowed to purchase navy leggings (uniform type ONLY) to wear under skirts and jumpers in cold weather. No" jegging" or legging style pants may be worn.**

***ALL boys' and girls' items that originally have belt loops must be worn with a belt.**

MARK ALL ITEMS WITH YOUR CHILD'S NAME, INCLUDING ALL CLOTHING SUCH AS SCHOOL SWEATSHIRTS, UNIFORMS, COATS, and JACKETS.

Parent Service Verification Form

Name: _____ Date of Service: _____

Student(s) Name: _____

Grade _____

Time Spent Engaged In/Allotted for Activity: _____ (please use ½ hour increments)

Activity: _____

School Official/Parent Organizer Signature: _____

Parent Service Verification Form

Name: _____ Date of Service: _____

Student(s) Name: _____

Grade _____

Time Spent Engaged In/Allotted for Activity: _____ (please use ½ hour increments)

Activity: _____

School Official/Parent Organizer Signature: _____

Parent Service Verification Form

Name: _____ Date of Service: _____

Student(s) Name: _____

Grade _____

Time Spent Engaged In/Allotted for Activity: _____ (please use ½ hour increments)

Activity: _____

School Official/Parent Organizer Signature: _____

St. Aloysius Athletics Parent Code of Conduct

At St. Aloysius School, we value the partnership between coaches, student-athletes, and parents in fostering a positive, respectful, and growth-oriented athletic environment. This Parent Code of Conduct outlines the Christian standards of behavior and communication expected from parents and guardians involved in our athletic programs.

I. Sportsmanship Expectations

All parents and spectators are expected to model GOOD SPORTSMANSHIP at all times. This includes:

- Understanding and respecting the rules of the game.
- Supporting all players, regardless of team/school affiliation.
- Treating officials, coaches, players, and fellow spectators with respect.
- Refraining from negative, profane, or disruptive behavior.

Unacceptable Behavior Includes but is not limited to:

- Insubordination or disrespect toward officials, coaches, or staff.
- Verbal abuse, taunting, or intimidation.
- Fighting or threatening behavior.
- Littering, throwing objects, or any physical disruption.
- Profanity or obscene gestures.

Consequences for Violations:

1. Immediate removal from the event.
2. Possible suspension from all athletic events for up to one year, depending on the severity of the violation.
3. Suspensions are honored across all St. Aloysius and affiliated school events.

II. Student Responsibility

We encourage student-athletes to grow in responsibility and maturity. Students are expected to:

- Speak directly and respectfully with coaches about playing time, skill development, team roles, or concerns with teammates.
- Avoid discussing these matters during practices or games.

III. Communication Guidelines

Appropriate Concerns to Discuss with Coaches:

- The treatment of your child—mentally, emotionally, and physically.
- Ways to help your child improve.
- Your child's attitude, work ethic, or eligibility.
- Behavior-related concerns specific to your child.
- Notification of scheduling conflicts or absences.

Inappropriate Topics to Discuss with Coaches:

- Playing time of any student-athlete.
- Team strategy, practice organization, or play calling.
- Concerns about other student-athletes.

When and How to Communicate:

- Contact the coach to schedule an appointment—do not approach a coach before, during, or after a game or practice.
- If the coach cannot be reached, contact the Athletic Director to help set up a meeting.
- Conversations should not occur at other school or church functions.
- The 24-Hour Rule must be observed: Do not contact coaches within 24 hours after a game or practice unless reporting an injury, illness, or emergency. This pause allows for calm and thoughtful communication.

IV. Conflict Resolution Process

If a concern arises:

1. Encourage your child to speak to the coach first, when appropriate.
2. If unresolved, schedule a meeting with the coach and provide a brief summary of the topic in advance.
3. If the issue remains unresolved after meeting with the coach, schedule a meeting with the Athletic Director to determine the next steps.

V. Acknowledgment of Team Participation

By allowing your child to participate in St. Aloysius athletics, you acknowledge that:

- Team membership is a privilege, not a right.
- Coaching decisions, including playing time and strategy, are at the sole discretion of the coaching staff.
- You will uphold the expectations and procedures outlined in this Code of Conduct.

Together, we can build a positive, respectful, and successful Christian-based athletic experience for every student.

Parent/Guardian Signature: _____ Date: _____

St. Aloysius School Acceptable Use of Technology Policy

St. Aloysius School supports the use of technology in the instructional program through a school wide network and the Internet. As with all that St. Aloysius School teaches, our Catholic faith will remain in the forefront. Students must be taught, at home as well as at school, the moral and Christian behavior while using the school network, equipment and while on the Internet.

Access to the internet at school will enable students to explore thousands of libraries, databases, museums, and other repositories of information. St. Aloysius faculty and staff take extraordinary care to instruct students on the proper way to access and use Internet resources. The goals and purpose of using the Internet at school is for educational purposes. Students will be instructed on how to use the school network and Internet effectively, productively, responsibly, and morally.

Parents/guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for appropriate behavior on the school's network and the Internet. General school rules for behavior apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are instructed never to access, keep, or send anything that they would not want their parents, pastor, principal, or teachers to see. They are instructed on how to read, assess, and make good decisions on sites they are about to visit, and on the behaviors expected if they inadvertently access an inappropriate site. Network storage areas and websites that have been visited will be checked regularly to ensure that these are being used responsibly. Since network storage and Internet access is connected to a specific username and password, the student should never consider these to be private. Students may not log in to the network or a program using another person's identity or look at, change, or use another student's work.

Students will be instructed in copyright laws and how to use and document information obtained from the school network and/or the Internet. Students should never copy other people's work or intrude into other's files. They are expected to document completely and correctly any information from another person. Students should never copy, download, or install any software, shareware, or freeware onto the school network, or any individual computer. Programs and disks from home or outside the school building are not allowed, unless they are donated to the school, thus becoming school property.

Student Agreement

- I have read and discussed this policy with my parents.
- I understand that using the computer and other technology equipment as well as the Internet at school is a privilege.
- I know that you can obtain information on the Internet and communicate with others through the Internet. My parents and I have talked about using the Internet safely, responsibly, and morally.
- I may get information from the Internet for projects that I am working on for a school assignment, but the information must be appropriate and within guidelines set by my teacher.
- I understand what to do if I reach a site that makes me uncomfortable or that my parents, pastor, principal, or teacher would not approve of.
- I may not copy someone else's work and use it as my own.
- I understand that what is kept on the school network is not considered private. My teachers, principal, parents, or pastor may look at my work at any time.
- I may not log in to the network or a program using another person's identity; look at, change, or use their work.
- I know that if I do not follow these rules and other rules my school has for the use of computers and other technology, I may lose my privileges and may not be allowed to use computers and other technology. Depending on the seriousness of the situation, I am aware that other disciplinary measures may be required.



St. Aloysius School 2024-2025 Extended Care Pricing Information

Daily Rates for Before and After Care Services.

<u>Child(ren)</u>	<u>Before Care</u>	<u>After Care</u>
1 Child	\$5.00/day	\$7.00/day
2 Children	\$9.00/day	\$13.00/day
3 Children	\$13.00/day	\$19.00/day

Before Care begins at 6:30a.m.

After Care closes at 5:30. We will begin calling you at 5:31 if your child is still at After Care. A \$1.00/minute late fee will be charged to you and due at the time of pick up that day. A \$5.00 late fee will be charged each day the payment is late.

New this year, Extended Care will only be paid online through FACTS. Families will be able to log in and add money to their care account at any time. A notification will be sent once the account has an overdue balance. More detailed information will be available soon. Any payment questions should be directed to the Business Office.

Business Office:
217-544-4554 Ext 106
businessmanager@saintalloysius.org

FIELD TRIP RELEASE / REQUEST FORM

STANDARD ACTIVITY



We request that our child _____ be allowed to go on the field trip to _____ with St. Aloysius School (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually. I understand that my child will need the following: _____

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in this manner.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child because of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally, we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: (____) _____

Mother/Guardian: _____ Daytime Phone: (____) _____

Address: _____ Home Phone: (____) _____

Other Contact Person: _____ Phone: (____) _____

Medical Insurance Company: _____

Company Address: _____ Policy Number _____

Medical Conditions/Allergies: _____

Family Doctor: _____ Phone: (____) _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

DRIVERS: I am able to drive students to and from their destination. I can take ____ students in my car. I understand that each child will have his/her own seat belt. I understand that I will not smoke in the presence of the students. I understand that no "side trips" are allowed while driving students—this includes trips for refreshments to or from the destination.

PLEASE COMPLETE THE INFORMATION ON THE REVERSE SIDE AND RETURN TO SCHOOL. THE TEACHER WILL COMPLETE THE NAMES OF STUDENTS RIDING IN YOUR VEHICLE.