



**Saint Aloysius Regional School
and
Montessori Pre-K**

PARENT/STUDENT HANDBOOK

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This Parent/Student Handbook is designed to communicate to parents and students, the policies and procedures of St. Aloysius Regional School and Montessori Pre-K in Springville, New York. Circumstances may arise which will require a change in these policies and procedures. For this reason, the administration of St. Aloysius Regional School and Montessori Pre-K, after consultation with the Canonical Administrator and School Board, reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the policies or procedures contained herein.

NONDISCRIMINATION POLICY

St. Aloysius Regional School and Montessori Pre-K does not discriminate against any person in consideration for any appointment and/or position of employment, administration of educational policies, admissions, scholarship and loan programs, and/or the administration of athletic and other school-orientated programs by reason of any status protected by Federal and/or New York State law and/or regulation, except that, as a Roman Catholic religious institution affiliated with the Roman Catholic Diocese of Buffalo, these schools may limit any appointment and/or position of employment and may give preference, in any such appointment and/or position, to members of the Roman Catholic faith and may take such action and make such selections as are determined by it to promote the Roman Catholic teachings and principles on which it was established and except that, with regard to admissions to school, our schools may give preference to Catholic students and may limit admission to one gender in same-sex schools.

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WELCOME TO ST. ALOYSIUS REGIONAL SCHOOL AND MONTESSORI PRE-K

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics. This environment should be permeated with the Gospel spirit of love and freedom.”

(The Religious dimension of a Catholic School #25)

St. Aloysius Regional School and Montessori Pre-K upholds the belief that Jesus Christ is the reason for this school. He is the unseen, but ever-present teacher in its classrooms. He is the model for the faculty and the inspiration of its students.

St. Aloysius Regional School and Montessori Pre-K nurtures spiritual and academic excellence by providing enriching experiences to enable our students to strengthen their relationship with Jesus, to develop a daily prayer life, to grow in virtue, to expand their intellectual abilities, and become leaders through serving others.

Students at St. Aloysius Regional School and Montessori Pre-K are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for prayer, and active participation in the sacramental life of the Church.

We welcome you to our school community and thank you for entrusting us with your child's education.

MISSION STATEMENT Faith in a Superior Education

St. Aloysius Regional School and Montessori Pre-K is a Christ-centered learning community which nurtures academic excellence, Christian character, and service to others. We educate children to reach their full potential in an atmosphere rooted in Roman Catholic tradition and Gospel values.

PHILOSOPHY

St. Aloysius Regional School and Montessori Pre-K's faculty and staff strive, through the example of Jesus Christ, to develop the whole child by providing a quality education with opportunities for students to grow spiritually, academically, socially and physically in a nurturing and safe environment.

In accordance with our mission statement as a Catholic School, St. Aloysius Regional School and Montessori Pre-K strives to:

- ✚ Provide a doctrinally sound Roman Catholic faith formation program designed to encourage students to worship, pray as an expression of faith, participate in the sacraments, embrace gospel values, and strengthen their own personal relationship with Jesus and His Church.
- ✚ Contribute to the formation of the whole child by providing a rigorous academic, spiritual and moral educational program. Utilizing technology along with differentiated and individualized teaching techniques, the curriculum encourages critical thinking and is designed to meet or exceed New York State Department of Education standards and the Diocese of Buffalo standards. The curriculum challenges students to be lifelong learners and to lead a virtuous life.
- ✚ Provide a Christ-centered environment, based on Gospel values and Christian traditions, which emphasizes respect, empathy, tolerance and a sense of belonging thereby encouraging students to work collaboratively, build community, and give service to others.
- ✚ Develop well educated, moral citizens with a sense of responsibility and the right use of freedom to become leaders in the school, church and community.
- ✚ Provide an understanding and appreciation of the traditions of each ethnic culture to encourage respect and dignity for the diversity of other cultures.

HISTORY OF ST ALOYSIUS REGIONAL SCHOOL AND MONTESSORI PRE-K

St. Aloysius School was established in 1836 as one of the two original Catholic schools in the Diocese of Buffalo. Not much is known about the school's history during the time period of 1836-1882. St. Aloysius School officially opened its first school building in 1883 with an enrollment of 76 students. The Sisters of St. Francis of Williamsville, founded by St. John Neumann, were the original teachers and staffed our school until the last sister retired in 2007.

Between 1883 and 1905, one of the buildings used for classes was the brick home at the corner of Franklin and Smith Streets. Grades were 1-8 with a commercial course offered as an extension.

By 1905, the "new" school was opened and registration was well over 100 students. In 1910, the school was destroyed by fire at a loss of \$2,000.00. Classes were held in the church and convent until repairs were made. In 1930, the commercial class was discontinued. In 1949, eight new classrooms were added accommodate the increasing enrollment. At the same time, the old school was completely renovated. In 1954, a cafeteria was opened providing the first opportunity for a "hot-lunch" program. The 1970's saw the formation of the Home School Association and the addition of our Kindergarten class.

In 1996, St. Aloysius became a regionalized school supported by 10 parishes. In addition to St. Aloysius parish, the school was supported by St. Francis Cabrini in Collins Center, St. Martin in Langford, St. John the Baptist in West Valley, Blessed Sacrament in Delevan, Holy Family in Machias, Ss. Peter & Paul in Arcade, St. Jude in Sardinia, Our Lady of the Sacred Heart in Colden, and Holy Name of Mary in Ellicottville. Through the Journey of Faith and Grace in 2007 the parishes were restructured and now the supporting parishes include any Catholic parishes that send students to the school.

In 2016, St. Aloysius Regional School and Montessori Pre-K was designated a Cohort III Diocesan STREAM School.

St. Aloysius Regional School and Montessori Pre-K proudly celebrates its strong, vibrant tradition in the Springville community. We are committed to providing our students with a strong Catholic education that will prepare them to be college and career ready in the 21st century.

PARENTAL ROLE IN CATHOLIC EDUCATION

St. Aloysius Regional School and Montessori Pre-K believes education is a collaborative process involving close interaction between the school administration, the teacher and the family. The Roman Catholic Church teaches that parents are their children's first and foremost teachers. In a strong Catholic school community, parents and educators work as partners to allow growth in the children. They acknowledge that the role of parent and educator differ and respect each other's role. Within the community of the school, mutual expectations can be met when all partners act with trust, respect, and honesty. A parent's involvement in the education of his or her child is crucial to the child's success. Parents' commitment to school projects, presence at school events, and support of school fundraising efforts all contribute in strengthening the bonds between the family and the school. Parents are expected to support the school's mission and commitment to Christian principles and to support the school policies as outlined in this handbook.

Parents as Partners

Because the education of children is the primary responsibility of the parents, it is essential that parents:

1. Partner with the school in the educational process
2. Exemplify Christian values and lifestyle
3. Understand and support the religious nature of the school
4. Encourage the spiritual life of the family
5. Teach respect for authority and the rights of others
6. Support school policies by helping the child to understand the rules and by enforcing those rules, including discipline and dress code policies
7. Discuss concerns and problems with appropriate personnel in a courteous and respectful manner.
8. Assume responsibility for the conduct of your child(ren) when present with them at school activities.
9. Inform the school of any special situation regarding the student's well-being, safety, and health
10. Read all communications from the school.
11. Meet your tuition obligation in a timely manner.
12. Volunteer service to our school community
13. Promote our school and to speak well of it to others
14. Support the fundraising efforts of the Home and School Association.

Sister Mary Angela Shaughnessy, CSN, J.D., Ph.D. [Home & School Working Together: The Rights & Responsibilities of Catholic School Parents](#)

Parental Cooperation as a Condition of Enrollment

When parents enroll their child in a Catholic school, they are entering a contractual relationship with the school. As a condition of enrollment, parents pledge their support by signing the handbook contract at the beginning of each school year.

Parent Communication with Faculty/Staff

The education of students in our school is a partnership between parents and the school. We recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents. Communication and expression of concerns by all parties must always be conducted in a Christian manner within an appropriate setting. Positive, constructive communication between teacher and parent is expected. To ensure positive school-home relationships and to provide parents an opportunity to express concerns, the following lines of communication should be followed:

Parent/Teacher:

When a parent has a concern, the parent(s) should first contact the teacher either in writing, e-mail, or leave a message with the school's office stating the concern. Please refrain from addressing issues at drop off or dismissal as teachers are required to supervise students at these times. The teacher will address your concern and reply either in writing, by email, or telephone call within 48 hours. If necessary, the teacher will set up an appointment to ensure that the issue is given adequate time for discussion and to protect your child's right to privacy. Most concerns can be resolved in this manner.

Parent/Principal:

If the concern cannot be resolved with the teacher, you may contact the Principal through the school's office at 716-592-7002 or through email. The school office is open Monday through Friday from 7:45 AM to 3:30 PM when school is in session. If the concern cannot be resolved after consultation with the Principal, the Principal may request the presence of the Canonical Administrator at a subsequent meeting.

Communication to Teachers During the School Day:

Teachers can not be called from classrooms during teaching hours to answer calls. The school office will forward all messages to the teacher for follow up. ***There is only one phone line into the school. Please keep conversations focused on school business, concerns or questions. It is imperative that the phone line be accessible for emergency situation.***

Weekly Communication Envelope

The Wednesday Communication is the official means of communication between the school and home. The Communication envelope contains a newsletter with important school information as well as important flyers, the lunch menu and Home and School Association news. The Weekly Wednesday Communication envelope is sent home every Wednesday with the oldest or only student. It is also sent out to all parents by email. Please make sure the school office has your current email address on file. The communication is posted on our website www.staloyisiusregional.com as well and may be accessed via the school's mobile app. The communication envelope is to be signed by a parent and returned on the next school day. Your signature confirms that you have read the information in the communication. Every attempt is made to send school information home only on Wednesday. Email addresses provided to the school will be confidential and will not be seen by any other recipients. St. Aloysius Regional School and Montessori Pre-K will not sell or use family addresses or email for anything other than school correspondence.

Parent Portal

Parents of students in grades 3-8 can access their child's progress at any time through the use of the Parent Portal. Log in information is sent to parents when the child enters third grade or is a newly enrolled student. St. Aloysius Regional School and Montessori Pre-K maintain a consistent schedule of reporting academic progress to parents on a trimester marking period system. Progress report and marking period dates are indicated on the school calendar distributed at the beginning of the school year. Timely and frequent communication of a child's progress is important so parents can stay apprised of academic growth and issues can be addressed before they become problematic. Frequent parent review of classwork and test papers sent home in the child's folder will help a parent monitor the child's progress. Teachers may also communicate with parents through notes in a student's agenda, email or phone regarding academic or behavioral concerns. Parents are always welcome to inquire about the progress of their child(ren).

Reporting Academic Progress

Progress Reports are issued at the midpoint of each trimester marking period for all students. The parent signature form is required to be signed by the parent or guardian and returned to the homeroom teacher within four days of issuance.

Report Cards are distributed three times a year according to the trimester marking periods as indicated on the school calendar distributed at the beginning of the school year.

Pre-K

Progress is reported using a development checklist

Grades K-2 : Academic growth is communicated through the use of the diocesan Standards-based report card. Progress is reported using a 1-4 proficiency scale to determine if a student is proficient in a standard or objective.

1=Below Standards

2=Meets Basic Standards

3=Meets Proficiency Standards (grade level performance)

4=Exceeds Proficiency Standards (beyond grade level expectations)

NA= Not Assessed

Grades 3-8 are issued a traditional report card with numerical grades. 70% is considered a passing grade.

Progress Report and Report Card envelopes are required to be signed by the parent or guardian and returned to the homeroom teacher **within four days of issuance**. Parents should keep the report card copy.

Parent-Teacher Conferences

The school shares with parents the responsibility of education. The teacher or parent may request a conference any time there are concerns with a child's academics or behavior. Discussing issues as they arise often helps to solve them more quickly and successfully. Please refrain from addressing issues at drop off or dismissal as teachers are required to supervise students at these times. Setting up an appointment will ensure that the issue is given adequate time for discussion and will protect your child's right to privacy. Appointments may be made by calling the school at 592-7002 and scheduling a time or through email with the teacher.

Each family will be scheduled for a formal parent-teacher conference at the end of the first marking period. This private conference is scheduled on a school day and notification as to the time and date will be in writing.

Custody of a Student

St. Aloysius Regional School and Montessori Pre-K complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents.

When parents are divorced or separated and custody of the child is part of the court decree, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. Any changes made in custody agreements should be promptly reported in writing to the Principal.

In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school related information regarding the student.

Ordinarily both natural parents have equal access rights to the child's educational records. An exception would be the case where one parent is not permitted to see the child under specified conditions as a result of child abuse or another good reason. Please note that unless the court has ruled otherwise, the non-custodial parent has the same rights to these records as the custodial parent. In a private school, anyone who pays the tuition of the student also has the right to the student's records.

Documents which may be copied and sent to non-custodial parents include:

- report cards (paper report cards), each grading period;
- progress reports;
- results of achievement tests;
- emergency notification cards;
- medical records;
- enrollment forms;
- information regarding any disciplinary problems; and
- school calendar and events.

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

The goal of diocesan Catholic Schools is to present Roman Catholic faith and Roman Catholic teaching to our students in a rigorous academic, spiritual and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community and give service to others.

As set forth below, our school welcomes and does not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered "academically qualified" if they meet a school's written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Roman Catholic Church are an essential and required part of the curriculum.

Nondiscrimination policy

St. Aloysius Regional School and Montessori Pre-K does not discriminate against any person in educational policies, admissions, scholarship and loan programs, and/or the administration of athletic and other school-orientated programs by reason of any status protected by Federal and/or New York State law and/or regulation, except that, as a Roman Catholic religious institution affiliated with the Roman Catholic Diocese of Buffalo, these schools may give preference, in any such appointment and/or position, to members of the Roman Catholic faith and may take such action and make such selections as are determined by it to promote the Roman Catholic teachings and principles on which it was established and except that, with regard to admissions to school, our schools may give preference to Catholic students and may limit admission to one gender in same-sex schools.

Age Requirements

The age requirements are in accordance with policies established by the New York State Education Department, the Diocese of Buffalo, and our local public school districts. No exceptions will be made to this admission policy.

Montessori Preschool

Students entering Preschool must be toilet-trained and be three years old by September 1. Preschool students must be between the ages of 3 and 5. Transportation is not provided for Preschool students.

Kindergarten

Students entering Kindergarten must be five years old by December 1 of the school year for which they are registered. Only children who are five years old by December 1 are entitled to transportation, books, and health services.

Registration Requirements

Parents are required to present the following documents at the time of registration.

1. Registration application
2. Child's birth certificate
3. A Baptismal certificate (if applicable)
4. A Record of childhood immunizations
5. Custodial agreement in cases of separation or divorce. No registration will be considered final without this agreement.
6. Copy of previous IEP or 504 Plan (if applicable)

PLEASE NOTE: Parents must also register in the school district in which they reside. Please contact your home district for information.

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date when needed in an emergency situation.

Transfer Students

Parents are required to present a transcript from the school attended prior to enrolling at St. Aloysius Regional School and Montessori Pre-K. In addition, a parent should complete the *Reasons for Transferring Your Child* form. These documents will be reviewed to determine whether the program at St. Aloysius Regional School and Montessori Pre-K will meet the educational needs of the student(s). A Principal-parent conference will be held after the school receives the necessary records from the previous school. Transfer students are subject to a probationary period of five weeks in which to prove himself/herself both socially and academically. The school will make every effort to meet with parents to discuss any academic or behavior issues that are contrary to the policies of St. Aloysius Regional School and Montessori Pre-K. St. Aloysius Regional School and Montessori Pre-K will make reasonable accommodations for learning differences when possible. We cannot accommodate students who have extraordinary learning or behavioral needs. The Principal retains the right to ask a transfer student to withdraw for unresolved academic or behavior issues during the probationary period.

Students of Other Faiths

The mission of the Catholic school is an extension of the evangelizing mission of the Catholic Church. All Christians and non-Christians are welcomed where openings exist. All students are expected to participate in the religious education program of the school, which includes respectful attendance at prayer, school liturgies and worship celebrations, as well as participation in the religious instruction.

Immunizations

New York State requires all students to have the appropriate immunizations. No child shall be admitted to school or allowed to attend without appropriate proof of immunization. The school nurse will provide information concerning the required immunizations.

If a parent requests an exception from an immunization due to an allergic reaction, then a doctor needs to send the Principal verification of this allergy.

Requests for Transportation To and From Non-Public Schools

Section 3635 of the Education Law requires all non-city districts to provide transportation for pupils enrolled in kindergarten through grades 8 who live more than two miles from the school they attend and for pupils enrolled in grades 9-12 who live more than three miles from the school they attend up to a distance of fifteen miles. The distances in each case are measured by the nearest available routes from home to school. In order to obtain transportation for their children, parents must file requests with the district in which they live by April 1 of the preceding school year or within 30 days of moving to the district.

TUITION TERMS AND POLICIES

The obligation to fulfill the tuition agreement is a serious one. Tuition and fees are set and published annually. Tuition rates for the next school year are set in February of the current school year.

Each parish contributes to the operating budget of St. Aloysius Regional School and Montessori Pre-K as a core ministry of the Diocese of Buffalo. This contribution is given to the school in the form of a per pupil diocesan subsidy. Our regional parishes are important supporters of our school. Tuition rates are set based on anticipated family support of school fundraisers and active volunteerism in the St. Aloysius Regional School and Montessori Pre-K faith community. The lack of such support will necessitate an increase in tuition rates.

When a parent enrolls a child in St. Aloysius Regional School and Montessori Pre-K, the parent(s) agrees to pay to the school the total tuition and other charges and fees for each of the enrolled students according to the schedule and terms that are set forth in the tuition agreement.

Registration is only complete (a space is reserved for your child) when the registration fee, tuition deposit and prior year's tuition and fees have been paid in full. Tuition accounts must remain current throughout the year.

Students are accepted only for the entire school year, or for the remainder of the school year if enrolled after the school year has started. Tuition will be prorated if the student is accepted after the third Friday of September of the school year. No reductions or credit of tuition will be granted if the student is expelled, suspended or voluntarily withdraws.

Tuition Management Agreement

The policy of the school is that all tuition is to be paid through FACTS® Tuition Management Service. The only exception to this policy is full payment of the year's tuition by August 1 of the current year.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not choosing to enroll in the FACTS® tuition plan will be expected to make payment to St. Aloysius Regional School and Montessori Pre-K for the entire amount of tuition.
- A return fee of \$35.00 will be assessed to your account for any returned tuition payment.

Parent Service Expectations

The payment of tuition does not conclude the parent's obligation to St. Aloysius Regional School and Montessori Pre-K. Parents who enroll their children at St. Aloysius Regional School and Montessori Pre-K, acknowledge their responsibility to be active partners with the school. From time to time parents will be asked to contribute their time, talent, and treasure to the school for the benefit of the students and for the strengthening of the bonds between the home and the school.

Therefore, St. Aloysius Regional School and Montessori Pre-K expects that parents will volunteer and participate in various school activities, not solely for the benefit of the school, but to make the child's school experience as rich and inclusive as possible. In this way, the students will not only receive an excellent Catholic education, but will have an experience that will last them all their lives.

Tuition Forgiveness

Tuition assistance is available for families with verified financial need. Decisions are made in Christian consideration of all families in need and the budgetary limitations of St. Aloysius Regional School and Montessori Pre-K. **Tuition forgiveness is not subsidized by FACTS®, BISON, or any other monetary foundation; it is simply tuition revenue we do not collect. Therefore, our ability to grant tuition forgiveness is limited.**

Families in need of assistance must

1. Submit an application for the BISON scholarship.
2. Complete the Grant and Aid assessment application through FACTS® at <https://factsmgt.com/parent-resources/apply-for-financial-aid>.

There is also a link to the application on our school website (www.staloyisiusregional.com)
Click on the Admissions Tab
Click on the drop down box labeled Financial
Click on FACTS Tuition Aid website (www.factstuitionaid.com)
Click on Create a new application

All information submitted is confidential and provides us with a needs analysis which is used by the Canonical Administrator and Principal to allocate tuition forgiveness.

Tuition Delinquency

Tuition accounts must stay current throughout the year. Delinquent accounts are evaluated throughout the year. If the Parent/Guardian fails to pay the tuition and other charges and fees set forth or does not meet other agreement requirements, he/she will be considered in default after two months of missed payments. In this event, the school will attempt to work with the Parent/Guardian to resolve the default. If an agreeable solution cannot be found, the school reserves the right to impose any or all of the following remedies: Withhold report card, refuse to issue diploma, and/or refuse to enroll the student in the school for the next year. We may also seek collection of the tuition and other charges through collection or court and recover all of the related costs and expenses including reasonable attorney's fees and, in extreme cases, we may dismiss the student from school.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.
- Written notice of withdrawal of a student should be made by the parent to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all Business Office accounts have been settled.**

ATTENDANCE

Comprehensive Attendance Policy

St. Aloysius Regional School and Montessori Pre-K, along with parents and students, realizes the importance of regular attendance and shares in the responsibility of maintaining consistent school attendance for all students. St. Aloysius Regional School and Montessori Pre-K is aligned with New York State Law regarding the matter of attendance. The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. It is the duty of the Principal and of the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3602, Sub. 3.).

Official School Hours:

Monday – Friday: 8:30 AM - 3:00 PM
Early Dismissal : 8:30 AM - 11:00 AM

8:30 AM- Attendance is taken by Homeroom teacher. Students who are dropped off or walk will be marked tardy if they are not present in the classroom at 8:30AM. Students will not be considered tardy if the tardiness is due to bus transportation.

Student Tardiness: i.e. arrives at school after 8:30 AM A parent or guardian **MUST** bring the student into the school and sign in the student at the office. A written note explaining the reason for the tardiness is also required.

Specials teachers and Junior High teachers take attendance at the beginning of each class period. If a student misses more than 20 classes a conference will be scheduled with the parents and the Principal.

Early Dismissal Days

Early dismissal days are considered instructional days of school and children are expected to be in school on these days.

Absences:

A pattern of regular attendance will assist your child in developing a positive attitude about their capabilities as a productive Catholic student and citizen. However, a child who is not feeling well does not apply effort to schoolwork. Many illnesses, including colds can have an impact on a child's disposition, and can be contagious to other children. It is important to be sensible about school attendance. In the case of fever, vomiting or diarrhea, a student should be symptom free for 24 hours before returning to school.

If a student will be absent from school for any reason, a parent/guardian must call the school office by 9:00 a.m. To ensure the safety of our students, if a student is absent and a call from the parent/guardian is not received, the parent will be contacted by the school.

If a student is absent from school because of illness or for an unexcused absence the student is ineligible to participate in or attend any school sponsored activities that occur on the same day.

Excuses

All absences, legal or illegal, require a written excuse, which shall be presented to the teacher upon return to school. Absences can also be reported through the school's mobile app.

All excuses should contain the following information:

1. Name of child
2. Date(s) of absences
3. Reason for absence
4. Signature of parent or guardian

The only legally recognized excuses for school absence are as follows:

- Personal Illness
- Family Illness
- Death in the Family
- Necessary attendance in Court
- Educational experience that has been approved by the school such as High School Shadow days and Take Your Child to Work day.

An illegal absence will be issued for:

- an absence without a written excuse
- shopping
- oversleeping
- beauty appointments
- babysitting
- truancy
- family trips and vacations
- the Principal has the right to determine if an excuse is valid

Early Release

Students are not allowed to leave the building during the day for any reason without a written note from a parent. Students will be released only to designated adults, who must sign for the release of the student in the main office. Under no circumstances will a child be allowed to go home by themselves. No child will be released to an unidentified person.

Emergency School Closing

In the event of severe weather conditions that warrant the closing of school or early dismissal, St. Aloysius Regional School and Montessori Pre-K follow the Springville-Griffith Institute Central School District decision. **If the Springville-Griffith Institute Central School District is closed St. Aloysius Regional School and Montessori Pre-K is also closed.**

A push notification will be sent via our school mobile app. In addition, St. Aloysius Regional School and Montessori Pre-K families are included in the Springville-Griffith Institute Blackboard messaging system. Families will also be notified via this system if Springville-GI is closed. The announcements of such closings, delays, or early releases for St. Aloysius Regional School and Montessori Pre-K are also posted on local channels 2, 4, and 7 as well as WBEN and WSPQ radio. Every attempt will be made to post it on the St. Aloysius Regional School Facebook page as well.

Closing of Outlying Districts

Occasionally an outlying district may experience weather conditions that warrant the closing of their district. If St. Aloysius Regional School and Montessori Pre-K is open, parents should use discretion in deciding if they want to transport their child(ren) to school. The safety of our students is our top priority. Absences from school due to a home district closing for weather are legal absences.

SUPPORTING THE HEALTH OF OUR STUDENTS

The purpose of the Health office is to provide first aid treatment for accidents and injuries which occur during school hours and to maintain current records on each student.

Required Health Appraisals (Physical Examinations)

Education Law Article 19 and Regulations of the Commissioner of Education (8 NYCRR) require a health appraisal (physical examination) of school students:

- Entering the school district for the first time, and **in grades pre-K or K, 2, 4, and 7**

- In order to participate in strenuous physical activity, such as interscholastic athletics
- When conducting an individual evaluation or reevaluation of a student suspected of having a disability or a student with a disability

Ideally, the health appraisal (physical) should be conducted by the family's private physician.

Information in the Commissioner's Regulation 136.3 provides this framework for obtaining mandated physicals:

- Schools have 30 days from the date of school entry in Pre-K or K and in Grades 2,4, and 7 or upon initial entry to the school to obtain a copy of a health certificate from the parent/guardian of the student
- If after 30 days one is not provided, a written notification is sent from school officials to the parent/guardian informing them that the school medical director will perform a health appraisal in 30 days if one is not provided by the parent/guardian to the school.
- Parental permission prior to examination may be obtained but is not required.

New York State Health Screening Programs

The school nurse is responsible for State Screening Requirements. These include vision and hearing tests in Grades K-3 and Grade 7 and Scoliosis screening of students ages 8-16. Referrals are made to parents if there are any problems regarding the screening tests done throughout the school year. It is recommended that each child have a physical and dental examination every year.

Illness and Accidents

If a child becomes ill or injured during the school day, the child will be sent to the school health office where the student's condition will be assessed. If a child is running a fever, vomiting or has diarrhea, parents will be called to take the child home. **The child is to be symptom free for 24 hours before returning to school.** In the case of injury, standard first aid protocols will be followed. A note or email will be sent to parents describing the reason for the visit to the school health office.

If a student is suspected of a concussion, as the result of injury or any signs or symptoms that are reported, they are to be removed from the activity by the supervisor of the event and the parent/guardian will be notified immediately.

If the illness, injury or medical condition of the student is serious in nature the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency card will be contacted. The child will need to leave school if they vomit, have diarrhea or are running a fever.

Emergency Contact Information:

In the case where a parent cannot be reached, it is important that the school has emergency contact information for 2 people whom we could contact if a student needs to be sent home from school due to illness. Emergency contact cards are sent home at the beginning of the school year. **It is imperative that parents notify the school office of any change in emergency contact information.**

Accident Insurance

Diocesan student accident insurance provides both basic (\$25,000 limit) and catastrophic (\$2,000,000 limit) coverage in excess over any valid and collectible health insurance under which the student is covered.

Administration of Medicine

Oral medications, **including non-prescription drugs and cough drops**, may be administered by school personnel if the following requirements are met. Although school personnel, upon written request may administer oral medication, they are not obligated to do so. The school **MUST** comply with the NYS Education Law and follow specific requirements before ANY type of medication, including Over the Counter (OTC) or cough drops, may be administered.

The NYS medication requirements are as follows:

1. Written request from physician for **BOTH prescription and OTC medication**, including cough drops.
2. Written request from the parent or guardian.
3. Clear and definite directions from the physician for frequency and dosage of either prescription or OTC medication.
4. Adequate supply of the medication, in the original bottle, which will be kept in the health office.
NOTE: It is possible to ask your pharmacy for a second bottle.
5. Medication should be brought to school by the parent. **DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**

Remember **ALL FIVE REQUIREMENTS MUST BE MET** in order for medication to be given at school.

It is recommended that medication be administered before and after school under the supervision of a parent whenever possible.

Children may only carry medication under the direction of a written statement from the child's physician and parent.

Administration of Sunscreen

Parents are strongly encouraged to apply sunscreen before your child comes to school on the day of any field trip. If you wish to authorize reapplication of sunscreen during the day, please follow the guidelines below. Be sure the sunscreen is labeled with your child's name. If you send in lotion type sunscreen please enclose it in a zip-lock bag.

Based on the guidance of the *NYS Education Department for Administering Medication in the School Setting*, a student is permitted to carry and use sunscreen in school if:

1. the sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness
2. the sunscreen is approved by the FDA for over-the-counter use and
3. **the student's parent or guardian provides written permission for the student to carry and use sunscreen.**

A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when permission has been given by a parent or guardian and is authorized by the school. Parents/guardians are responsible for providing the sunscreen they would like their child to use. (*NYS School Health services Article 19, Section 907*)

Student Health Record Keeping

All students with health issues that may impact the school day need to have any necessary medication and environmental protocols put in place in advance of the student entering school. At the beginning of each school year, or when a child joins St. Aloysius Regional School and Montessori Pre-K, parents are asked to submit a health history. From this information the school nurse keeps a medical register. If medication changes, parents need to inform the school.

Health Records

Current HIPAA law forbids the transfer of children's health records without parental consent. In addition, HIPAA law has several provisions that insure the confidentiality of student health records.

Life Threatening Health Issues and Emergency Care Action Plans

St. Aloysius Regional School and Montessori Pre-K maintains a system-wide procedure for addressing life threatening health issues such as a severe allergy, asthma, diabetes, etc. In conjunction with the student's parent/guardian, primary care provider and/or allergist the school will follow an Emergency Care Action Plan for any student identified with a potentially serious or life-threatening health issue.

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening health issue faced by the student. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

In the event of a suspected allergic reaction (where there is no known allergic history), the parent will be called and the school's Emergency Response Plan activated. Emergency medical services will be called immediately.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Child Abuse Laws

St. Aloysius Regional School and Montessori Pre-K abides by the Child Abuse laws of the State of New York. According to New York State law all school personnel are mandated reporters. As such, all cases of suspected abuse and/or neglect must be reported to Child Protective Services.

Immunizations

All students in Catholic schools in the Diocese of Buffalo must have the appropriate immunization. No child shall be admitted to school or allowed to attend without appropriate proof of immunization. The school nurse will inform families of the necessary immunizations each school year.

Request for a Religious Exemption from Immunization.

To apply for a religious exemption to Public Health Law immunization requirements for your child, the parent must request the exemption form from the school. Its purpose is to establish the religious basis for your request since New York State permits exemptions on the basis of a sincere religious belief. Philosophical, political, scientific, or sociological objections to immunization do not justify an exemption under Department of Health regulation 10 NYCRR, Section 66-1.3 (d), which requires the submission of: A written and signed statement

from the parent, parents, or guardian of such child, stating that the parent, parents or guardian objects to their child’s immunization due to sincere and genuine religious beliefs which prohibit the immunization of their child in which case the Principal or person in charge may require supporting documents. The statement must address all of the following elements:

- Explain in your own words why you are requesting this religious exemption.
- Describe the religious principles that guide your objection to immunization.
- Indicate whether you are opposed to all immunizations, and if not, the religious basis that prohibits particular immunizations.

The Principal and the Assistant Superintendent of Government Services will approve or deny the parent’s request. The request is kept with the student’s health record.

Lead Poisoning Screening

The New York State Lead Poisoning Prevention Act (October 1993 Chapter 485) requires child care providers, public and private nursery schools, and pre-schools to:

- obtain evidence from parents that their children have been screened for lead; and
- refer parents of children for whom there is no evidence of screening to a primary care provider or local health authority.

Tobacco Use on School Grounds

St. Aloysius Regional School and Montessori Pre-K maintains a smoke-free school campus. Tobacco use, including e-cigarettes, is prohibited in school buildings, on school grounds, and in any vehicle used by a school, such as school buses or vans.

School Lunch Program

St. Aloysius Regional School and Montessori Pre-K partners with Bertrand Chaffee Hospital to provide a complete lunch meal for purchase by our students. The complete meal provides students with the recommended amount of calories and protein for school age children based on the USDA standards and Federal Student Lunch guidelines. On Wednesday, a complete pizza lunch meal featuring pizza from Julie’s pizzeria is offered. To comply with the USDA standards and the Federal lunch guidelines, the complete meal must be purchased.

Lunch and recess periods

Time		Grades
11:40-12:10	Recess	3-5
	Lunch	PreK- grade 2
12:10-12:30	Recess	Kindergarten- Grade 2
	Lunch	3-5
12:40- 1:10	Lunch/recess	6-8

National School Lunch Program- Free and Reduced Lunches

St. Aloysius Regional School and Montessori Pre-K participates in the National School Lunch Program and Child Nutrition Programs. This lunch program is a federally assisted meal program that provides nutritionally balanced, reduced price or free lunches to families that meet income guidelines. Information on how to apply is sent home in the August "Back to school" mailing.

Lunches Brought from Home

To comply with health standards and insurance regulations, school personnel and volunteers are not allowed to heat foods brought from home for student consumption.

Outside Food

Food from outside restaurants may not be brought into the school for student consumption.

Food Consumption during School Hours

Students are to consume food only during designated lunch periods or during designated snack times in classrooms. At lunch time, all food must be consumed before the student leaves the cafeteria. Students are not allowed to consume snacks in the hallway or at lockers between classes.

Recess

Weather permitting, students go out for recess every day that the temperature/windchill is above 20°. Students should be prepared with proper clothing for outdoor play including warm coats, snow pants, water resistant gloves or mittens, hats and boots in the winter.

School Wellness Policy

As a provision of the National School Lunch program and federal Child Nutrition programs St. Aloysius Regional School and Montessori Pre-K is required by federal law to establish a school wellness policy. Our current wellness policy is posted on the school website.

SUPPORTING THE SAFETY OF OUR STUDENTS

St. Aloysius Regional School and Montessori Pre-K is a secure building. All doors to the building are locked during the school day. All students and visitors, including parents, must enter the building through the buzzer system at lower front door. ID may be required prior to admittance.

Supervision

Adult supervision is provided throughout the school day by faculty members or volunteers

1. Teachers maintain supervision throughout the entire school day during all activities.
2. Sponsors of extracurricular activities are responsible for supervision of the children under their direction.

School office hours

The school office is open on all school days from 7:45 AM – 3:30 PM.

Arrival

The school building opens at 8:00AM for student arrival. A teacher is stationed at the front door to greet students in the morning. Parents or visitors who enter the school building with a student are required to sign in on the visitor's log and to sign out when leaving. There is no teacher supervision in homerooms before 8:00AM, therefore all students who arrive before 8:00AM must report immediately to the Before School Program. Students are not allowed to drop off coats or backpacks to their hooks or lockers before 8:00AM.

Before school program

The Before School Program is available from 7:00AM to 8:00AM as a service for parents who need child care before the school day begins at 8:00AM. There is no teacher supervision in classrooms before 8:00AM, therefore **any student arriving before 8:00AM must report to the Before School Program.** A fee is charged for this service.

Information regarding registration for the Before School Program is available in the school office. Students must be registered to attend this program. The daily fee is \$6 per child. This is a flat rate whether the child arrives at 7:00AM or at a later time within that hour. At 8:00, students will go directly to their homerooms. Parents are invoiced every two weeks by the school bookkeeper. Students will not be allowed to attend the Before School program if parents are more than 30 days delinquent in payment.

Dismissal

Students are officially dismissed at 3:00PM.

All dismissal changes must be by mobile app notification, written note, email, or by phone before 2:30 PM so that the office has time to notify the student and teacher before dismissal. Parent verification of a dismissal change verbally relayed by the student is required.

After school program

An After School Program is available from 3:00PM until 5:30PM, as a service for parents who need child care after school hours. An additional fee is assessed. Siblings of students attending after school practices, rehearsals, clubs or sports, who are not part of the practice or rehearsal, must go to the after school program. Coaches, directors, and moderators of after school activities must focus their attention on supervision of the students involved in the specific activity and are not to be used as a substitute for day care.

Information regarding registration for the After School Program is available in the school office. Students must be registered to attend the program. The fee is \$6 if the student is picked up by 4:00PM. The fee for students picked up after 4:00PM is \$9. Parents are invoiced every two weeks by the school bookkeeper. Students will not be allowed to attend the After School program if parents are more than 30 days delinquent in payment.

Area day cares provide extended day care hours for those parents who need a drop off time earlier than 7:00AM or a pick up time later than 5:30PM. The school can provide you with the names of these providers.

Students who are picked up:

For the safety of all members of our school community anyone picking up a student **MUST** park in the church parking lot **NOT IN THE LOWER LOT BEHIND THE CHURCH.**

All students who are picked up will be dismissed from the lower hallway. Parents, guardians, or the designated pick up person must sign the child out with the faculty member in charge. Your child will then be released to the designated pick up person. **Students will not be released to anyone other than the designated pick up person on file.**

If your child is picked up on a daily basis by the same person, the parent or guardian may write one note at the beginning of the year that will suffice for the entire year. The office must be notified of any change in these instructions preferably by email or written note.

Notes should include:

- ✓ The date(s) that the student will be picked up.
- ✓ The name of the student
- ✓ The name of the designated pick up person

Students who ride the bus:

Students who ride a school bus are escorted by an assigned teacher to the bus line where they are released to the various school district buses. Parents will be notified by their home district regarding specific transportation procedures.

Students are not permitted to take any other bus except for the one that is designated to transport them without a bus pass issued by the school. Permission must be granted by the school, by way of a written request from the parent with specific directions requesting a change in the normal bus route. For example, a bus pass would be issued if a student is going to a friend's house, day care, music lesson, extracurricular activity or if parents are going out of town and the student will be residing elsewhere for an extended period of time. A student may not be let off the bus at a stop other than his/her designated stop unless the above stated permission is requested. Written requests must be given to the teacher, NOT the bus driver, and then a bus pass will be issued by the school office. It is the parent's responsibility to notify the public school district of a change in normal dismissal, including if the child will not be riding the bus home.

Parking

Parking is available in the parking lot adjacent to the church and hall only. Parking is not allowed behind the church between the hours of 7:30 AM and 3:30 PM. There is no parking in the driveway or small parking area adjacent to the rectory. This area is reserved for parish business only.

Please exercise caution when entering the church parking lot. The parking lot is part of our evacuation route in an emergency. Students may also be in the parking lot for educational or recreational reasons.

Safety inside the school building

Students are escorted to and from all specials classes

- Movement from classroom to classroom is in a single file line without talking.
- Running is never permitted in the classroom or in the hallway.
- Climbing on stairwells or sliding on handrails is not permitted.
- Books and school supplies cannot impede the safe movement of students in the classroom or hallway.

Lockers

Each student in Grades 6-8 is assigned a locker in which to store clothing and textbooks. Lockers are the property of the school and are expected to be maintained in accordance with school policy.

- Lockers may not be decorated on the outside.
- Student schedules may be posted on the interior of a student's locker door. Family pictures and other items may be posted inside the locker but must be in line with the policies of the school. Students displaying inappropriate images or messages will be required to remove these items and may be subject to further disciplinary action. Administration reserves the right to determine what is inappropriate and contrary to the principles upheld by a Catholic school.
- Locker shelves and items that promote organization are subject to approval by school administration before being placed in a student's locker.
- All books, notebooks and personal property are to be stored in the student's locker at the end of the school day. These items should not be left on the hallway floor.

The school reserves the right to open student lockers at anytime without probable or reasonable cause. Please reference the Search and Seizure regulations.

In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times.

Telephone

Cell phone use by students is not permitted during the school day. Permission to use the office telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Personal Items

St. Aloysius Regional School and Montessori Pre-K cannot be responsible for personal items brought to school. Parents are asked to use discretion in allowing children to bring valuable items to school including toys, cell phones and large sums of money.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

We also ask that you do not park directly in front of the school between the hours of 8:00 am to 8:30 am and 2:45 pm to 3:20 pm because the buses will be unloading and loading students.

Parents picking up children from the After School Program may park behind the church after 3:30 PM.

Visitors to the School

School visitors (including volunteers and parents.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete a volunteer application, be willing to submit references and agree to a background check. In addition, all volunteers must attend the diocesan sexual abuse awareness training, ***Protecting God's Children***, before being allowed to interact with students.

All volunteers must sign in on the Visitor's log in the Main Office upon entering the school. All volunteers are expected to dress appropriately in modest clothing. Volunteers agree to uphold and support the policies and procedures of the school set by the school administration.

School safety plan

In accordance with New York State Education Law, St. Aloysius Regional School and Montessori Pre-K maintains a School Safety Plan that is reviewed each year. All staff is instructed in the safety plan procedures at the beginning of each school year. The Safety Plan contains procedures for various emergency situations including:

- Bomb threats
- Chemical/anthrax threat/unknown substance
- Medical emergencies
- Lockdown
- Lock out
- Hold in place
- Threat of severe weather- (tornado, severe winds, severe thunderstorm)

Safety drills

St. Aloysius Regional School and Pre-K follows the regulations of New York State Education Law regarding the instruction and training of students by conducting safety drills so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible and without confusion or panic.

Fire and emergency drills and/or rapid dismissal drills must be held at least twelve times in each school year. Six fire drills and two lockdown drills are required to be held between the opening of school and December thirty-first of each year. Two additional fire drills and two lock down drills are required before the end of the school year. Drills are held without warning and are scheduled to occur in a variety of situations including lunch periods and assemblies. **ALL PERSONS WITHIN THE SCHOOL BUILDING, INCLUDING PARENTS, VOLUNTEERS AND VISITORS MUST PARTICIPATE IN THE SAFETY DRILLS AND EVACUATE THE BUILDING IF INDICATED.**

During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds

2. Close windows and doors;
3. Walk to the assigned place, in single file at all times, and in silence;
4. Once attendance is taken students will walk in silence to the Parish Hall
5. Return to school when the all clear signal is given.

Fire inspection

In accordance with New York State Education Law, Section 807-A, a fire inspection of the school building is conducted and filed with the appropriate authorities each year.

Asbestos

St. Aloysius Regional School and Montessori Pre-K complies with all mandates regarding asbestos inspection and maintains an Asbestos Management Plan. Our maintenance staff attends annual Asbestos Awareness training conducted by the Diocesan Department of Insurance Services.

Storage, handling, and disposal of laboratory chemicals

An inventory of chemicals used in science programs is taken annually. All chemicals are kept in a locked cabinet. Expired, used or unwanted chemicals are disposed of in accordance with existing regulations.

SUPPORTING OUR STUDENTS SPIRITUAL DEVELOPMENT

Religion Curriculum

St. Aloysius Regional School and Montessori Pre-K follows the “Forming Disciples” Faith formation curriculum of the Diocese of Buffalo. The curriculum at the elementary level contains the essential content of Catholic doctrine to be taught at each grade level. Each grade level includes a list of vocabulary words, prayers, and saints that students at each level should have mastered.

Students learn Sacred Scripture, the Creed, prayer, and social justice related to each faith theme. They also study saints that exemplify correlated Christian virtues. Age-appropriate service projects provide the link to integrate these practices into their daily life. The curriculum may be found at wnycatholicsschool.org under the academic tab.

Preparation for the Sacraments

Students wishing to be Baptized

Preparation for the celebration of Baptism is coordinated within the child’s home parish. The parish is responsible for the preparation of the child and parents. Regulations and requirements vary among parishes. **Parents wishing to have their child baptized first need to register with their parish of residence and follow the parish guidelines for Baptismal preparation.** If the parent(s) wish to have the child baptized by Deacon Jeff at the school, we must receive permission from the pastor of the child’s home parish.

Diocesan policy for the Preparation of First Reconciliation

Preparation for the celebration of First Reconciliation with children who are baptized is coordinated within the child's home parish. The parish catechetical leader (director of faith formation / religious education) coordinates the process of preparation and the celebration under the supervision of the pastor. Typically First Reconciliation takes place in second grade, with First Eucharist in third grade. **Families enrolled in a Catholic school must register for this program through their home parish. The preparation process is separate and distinct from the second grade faith formation school curriculum and is typically short-term.** More information is available at <http://www.buffalodiocese.org/lifelong-faith-formation/sacrament-of-reconciliation>

Diocesan Policy for the Preparation of First Eucharist

Preparation for the celebration of First Eucharist with children who are baptized is coordinated within the parish. It is the policy of the Diocese of Buffalo that First Eucharist be celebrated in the third grade. The parish catechetical leader (director of faith formation / religious education) coordinates the process of preparation and the celebration under the supervision of the pastor. **Families enrolled in Catholic schools will need to register for the First Eucharist program at their home parish, which is separate and distinct from the regular faith formation school curriculum for those in third grade.** First sacraments are always celebrated within the context of a parish faith community. More information is available at: <http://www.buffalodiocese.org/lifelong-faith-formation/sacrament-of-eucharist>

Liturgy

Students in Kindergarten through Grade 8 attend the 9:00 AM Mass on Friday, Ash Wednesday, and Holy Days of Obligation. Under the direction of the homeroom or Religion teacher, students in Grades 1-8 plan and participate in the liturgy as lectors and gift bearers. Students are expected to be dressed in Mass attire for all liturgies.

Altar Servers

Students in Grades 5-8 are invited to be trained as altar servers. The training sessions usually occur during the school day.

Seasons of Advent and Lent

Students participate in prayer services during the seasons of Advent and Lent. Classrooms are strongly encouraged to participate in service projects during these seasons of preparation.

Living Rosary

Teachers prepare students to pray the rosary. October is dedicated as the Month of the Rosary. Classes are encouraged to pray the rosary especially during this month. On May 31, the feast of the Visitation, the student body participates in a Living rosary. In a Living rosary students represent each bead on the rosary and lead the prayer associated with that bead.

SUPPORTING OUR STUDENTS INTELLECTUAL GROWTH

STREAM Education = Science + Technology + Religion + Engineering + the Arts + Mathematics

St. Aloysius Regional School and Montessori Pre-K have been chosen as a Cohort III STREAM School. STREAM is a framework for impactful instruction and meaningful learning for 21st century learners. STREAM education emphasizes interdisciplinary connections to promote deeper understanding and transference of knowledge outside specific disciplines. STREAM education emphasizes the subject areas of Science, Technology, and Mathematics in hands-on project based learning. The Engineering Design process is infused across all subjects. Innovation, creativity and communication are nurtured through the Arts. Rooted in our faith as Catholic Schools, Religion is woven through all subject areas. STREAM emphasizes the 4 “C’s” of 21st century learning: Critical Thinking; Creativity; Collaboration and Communication. STREAM education ensures the education of the whole child.

Curriculum

St. Aloysius Regional School and Montessori Pre-K provides a rigorous academic program based on the New York State Core Curriculum in ELA and Math as well as Diocesan subject curriculums, which state Objectives and Standards for each grade level. Links to the diocesan curriculum guides can be found on our website.

Spanish

Spanish is offered to all students in Grade 5-8. Students who successfully complete the course of study in seventh and eighth grade Spanish are eligible to take the Spanish proficiency exam. High schools, at their discretion, may allow placement in Spanish 2 for students who pass the proficiency exam.

Fine Arts Education

We believe the arts are an essential part of a faith-based education. Through the arts - whether it is the performing or visual arts - students learn expression of themselves and their faith. They also acquire a better understanding of both past and present cultures and the society in which they live.

Music – All students receive Music instruction once a week.

- **Chorus** – All grades meet in choral groups once a week as part of the school schedule. The chorus performs at the Christmas and spring concerts. All students in grades 5-8 are required to be in chorus.
- **Instrumental Lessons** – Instrumental lessons are provided by Paul Effman music service beginning with string instrument in Grade 1. Lessons are paid for by the parents of these students on a monthly basis. Students are excused from classes to attend the ½ hour lessons during school hours.
- **Band** – The band consists of the students who are taking instrumental lessons. Band rehearsals are held once a week and perform at the Christmas and spring concerts.
- **Bell Choir and Chime choirs**– All Junior High students participate in bell choir or chime choir which meets once a week as part of the school schedule. Both choirs perform at the Christmas and spring concerts.

- **Christmas Program-** All students from Pre K to grade 8 are expected to perform in the choral presentations of the Christmas program. Advanced instrumental students also perform as part of the school band. This program serves as a performance evaluation.
- **Spring Concert-** All students from Pre K to grade 8 are expected to perform in the choral presentations of the Spring Concert. Beginner and Advanced instrumental students also perform as part of the school band. This program serves as a performance evaluation.
- **Spring Musical** - Every spring upper level students may audition for the school musical. Rehearsals are held after school in preparation for public performances.

Art – All students K-8 receive art instruction once a week.

- **Spring Art Show-** Students in Kindergarten through Grade 8 will have art work on display during the Art Show.
- **Diocesan Art Show-** St. Aloysius Regional School and Montessori Pre-K participates in the Diocesan Art Show which is usually held in the Spring. The Art teacher will select the art work to be displayed.

Students with Special Needs

St. Aloysius Regional School and Montessori Pre-K complies with the Diocesan directive that students with special needs be admitted if the needs of the student can be met. When a family of a child with special needs applies for enrollment, the parents, school administrator, and other appropriate staff will meet to define the student’s needs and to determine the school’s ability to meet those needs. Parents and guardians of enrolled students are required to inform the school of any previously diagnosed health problems or special learning needs for which accommodations are needed. Special needs may include but are not limited to learning disability, attention deficit disorder, food allergies, asthma and diabetes.

Parents or teachers may request that a child be referred for diagnostic testing. If diagnostic testing is warranted, an evaluation will be requested through the Springville-GI school district.

Availability of Student Records (FERPA)

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, *“an educational agency or institution shall give full rights under the Act to either parent unless the agency or institution is provided with evidence that there is a court order, statute or legally binding document relating to such matters.”* Such records are confidential and may not be released or made available to persons other than parents or students (over 18) without the written consent of such parents or students. A parent who wishes to review their child’s records should call the office and complete a “Request to Review Student Records” form. St. Aloysius Regional School and Montessori Pre-K complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents.

When parents are divorced or separated and custody of the child is part of the court decree, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. Any changes made in custody agreements should be promptly reported in writing to the Principal.

In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school related information regarding the student.

Students' school health records, report cards and disciplinary files, etc. are categorized as "privileged documents" and are not public records. All school records are, however, subject to inspection by court order.

Exceptions to this rule include:

- other professional personnel of the same school who have a legitimate educational interest;
- officials in a school to which a student is transferring;
- authorized representatives of Diocesan and State Education Departments; or
- in emergency situations, to those who need information to protect the health or safety of the student or other individuals.

Parents are allowed and are entitled, as a matter of law, to inspect their children's records. A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal will sign a form indicating that such a review has taken place.

Grading Policy

The grading policy for the 2017-18 school year can be found in the Appendix.

Retaking/Revising Tests and Assignments. Assessments that indicate a final measurement of learning may not be taken over. The following assessments may not be reassessed:

- Summative assessments, quarterly exams
- Unit tests
- Final research papers, reports, or essays
- Culminating projects or performances

Standardized Academic testing:

St. Aloysius Regional School and Montessori Pre-K administers a variety of standardized assessments. The results of assessments are used for curriculum planning for individual and class instruction.

- Students participate in universal screening three times a year (Fall, Winter and Spring) using aimswebPlus© assessments to determine need for RtI (Response to Intervention) and/or Academic Intervention services.
- The **Cog-At test (Cognitive Abilities Test)** is administered in October in Grades 2 and 6 according to diocesan guidelines.
- Students in Grades 3-8 participate in the New York State Testing Program in ELA and Mathematics.
- Students in Grades 4 and 8 participate in the New York State Science Testing
- Students in Grades 3-8 participate in cumulative June summative (final) assessments in core subject areas.

Final Exams

Students in grades 3-8 take cumulative exams in June of each school year to assess the knowledge of subject matter taught throughout the year. These exams are weighted as one-ninth of the final average in each subject area.

Late Work

The **deadline** for turning in late or incomplete homework is 3 school days after the due date. These assignments will lose points for each day they are late at the discretion of the teacher. If work is not attempted or if not submitted by the deadline, the student will receive a zero on the assignment.

Make Up Work Due To Absence

An excused absence extends the due date and deadline by the number of days missed. For example, if a student is not in school for two days due to an excused absence, he/she will have two days to make up the missed work. Students should be encouraged to consult the school's website when absent to identify makeup assignments.

Cheating and Plagiarism

Christian morals require students to conduct themselves ethically and honorably. St. Aloysius Regional School and Montessori Pre-K does not condone nor will we tolerate any student submitting work that is not his or her own. It is expected that the grade a student earns is based upon work that the student has produced.

Cheating is generally defined as when a student uses another person's work and passes it off as his own. Examples of cheating are when a student:

- Copies answers from another student's test paper
- Copies another student's homework
- Uses "crib notes," cell phones, or some other method to secretly look at information to answer test questions. Spelling words, definitions and math formulas are good examples
- Uses a cell phone or other device to take pictures of tests and exams and sends them to another student, or text messages questions and answers to another student
- Compensates another student to do his homework

Plagiarism is a form of cheating. Common examples include when a student:

- Copies word-for-word another person's opinions or thoughts from a book, magazine, newspaper or online article and passes it on as his own work
- Paraphrasing or summarizing someone else's opinions or thoughts and passing it on as their own
- Buys a pre-written term paper or essay and turns it in as their own

Consequences for cheating/plagiarism

Any student who submits work that is the result of cheating or plagiarism will not receive credit for the assignment.

Advanced Placement Classes

St. Aloysius Regional School and Montessori Pre-K offers accelerated courses in Math and Science for seventh and eighth grade students who meet a specific list of criteria. Accelerated courses are based on fast-paced and challenging curriculums that develop independent thinking, self-discipline, time management and problem-solving skills. The selection criteria that is considered for a student's eligibility for enrollment in accelerated math and science placement in Grade 7 includes the following:

- Math final average of 90% or higher for past two years

- Final exam score of 90% or higher for past two years
- Mastery of critical math curriculum components as indicated by NYS assessment profile
- Teacher recommendation based on student's ability to complete work independently, keep current with homework assignments, stay organized and handle the increased curriculum load of an advanced class.
- Scoring at 89% or higher on Aimsweb testing.
- NYS Common Core Math assessments 75%ile or above for past 2 years
- Attendance rate of 90% or higher

Students must be enrolled in *both* Advanced Science and the Pre-Algebra class, to accommodate scheduling. The increased rigor of these Common Core Math and Science curriculums requires the ability to express understanding of science and mathematical procedures, conceptual understandings, and application of skills in a coherent written manner.

Seventh Grade

Since the seventh grade advanced courses are designed to lay the foundations for Regents courses in eighth grade, students and their parents should realize that advanced placement courses are quite challenging and require more time and effort in the areas of preparation and study. All assignments must be current and completed in a thoughtful manner. Students in an advanced course should have a strong work ethic and desire to excel.

Students are subject to a probationary period of 5 weeks at the beginning of the course period during which a student must maintain an 88% average to continue as part of the accelerated class. An 88% average is the minimum requirement to remain in the class throughout the school year. Upon successful completion of the seventh grade advanced courses, students will then participate in the Regents level Earth Science and Common Core Algebra 1 courses in eighth grade.

Eighth Grade

Students who have successfully completed the seventh grade advanced courses in Common Core Pre-Algebra and Advanced Life Science will participate in the Regents level Earth Science and Common Core Algebra. Students must be enrolled in *both* Earth Science and Common Core Algebra, due to scheduling factors. Students cover the NYS Regents Earth Science and Common Core Algebra curriculums as well as selected parts of the Eighth Grade curriculum; therefore, students in advanced courses are required to keep up with fast paced instruction and possible dual assignment schedules. Students may occasionally be asked to stay after school, especially in June for Regents preparation and review.

At the end of eighth grade, students will be required to take the 8th Grade NYS Science Written and Performance Assessment as well as the NYS Math Assessments. Students who satisfactorily complete the Regents course of study will be eligible to take the NYS Regents Common Core Algebra Regents, and the Earth Science Regents. A minimum of 1200 hours of laboratory experience is required for Earth Science credit.

Most High Schools will award one High School credit for each Regents class if the student attains an 85% on the Regents exam. Regulations vary among High Schools.

Academic Recognition

Honor and Merit Roll

Students are recognized for high academic achievement on the school's Honor Roll and Merit Roll. The Honor and Merit Roll are published each quarter in the Wednesday Communication, local newspapers and is posted on our Facebook page.

Honor Roll average criteria:

High Honors: 94.0-100

Honors: 88-93.9

Merit: 85-87.9

Promotion and Retention of Students

Promotion or retention at the end of the school year is recommended on an individual basis with the goal to best meet the student's needs. There are a variety of factors and guidelines that may be considered in promotion and retention. These factors may include, but not limited to: chronological age, mental age, social growth, physical development, emotional status, academic performance, effort, and standardized test scores.

Promotion

Promotion to the next grade level is recommended if the student successfully meets the grade level academic performance standards. The passing average in each subject is 70%.

Retention

Determination of a student being retained is made only after thoughtful consideration and after all possible alternatives have been explored by teacher, parent, and Principal. If retention is being considered, a parent/teacher conference will be scheduled after the end of the second marking period to consult with the parent/guardian about the possibility of retention. Another conference will be scheduled after the third marking period. Retention is a decision of the parent(s) and the Principal after consultation with the parents. The Principal assumes final responsibility for grade placement taking into account staff and parental input as well as an academic evaluation and the appropriate interventions.

Grades K-2

If a student has not been previously retained, the student may be retained for an unsatisfactorily completion of the standards in reading or math at the student's grade level for the school year.

Grades 3-8

Students may be retained if their yearly average is unsatisfactory in two or more of their major subjects. Major subjects are religion, ELA, mathematics, science, and social studies.

If an eighth grader does not master the required curriculum and retention does not seem feasible, the student will receive a Certificate of Participation rather than a Diocesan Diploma.

Assignment agendas

Students are required to use the school approved agenda for recording assignments. Agendas are an important tool for developing responsibility in students. Teachers will expect the student to accurately complete the agenda each day. Teachers will also use the agenda for communication between school and home. Parents are asked to check your child's agenda each day to monitor homework completion.

Homework

Homework is an extension of classroom work and is a crucial part of the learning process. Homework serves to unite home and school in the education of the child. Parents are expected to cooperate with their student's teacher to be certain that homework is completed. Parents are asked to notify the teacher if there were extenuating circumstances that prevented the completion of homework.

Parents should provide a quiet and definite time and place to study, check that their student understands the assignment, let their student do his/her own work, and show interest in what they are studying and what they have learned.

The type and the amount of homework given will be developmentally appropriate for each grade level. The amount of time spent on homework may vary due to the differences in students, the amount of work completed in school, the expectations of the teacher, and the amount of makeup work to be completed.

Basic guidelines will be:

- K-1: 10-15 minutes
- Grades 2-3: 20-30 minutes
- Grade 4-5: 40-50 minutes
- Grade 6-8: 60-80 minutes

Reading is a very important part of education. Each student should have a book for reading in leisure moments, and should read at home each day for a period of time, depending on the age of the child. Reading is always a homework assignment whether stated each day or not. Teachers will send a notice home in the child's agenda when homework was not completed.

Homework when absent

It is a student's responsibility to check with each teacher about makeup work upon his/her return to school. To receive full credit, the student has one day for each day absent to complete any makeup work. Students are required to complete all assignments missed during the absence at the discretion of the teacher. Parents may call the office to arrange for homework to be sent home with a sibling or another student. Parents may also pick up the homework in the school office. Please give adequate notice for teachers to gather materials and assignments.

Vacation schoolwork policy

In accordance with Diocesan Policy, classroom assignments will not be provided prior to a family trip or vacation. The student will receive their work when they return, and have the number of days absent as the number of days to make up their work. **Please refrain from asking school personnel to make exceptions to this policy.**

School supplies

Students are expected to come to school and to each class prepared with all necessary supplies. Supplies may need to be replenished periodically during the year. Being prepared for classes helps develop personal responsibility.

In June, the supply list for the next school year is sent home in the student's report card. St. Aloysius Regional School and Montessori Pre-K participates in the SchoolKidz Program. This program gives families the option of placing an order for ALL the supplies the teacher has requested for the following year. The kits are ordered

in June and arrive in August; families may choose to pick them up or the kits will be on the student's desks on the first day of school.

Students should have all their supplies with them on the first day of school.

Field trips

The purpose of the school is to educate students, therefore all field trips must be approved by the Principal and must align with the school curriculum and contribute to the educational goals of St. Aloysius Regional School and Montessori Pre-K. Overnight field trips will not be approved by the administration.

1. Participation in field trips is a privilege and not a right. The school has the duty and right to impose conditions on a student's participation. The Principal has the right to withhold this privilege from students for behavior deemed unacceptable.
2. Field trips are funded by the \$30.00 Activity Fee, each family pays, per child, per year.
3. All grades do not always have the same number of field trips.
4. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. The Principal reserves the right to determine unacceptable behavior.
5. The official school permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity.
6. A telephone call or an email will not be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
8. All field trips begin and end at school. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are non-refundable.
10. Electronic devices, including cell phones, are not allowed on field trips.
11. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
12. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
13. All chaperones must be 25 years of age or older and Virtus-trained.

Book Fair

The school has two annual book fairs, one in the fall and one in the spring. A flier is sent home prior to the book fair that shows some of the possible book choices. Each class is given a designated time to browse and purchase books. Parents may send in money and specify which book(s) their child may purchase or they may simply send in money and let the child choose. If you choose to pay by check it must be made payable to St. Aloysius Regional School and Montessori Pre-K. There is no obligation to purchase anything at book fair.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out.

Science Fair

Students in grades K-8 prepare a science fair project for the annual science fair in March. Student projects are impartially judged by science professionals using a rubric. Students in grades 5-8 may be selected to represent the school at the WNY Science Congress in April.

SPORTS AND EXTRA CURRICULAR PROGRAMS

Participation in extracurricular activities including sports teams is a privilege and not a right. The school has the duty and the right to impose conditions on students' eligibility to participate in these activities. Respectful attention must be paid to the prayer at the beginning of any sporting event. Respectful attention, that is, standing at attention for the playing of the National Anthem, must be paid by students. Failure to meet the conditions of students' participation may result in the student's ineligibility to participate.

St. Aloysius Regional School and Montessori Pre-K actively participates in the Diocese of Buffalo Elementary Athletic Program and encourages our students to engage in the provided programs. We place an emphasis on the Christian character of the individual and the spirit of the team.

Elementary School Sports Programs

St. Aloysius Regional School and Montessori Pre-K may participate in the following sports dependent on student interest and the ability to field full teams. Parents are responsible for transportation to and from the sporting events. Parents who provide transportation must submit the School Safety Driver Information Sheet. **Athletes may only participate in one diocesan sport per sport season.**

FALL

- Cross-country
- J.V. Baseball - Grades 4-6
- Varsity Baseball - Grades 6-8

WINTER

- J.V. Basketball - Grades 4-6 (separate boys and girls teams):
- Varsity Basketball - Grades 6-8 (separate boys and girls teams):

SPRING

- Track - Grades K-8: Practices begin in April and meets are held in April and May
- Bumper Bowling- Springville Lanes- Pre K to Grade 2
- Bowling- Springville Lanes- Grades 3-6

Annual Sports Fee:

In order to provide our students with the opportunity to participate in Diocesan leagues, a Sports Fee of \$30.00 per student athlete is assessed when the student signs up for his/her first sport. This fee helps to cover league registration fees, facility rentals and referee expenses for all sports the student wishes to participate in. This fee does not cover Bowling which is a weekly fee of \$6.00 per bowler.

Title IX

St. Aloysius Regional School and Montessori Pre-K adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Extracurricular Program Academic and Behavioral Eligibility

Eligibility requirements apply to **all extracurricular programs** regardless of whether or not they are athletic, fine arts, academic, or social. They include but are not limited to:

- **Satisfactory academic performance and effort-** Students must be earning a passing grade in each class or working to potential as determined by the classroom teacher and Principal. Failing grades or lack of effort will result in temporary suspension of eligibility. During this time, the student may not attend or participate in any practice, meeting, competition, or event. A decision to allow the return of the student is made by teachers and administrators.
- **Conduct.** Individual conduct at both school and at the activity will be evaluated weekly according to the St. Aloysius Regional School and Pre-K Discipline Policy. Any student who has received behavior referrals within the week may not be able to play or participate during the forthcoming week.
- Eligibility is evaluated weekly.

SUPPORTING THE SOCIAL AND CHARACTER DEVELOPMENT OF OUR STUDENTS

Birthday Treats:

Birthday treats are optional. Students may bring a simple birthday treat for their classmates on their birthday. We encourage healthy treats or nonfood items such as stickers, pencils or erasers. Any treats brought to school must be store bought and in the original packaging with the ingredient list. It is the parent’s responsibility to supply paper plates or napkins if needed.

Invitations to Parties and Gifts

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail or through other arrangements, unless an invitation is being given to every student in the entire grade. Students may not exchange individual gifts at school.

Holiday Parties at School

Holiday parties are held at the discretion of the teacher and with prior approval of the Principal. Treats must be store bought and in the original packaging with the ingredient list.

Valentines will be allowed provided one is given to every student in the class.

School Marathon

This event is held every October. Students obtain pledges and then walk or run the assigned route to earn money for our school.

Catholic Schools Week

Catholic Schools Week is held the last week in January. It begins with an opening Mass at 10:30 in St. Aloysius Church in Springville. School families are asked to attend with students in Mass day attire. Mass is followed by a celebratory breakfast in the school cafeteria.

Many school spirit activities are planned throughout Catholic Schools Week.

School Pictures and Yearbook

A professional photographer will take Individual student pictures each fall and spring. The fall picture is used for the school yearbook. Information for ordering pictures will be sent home in advance. Students may wear non-dress code clothing for their pictures. Since this is not a dress down day, jeans or sweatpants are unacceptable. There is no obligation to purchase school pictures.

SCHOOL CODE OF CONDUCT

St. Aloysius Regional School and Montessori Pre-K is a Christ-centered learning community. A safe, orderly environment and student self-discipline are essential elements of this learning environment. Catholic school philosophy forms the basis for local policies and procedures. Discipline policies and procedures reflect the respect that Jesus had for all He met. This code of conduct will be published, distributed, and explained to all students on an annual basis. It clearly outlines a graduated series of disciplinary actions for repeated misbehavior as well as those infractions which may result in immediate dismissal.

Behavior is expected to be based on the principles of Christian character, self-control, mutual respect, tolerance, and integrity. All students are expected to be considerate of the rights of others in interactions and to follow the policies and rules of the school.

Student Rights

Each student enrolled in our school is entitled to certain rights.

- Students have the right to a productive Christ-centered learning environment.
- Students have the right to be accepted as an individual.
- Students have the right to clean and safe classrooms, hallways and lunchroom.

Student Behavior Responsibilities and Expectations

Each student enrolled in our school shares the responsibility for preserving the best possible atmosphere for learning.

- Students will behave in a respectful manner toward the teachers, school staff and school volunteers and each other.
- Students will behave in a manner that promotes a productive learning environment.
- Students will behave in a manner that ensures the safety of everyone in our school.
- Students will behave in a manner consistent with being a representative of our school when attending extra-curricular activities.
- Students will accept responsibility for their actions.

In the classroom:

Students are expected to:

- always put forth their best effort and strive toward their highest level of achievement.
- be attentive and respectful to the teacher in all interactions.

- be cooperative and follow the rules of the classroom.
- ask for help in an appropriate manner.
- engage in respectful speech.
- respect the learning rights of other students.
- respect the property of the school and the property of others.

In the hallway:

Students are expected to:

- be quiet in the halls.
- to walk in the halls and to proceed in a timely manner to their destination.

In the lunchroom:

Students are expected to:

- behave in a respectful and courteous manner toward the lunch monitors.
- talk quietly during lunch so other classes may continue the learning process.
- stay in their seats and raise their hand to ask for permission to leave their seats.
- maintain a safe environment by not throwing food or other objects and cleaning up after eating

On the playground:

Students are expected to:

- behave in a respectful and courteous manner toward the playground monitors.
- be cooperative and follow directions of the playground monitors.
- refrain from dangerous actions that might result in injury to themselves or others.
- to refrain from **loud** screaming and shouting that interferes with other classes that are in session.

At school sponsored events/activities:

Students are expected to:

- be respectful and courteous to the adult(s) in charge of the event or activity.
- be cooperative and follow the directives of the adult in charge
- hold themselves to school standards of conduct and sportsmanship.
- refrain from dangerous actions that might result in injury to themselves or others.

When using school property

Students are expected to:

- treat school property, including desks, chairs, lockers, textbooks, sports equipment, etc., with respect and in an acceptable manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the Principal/administration.
- not chew gum while in the school building, parish hall or on school grounds at any time. This includes before school, during school, and at after school activities.

When Using District transportation

All students who ride a bus to school are, by law, the responsibility of the school district, from the time they get on the bus until they get off. All students are subject to regulations until they get off at their school or the bus stop near their home. Students using district transportation are subject to the policies and procedures of the district providing the transportation.

School Disciplinary Procedures:

Teachers have established classroom expectations and classroom rules along with related consequences for disregard of these expectations and rules. Students are expected to comply with classroom rules.

If a student refuses to follow the teacher's established classroom behavior rules, a behavior referral form will be given to the Principal. The Principal will meet with the student to discuss the infraction and impose appropriate consequences if necessary. Parental contact will be made to make the parent aware of the infraction and the resulting consequence.

If the student's behavior does not respond, a face to face conference with the Principal, parent(s), and student will be scheduled to discuss the behavior and to develop a plan of action. The Canonical Administrator may also be invited to the conference, if deemed necessary.

Approved Disciplinary Management Techniques

Discipline is most effective when it deals directly with the problem at the time and place it occurs. Disciplinary actions are used only when necessary and place emphasis on Christian character and moral values as well as the student's ability to grow in self-discipline.

Students who are found to have violated the St. Aloysius Regional School and Montessori Pre-K Code of Conduct may be subject to the following types of discipline:

- verbal correction/warning/reprimand
- cooling off period or "time out"
- seat changes
- removal from class
- student conference
- written apology
- restorative actions
- written notification to parents or guardian
- written behavior plan
- detention
- probation
- suspension from privileges; such as recess and field trips
- suspension from transportation
- suspension from participation in athletic events
- suspension from social or extracurricular activities
- in-school suspension
- out of school suspension not in excess of five days
- dismissal (expulsion)

Serious Disciplinary Infractions

St. Aloysius Regional School and Montessori Pre-K consider the following behaviors to be serious in nature, requiring the need for serious disciplinary response as indicated below:

- repeated disregard for Christian principles of moral conduct
- chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of the other students
- repeated acts of disobedience and defiance of school regulations
- persistent defiance of the authority of teachers and the Principal
- assault, battery, or any threat of force or violence directed toward other students or school personnel
- threats of a terroristic nature
- bringing a weapon or any other form of contraband, such as tobacco products, e-cigarettes, alcoholic beverages, illegal drugs and any other item deemed inappropriate, as determined by the Principal, onto school grounds or a school-sponsored activity
- sexual harassment (verbal, written or physical)
- substance abuse
- use of internet devices to bully, slander, and defame other students and/or teachers
- any other behavior deemed unacceptable by the Principal

St. Aloysius Regional School and Montessori Pre-K takes terroristic threats seriously. Any student who threatens violence against another student, a teacher, the school, or any individual associated with the school will be referred to local authorities. The student will be immediately suspended by the Principal, and an evaluation of the student will be mandated. The possibility of the student's re-admittance to school will be predicated upon a number of things to include, but not limited to: a mental or psychological evaluation by a professional, an evaluation by the district Committee on Special Education and possible prescription of an Individual Education Plan.

The administrator reserves the right to transfer the student out of the school.

Sexual Harassment Policy for Students

It is the policy of St. Aloysius Regional School and Montessori Pre-K that all students have the right to be free from all forms of discrimination, including sexual harassment, in the school environment. Sexual harassment does not refer to behavior or occasional compliments of a social nature. It refers to behavior which is not welcome, that is personally offensive, that fails to respect the rights and dignity of others. Sexual harassment may take different forms. The following acts, although not automatically sexual harassment, may constitute sexual harassment under certain circumstances:

1. **Verbal** - sexual innuendoes, jokes of a sexual nature, and sexually degrading language to describe an individual
2. **Nonverbal** - displaying sexually suggestive objects or pictures, leering, and making obscene gestures
3. **Physical** - unwanted physical contact or touching, brushing up against the body and any other type of coerced sexual activity
4. **Internet** – transmission of lewd pictures, text, obscene material that would constitute unwelcome communication.

Any student who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the Principal. All claims of sexual harassment will be thoroughly and immediately investigated by the administrator.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each

violation of this policy will be determined in accordance with the seriousness of the particular offense and may range from written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

In the event that a thorough investigation of an alleged incident of sexual harassment reveals that a student has not engaged in any actions or conduct constituting sexual harassment, the school administrator will inform both the student and the complaining party that a thorough investigation has been conducted and that there exists no grounds or basis to substantiate the alleged sexual harassment.

The school will take reasonable measures to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student wrongfully charged with sexual harassment.

Substance Abuse

Abuse of drugs and alcohol is harmful to a student physically, mentally and socially. The following procedures will be followed in handling specific drug/alcohol related incidents.

1. Any elementary student who is in possession of drugs or alcohol, drug paraphernalia or is under the influence of drugs or alcohol in school or at a school sponsored event will be suspended and the student's parents or guardians will be notified immediately. Should the discovery of contraband material occur during a field trip or a school sponsored event off school property, the student will remain in the custody of school personnel until students return to school after the event. Students who possess drugs and/or alcohol at school or at any school function face expulsion.

Any elementary student who is selling or providing drugs or alcohol to other students in school or at a school sponsored event will be suspended immediately and a conference with the Principal, student and parents or guardians will be held. Students who possess drugs and/or alcohol at school or at any school function face expulsion. In addition, law enforcement will be notified.

Search and Seizure

School officials have the right to search students' lockers, desks, and storage spaces that are the exclusive property of the school.

School officials need only have reasonable rather than probable cause to search students. Probable cause exists when a school official has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable cause might include anonymous calls or rumors.

If illegal items are found (e.g., non-prescription drugs, weapons, etc.), they will be turned over to Law Enforcement Authorities.

Defamation

Defamation is inexcusable in a Catholic school setting. It includes:

"... both libel (what is written) and slander (what is spoken). Defamation is that which tends to injure the reputation; to diminish the esteem, respect, goodwill or confidence in which the plaintiff is held or to excite adverse, derogatory or unpleasant feelings or opinions against him..." (Shaughnessy, Mary Angela (1989) School Handbooks: Some Legal Considerations. Washington, DC: National Catholic Educational Association.)

Students' or parents' use of the internet to slander, libel, or defame anyone is expressly forbidden and could result in suspension or dismissal from the school.

Bullying

St. Aloysius Regional School and Montessori Pre-K is committed to providing a Christ-centered learning environment for all individuals. **The term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.”**

Bullying is inconsistent with Gospel values and the command of Jesus to love one another. Bullying of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus.

Bullying can take three forms:

- **Physical** -including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings
- **Verbal**-including, but not limited to, taunting, malicious teasing, name calling, making threats
- **Psychological** -including, but not limited to, spreading rumors; manipulating social relationships, or engaging in social exclusion, extortion or intimidation.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **in jest, seriously or online** face detention, suspension, and/or expulsion

Cyberbullying (Internet Bullying)

Cyberbullying is defined as the use of technology, including the use of instant messaging, email, text messaging, websites and chat rooms, to harm, harass, intimidate or reject another person. Cyberbullying of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus when such use interferes with the operation of the school, or infringes upon the general health, safety and welfare of students or employees.

Any student who believes he/she has been the subject of bullying and/or cyberbullying should report the alleged act immediately to their teacher or the Principal. All claims of bullying will be thoroughly and immediately investigated by the administrator.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular offense and may range from written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

Serious Disciplinary Procedures

Detention

Detention may be given for disruptive and/or recurring behavior that is impacting the instructional rights of teachers, the academic rights of other students or behavior that has not responded to the usual types of

classroom discipline. Detention requires a student to report to a specific location for a specified length of time. Detention may include lunch detention or after school detention.

Examples of behavior that may result in detention include:

- Willful or continued disobedience of a person of authority (including lunch monitors)
- Engaging in reckless behavior which unintentionally results in injury to another
- Use of profanity, inappropriate gestures or inappropriate body language
- Possession of another's property without permission
- Use of cell phone during school hours
- Any action deemed disruptive by the school Principal

Parents/guardians will be given 24 hour notice of an impending detention. Detention takes precedence over any extracurricular activities scheduled for that day. Detention is held from 3:15-4:15. Parents are responsible for arranging transportation home at 4:15. If transportation cannot be arranged, the student will be placed in the after school program. Parents will be charged for this service.

Probation

A student may be placed on probation by the Principal for a specified time for:

- continued misconduct which has not responded to other disciplinary actions
- serious misconduct that does not require immediate dismissal.

The following procedures will be followed:

1. A conference with the Principal, parents, student and, if necessary, the teacher, is held to discuss the nature of the misconduct and the terms of the probation.
2. A written account is made of the agreements reached at the conference. It will be signed by the parents. The student and parents are made aware that the student has been given a definite period of time in which to conform to the behavior code of the school community. If no change is noted during that time, the student may be dismissed.

Suspension

Suspension is a drastic punishment that is used only after all remedial measures have been employed without success. Only the Principal and/or the Canonical Administrator may suspend a student.

Suspension of a student may be considered for:

- insubordination or disorderly conduct that otherwise endangers the safety, morals, health, or welfare of others; and/or
- a physical or mental condition causing behavior which endangers the health, safety, or morals of himself/herself or other students

If suspension is deemed necessary, the following procedure will be followed:

1. A conference will be held with the parent(s).
2. Parents will be informed of the decision for suspension and reasons for the action before the suspension date.
3. A written record of the suspension, including the date, reasons, and conference with the parent(s) is to be kept on file. The official attendance register is marked as a suspension.

In-school suspension indicates that a student will not be permitted to attend classes, but will be supervised and provided with study assignments to be done during the suspension. Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (at the current rate) by the suspended student's parents.

Out-of-school suspension indicates that a student will not attend school but will be provided with study assignments during the days of suspension. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Dismissal (Expulsion)

Valid reasons for dismissal may include but are not limited to:

- repeated disregard for Christian principles of moral conduct
- parents' and/or student's continued lack of cooperation in supporting the school's mission and policies
- student behavior that disrupts learning or presents a threat to the safety of others
- the Principal's determination that the school's program cannot provide a benefit to the child.

If dismissal is being considered as a disciplinary action the following procedure will be followed.

1. An accurate record is kept of all previous measures of discipline, counseling, probation and suspension.
2. Parents will be notified in writing that dismissal is being considered.
3. A conference will be held with the Principal, parent(s), student and teachers (if indicated) where the grounds for dismissal will be presented and discussed.
4. The Principal will consult with the Diocesan Superintendent of Catholic Schools before dismissing a student. Specific reasons for dismissal and previous actions taken will be discussed. The Superintendent will assist the Principal in making the final decision.
5. The student's records are appropriately marked.

Corporal Punishment

Corporal punishment, defined as any act of physical force upon a student for the purpose of punishing the student, is strictly prohibited by New York State law.

COMPUTER AND TECHNOLOGY USAGE

St. Aloysius Regional School and Montessori Pre-K provides access to Technology resources, including the school's network, hardware, software and internet access. It is expected that the use of these resources shall be used solely in support of instruction, education, and/ or research that is consistent with the educational goals and mission of St. Aloysius Regional School and Montessori Pre-K. St. Aloysius Regional School and Montessori Pre-K has taken measures to make the use of the internet reasonably secure. However, it is impossible for the school to screen and review all materials a student may potentially access when using the internet.

All students are required to adhere to the school's policy regarding computer use. All electronic devices provided for student use in the school are the property of the school. It is expected that these devices will be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the beliefs and policies of St. Aloysius Regional School and Montessori Pre-K. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the policies for appropriate use.

Acceptable Use Policy for Computer/Technology Users (including personal electronic devices)

As a student of St. Aloysius Regional School and Montessori Pre-K, I understand and accept the following:

- The use of technology is a privilege, not a right. Technology is to be used only for academic purposes that align with the mission and values of the school.
- Vandalism or intentional modification of system settings is not permitted. This includes the changing of home page wallpaper, screen savers etc. Only software programs that are owned and licensed under the school name are allowed on school devices.
- Software applications, games, or transfer of information from a USB portable storage device from home are not to be used on school equipment.
- Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school.
- Technology devices are not to be used to disturb or harass other computer users.
- Students are not permitted to access, display or send inappropriate written or graphic material, or use inappropriate language in any communications.
- Students are not permitted to access, display or send messages that could be construed as derogatory toward any race, religion, culture, ethnic group, gender or orientation.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- Students are not permitted to browse, modify, copy, or destroy the personal files or data of other users without the individual's permission. Information created by others is their personal property.
- Assigned passwords are to be kept confidential and not shared with other students.
- No food or drink is allowed in the area of technology use.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user.

The school administration reserves the right to deem what is unacceptable use, and their decision is final. The administration reserves the right to suspend or revoke a user's right to the system if a user is

engaging in unauthorized activity or is violating the Code of conduct. Law enforcement agencies will be notified when appropriate.

Personal Technology Devices (including cell phones)

All student use of personal technology, including iPods, iPads, e-readers and cell phones are governed by the Acceptable Use Policy for Computer and Technology Users.

- All students must turn in cell phones to the office upon arrival at school.
- The student takes full responsibility for his/her device. The school is not responsible for the security of the device nor is it responsible if the device is lost, stolen or broken.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies or regulations, the Code of Conduct, or has engaged in other misconduct while using his / her personal device.
- The student must comply with all teacher and administrator requests related to the use of personal devices.
- The student may not use the device to record, transmit or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
- Students and parents should not use personal technology to circumvent school rules. All communication with students during the school day should be done through the school office.
- Students are discouraged from sharing personal devices. If a student uses the personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from such use.
- Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
- Students must be aware of the appropriateness of usage and communications when using any device. If a student is told to stop inappropriate usage, that student must cease the activity immediately.
- The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms or any other area where an individual would have a reasonable expectation of privacy.
- Violations of any school policies including the Acceptable Use Policy, administrative regulations, the Code of Conduct, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices, games, or after school activities, he/she may bring the cell phone to school. However, the phone must be turned into the office upon arrival. At no time during the day should a cell phone be in the student's possession.

Texting

Texting is not allowed at after school activities, including sports practices or games, except to communicate with parents regarding pick up arrangements.

Students who do not comply with cell phone and texting policies face disciplinary action.

- **First offense-** Student meets with the Principal and policy will be clarified. Parents will be notified of the infraction.
- **Second offense-** The student will forfeit the privilege of bringing a cell phone to school.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Law enforcement will be notified when appropriate.

Right to Amend

St. Aloysius Regional School and Montessori Pre-K reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents via the Communication envelope and email.

APPENDIX

Appendix A-1: 2017-18 ACADEMIC GRADING POLICY

Pre-K –Grade 2

Teachers measure progress toward achievement of the learning standards of the Diocese of Buffalo and the Common Core in a variety of ways which may include:

- Informal and formal observation
- skills checklists
- Informal and formal assessments
- Center work
- Classwork/worksheets
- Chapter tests
- Projects
- Achievement in relation to standards benchmarks

Grades 3-8

At St. Aloysius Regional School and Montessori Pre-K, we believe that academic achievement is the primary factor on which grades should be based. The most important purpose for grades is to provide information or feedback to students and parents using a variety of assessment methods to monitor and evaluate a student's understanding of the Common Core or Diocesan learning targets. Attitude, Effort, Participation and Homework completion, graded by a rubric are included as 10% of the quarterly grade.

Graded assessments are divided into two categories:

1.) Formative Assessments: Designed to determine whether students are learning what is being taught, for the purpose of adjusting instruction, re-teaching, providing students with additional support or intervention, etc. Examples include but are not limited to quizzes, homework evaluated for learning, draft essays, journals, interactive notebook evaluations, exit cards, displays, logs, etc.

2.) Summative Assessments: Designed to assess whether students know and are able to do what has been taught, after instruction at the end of an instructional cycle or unit. Examples include but are not limited to chapter tests, unit tests, final draft essays, and major projects. Typically these assessments are not eligible for reassessment.

Formative and summative assessments will carry different weights per the table below.

Homework/Classwork

Homework/classwork will be assigned in order to preview, review, reinforce, or extend concepts in the curriculum. It is critical for students to complete homework daily, as it directly impacts their level of understanding. If a student does not understand an assignment, it is expected that s/he will make an effort to seek help from the teacher or through other supports (i.e. reads over notes from class, contacts a classmate, asks a family member etc.) **Homework is expected to be done completely and turned in on time.**

There are two categories of homework/classwork:

1) Homework/classwork completion for **practice or preparation** will be counted for **completion** only according to the homework/classwork rubric. It will account for **5%** of the marking period grade.

Score	Assignment Completion <i>The student completes work by the designated time/date and according to instructions.</i>
0 Noncompliant	Fails to complete assignments or submit work.
1 Partial	Produces partially completed work by the designated time/date.
2 Successful	Produces completed work on a consistent basis by the designated time/date; follows directions.

2.) Homework/classwork assignments that are **evaluated for learning** will count as a **formative** assessment grade in the marking period grade. The teacher will announce ahead of time that a homework assignment will be collected and graded in order to assess student understanding of a concept.

Other homework assignments will also be given but not counted for a grade. These assignments need to be completed on time. These assignments may be used to develop background knowledge, front load concepts, generate discussion with the entire class or used to informally assess student learning. Students failing to complete these assignments will not receive the intended benefit.

Attitude, Participation, and Effort Scoring Guide- Students receive a weekly score in this area which accounts for 5% of the marking period grade.

Score	Attitude <i>The student interacts with others to create a positive learning environment.</i>	Participation <i>The student pursues learning through active involvement</i>	Effort <i>The student adapts to classroom practices.</i>
0. Noncompliant	Lacks flexibility when working with peers; isolates self.	Disengages from the learning environment; responds only to teacher prompts.	Requires frequent redirection; strays off task; disrupts learning environment; fails to follow class procedures.
1 Emerging	Attempts to work collaboratively with peers; sometimes uncompromising.	Occasionally participates; may need prompting	Occasionally inattentive or off task. May not always respect the learning rights of others.
2. Successful	Works well with peers; listens and speaks respectfully; questions ideas rather than the person.	Engages in activities and discussion.	Is a self-starter; remains on task; asks questions for clarification when needed; applies strategies for meeting learning goals; follows class procedures.

Grades 3-5

GRADE CATEGORY	WEIGHT IN AVERAGE
Formative Assessment	40%
Summative Assessment	50%

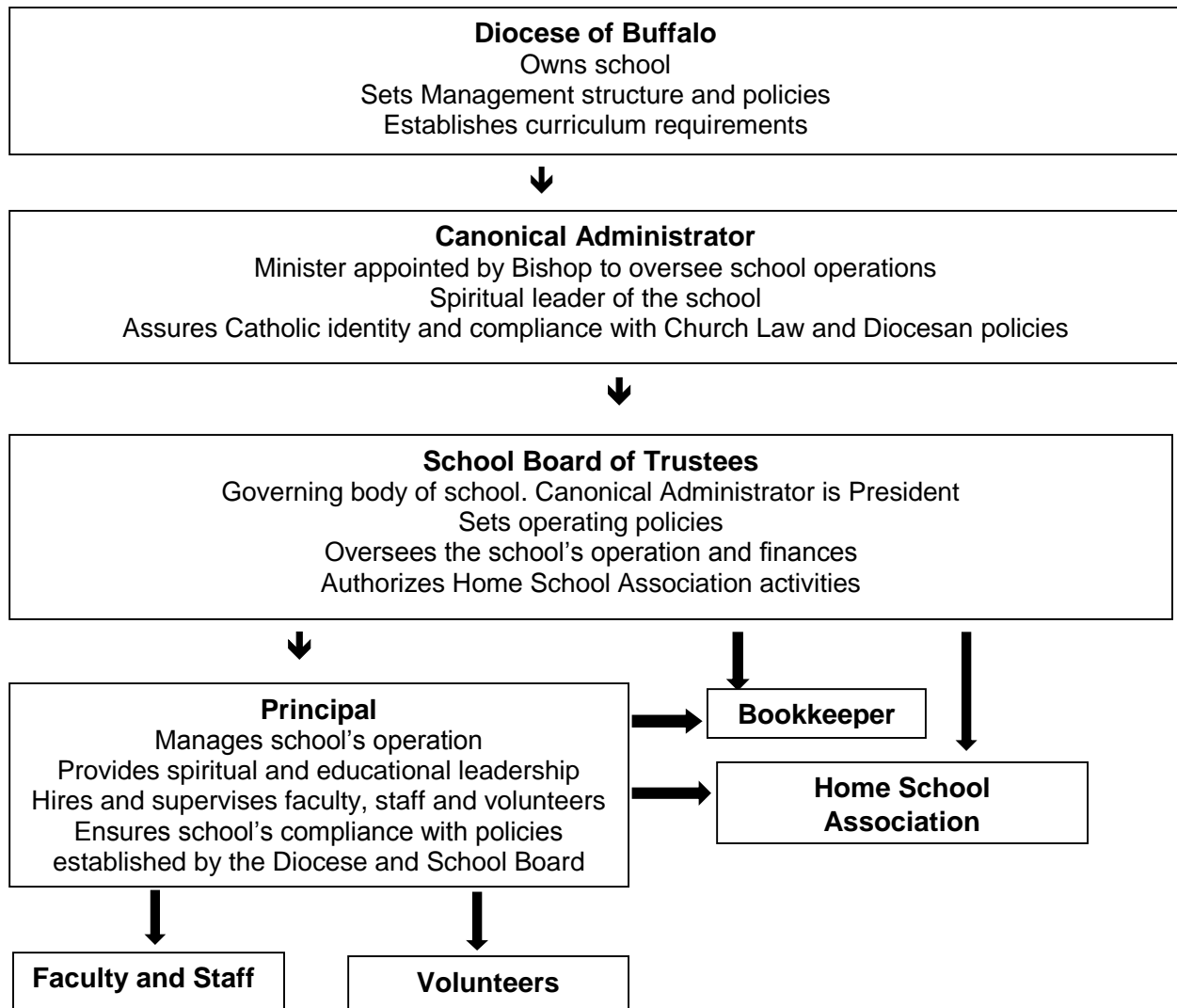
Homework Completion- Rubric scores	5%
Rubric scores for Attitude, Participation,	5%

Grades 6-8

GRADE CATEGORY	WEIGHT IN
Formative Assessment	30%
Summative Assessment	60%

Homework Completion- Rubric scores	5%
Rubric scores for Attitude, Participation, Effort,	5%

Appendix A-2: SCHOOL MANAGEMENT STRUCTURE



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As of September 1, 2017

Canonical Administrator: Deacon Jeffrey Forster

Principal: Mrs. Mary Beth Webster

School Board: Timothy Bain; Mary Cay Eckert; David Loop; Kathy Powenski; Steven Schunk; John Shingler; Beth Bolt. School Principal and Home School Officers (non-voting members)

Appendix A-3: TUITION AND FEES FOR 2017-18 SCHOOL YEAR

Montessori Pre-K Program

For children 3-5 years of age. Our program follows the school calendar.

2017-2018 Tuition - Payable monthly through FACTS Tuition Management Program

Five Full Days (8:20am – 3:00pm)	Five Half Days (8:20am - 11:30 am) ** Extra fee applies if child stays past 11:30	Daily Rate
Yearly \$4,250*	Yearly- \$2,550	Full Day \$37 <i>Additional child (10% discount) \$34</i>
Monthly \$425	Monthly- \$255	Half Day \$23 <i>Additional child (10% discount) \$21</i>

*2017-18 -\$1000 loyalty scholarship for families currently enrolled in our school.

** **Additional fee of \$5 per hour will be assessed for every hour or partial hour after 11:30 PM.**

Additional child (10% discount) \$3,825 per year

Kindergarten- Grade 8

<u># of Children</u>	<u>Monthly x 10 months</u>	<u>Annual *</u>
1 child	\$337.50 + 3.00 = \$340.50	\$3,375.00+30.00=\$3,405.00
2 children	\$590.00 + 6.00 = \$596.00	\$5,900.00+60.00=\$5,960.00
3 or more	\$739.50 + 9.00 = \$748.50	\$7,395.00+90.00=\$7,485.00

Financial Aid Available

*Includes a \$30 activity fee which pays for field trips and assemblies.

Appendix A-4:

DRESS FOR SUCCESS - SCHOOL UNIFORM AND DRESS CODE POLICY

K-8 (Updated 8/2017)

St. Aloysius Regional School maintains a dress for success tradition of school uniforms which promote a visual image of individual and school pride as well as pride in personal appearance. Students are expected to arrive and leave school in school uniform attire. All hats are to be removed as students enter the building. **We ask the cooperation of parents in ensuring compliance with these guidelines before a student arrives at school especially on a non-uniform day or for a school event.**

- BOYS**
- Shirts:** White or Navy Blue St. Aloysius LOGO Collared Polo (*Short or long sleeved*)
OR
Plain White button down Dress shirt (*Short or long sleeved*)
SHIRTS MUST BE TUCKED IN AT ALL TIMES
- Pants:** Navy blue dress Pants (*Uniform Style*) No cargo, corduroy, or any pants with extra zippers or pockets
- Socks:** Solid navy blue, black or white *Must cover ankle.*
- Shorts:** Navy blue knee-length uniform shorts *No cargo, corduroy, or any shorts with extra zippers or pockets*
***May be worn September through October
May through June.***
- Sweaters:** Solid Navy cardigan sweater or sweater vest (*No hoodies*)
- GIRLS**
- Shirts:** White or Navy Blue St. Aloysius LOGO Collared Polo (*Short or long sleeved*)
OR
Plain white collared dress blouse (*Short or long sleeved*)
SHIRTS/BLOUSES MUST BE TUCKED IN AT ALL TIMES
- Pants:** Navy Dress Pants (*Uniform Style*) - *No cargo, corduroy, or any pants with extra zippers or pockets*
- K-5 :** Navy Uniform Skirt (including scooter or skort) or Knee-length Jumper (*No more than 1" above the knee*)
- Gr. 6-8 :** Navy Uniform Knee-length Skirt or Skort(*No more than 1" above the knee*)
- Shorts:** Navy blue knee-length uniform shorts *No cargo, corduroy, or any shorts with extra zippers or pockets*
***May be worn September and October
May and June.***
- Sweaters:** Solid White or Navy cardigan or sweater vest (*No hoodies*)
- Socks:** Solid navy blue or white crew or knee socks. (*Must cover ankle*)
White or navy blue tights **No leggings or footless tights**

BOYS AND GIRLS :

- Sweatshirts:** St. Aloysius navy blue crew neck sweatshirts. *No hoodies or fleece. School uniform shirts are to be worn under sweaters and sweatshirts, with collars visible at all times.*
- Shoes:** School appropriate sneakers or dress shoes **1" heel or less**
- no sandals, boots, flip flops or backless shoes
- no "light-up" shoes or sneakers

MASS DAY ATTIRE

Fridays and Holy Days of Obligation

<u>BOYS:</u>	Navy Dress Pants, White Dress Shirts, and Ties
<u>GIRLS:</u>	Navy Jumpers or Skirts with White collared blouses

PHYSICAL EDUCATION UNIFORM

Grades K-3: Sneakers

Grades 4-8: St. Aloysius Gold T-shirt, **Navy** shorts, and Sneakers

NON-UNIFORM DAY ATTIRE

As part of the school's commitment to community service one day per month will be designated as a non-uniform day. A \$1 donation will be collected to be used for a community service project. Clothing must be clean, modest, and appropriate for school wear. These guidelines apply also to attire for after school classes, sports, and other school events.

- **Jeans-** may not be torn or frayed
- **Shorts:** per uniform guidelines. *No other types of shorts will be permitted including jersey athletic shorts*
- **Socks:** socks/tights must be worn
- **Shoes:** well secured, flat - suitable for P.E. and lunch time activities
- **Skirts/Dresses:** must knee length; no mini or short skirts/dresses

The following may not be worn:

- sandals, high/stacked heels, shoes without backstraps, etc.
- frayed or torn clothing
- low cut dresses or tops; strapless, halter, tank, tube tops, bare midriff style tops
- oversized clothing including shorts/pants worn low on hips
- hats
- excessive and/or large jewelry/make-up
- t-shirts with advertising and/or inappropriate language/pictures
- jeggings, leggings, pajama pants, sweatpants, jersey or mesh athletic shorts

Sports Team Practices: St. Aloysius Gold T-shirt, Navy shorts, and Sneakers

PERSONAL APPEARANCE

GROOMING:

BOYS:

- Hair must be neatly trimmed on all sides. Hair length must not exceed the top of the collar, eyebrows or top of the ears.
- Extreme hair coloring and hair styles, (Mohawks, Rat Tails, etc.) are not permitted.
- Facial hair is not permitted.

GIRLS:

- Extreme hair coloring and hair styles are not permitted.
- No cosmetics
- No nail polish or artificial nails may be worn

- Scrunchies, hair clips, rubber bands, pony tail holders, headbands etc. must be worn in the hair, **not worn on the wrists or uniform**. No hair extensions, beads or scarves may be worn.

APPEARANCE:

- No visible tattoos, real or temporary, of any kind
- No body piercing except pierced ears.
- **Girls** may wear one pair of small earrings and without hoops.
- **Boys** may not wear earrings of any type.
- Jewelry is limited to one watch, one ring, one bracelet and simple crosses or holy medals on a narrow silver or gold chain.

ALL UNIFORM REGULATIONS ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

**2017-18 School Year
Parent Student Handbook**

Code of Conduct/ Acceptable Use of Computer/ Technology Agreement Acknowledgement

The St. Aloysius Regional School and Montessori Pre-K Parent-Student Handbook, Code of Conduct and Acceptable Technology Use Agreement contain information about our school and the policies and procedures that you and your child need to be familiar with for a successful school year.

Acknowledgement of Parent/Guardian and Student:

We have electronically accessed or received a hard copy of:

- ❖ The St. Aloysius Regional School and Montessori Pre-K Parent-Student Handbook
- ❖ Code of Conduct
- ❖ Acceptable Use of Computer/ Technology Agreement

We have read, discussed, and understand the contents of this handbook.

Family Name: _____

Parent/ Guardian Signature: _____ **Date** _____

Parent/ Guardian Signature: _____ **Date** _____

Student signature: _____

Student signature: _____

Student signature: _____

Student signature: _____

Student signature: _____

Please return no later than November 27, 2017



St. Aloysius Regional School
 186 Franklin Street · Springville, NY 14141
www.stalloysiusregional.com · 716-592-7002
A Diocesan STREAM School

"Faith in a Superior Education"

Release Form for the Use of Student Photograph(s), Video, Work and Sound Recordings

Throughout the year, there will be numerous occasions when we will be contacting local media outlets (newspapers, television stations, radio stations, Internet sites) in the hope of getting coverage for diocesan and school events. We also hope to use some of the photographs, video images, sound recordings and work of our students for our own use or use by the secular media.

CONSENT AND RELEASE

Please complete the following form and return it to school no later than **September 22, 2017**

I _____, the parent/guardian, give
(Please print your name) (Circle one)

St. Aloysius Regional School and Montessori Pre-K permission to use:

_____ My child's photograph, video image, sound recording, and/or work for use by representatives from the school, the Department of Catholic Schools, WNY Catholic media and/or secular media.

_____ My child's name.

Please print.

Student's name _____ Grade _____

Student's name _____ Grade _____

Student's name _____ Grade _____

Student's name _____ Grade _____

Student's name _____ Grade _____

 Parent or Guardian signature

 Date

Please return by **September, 2017**