

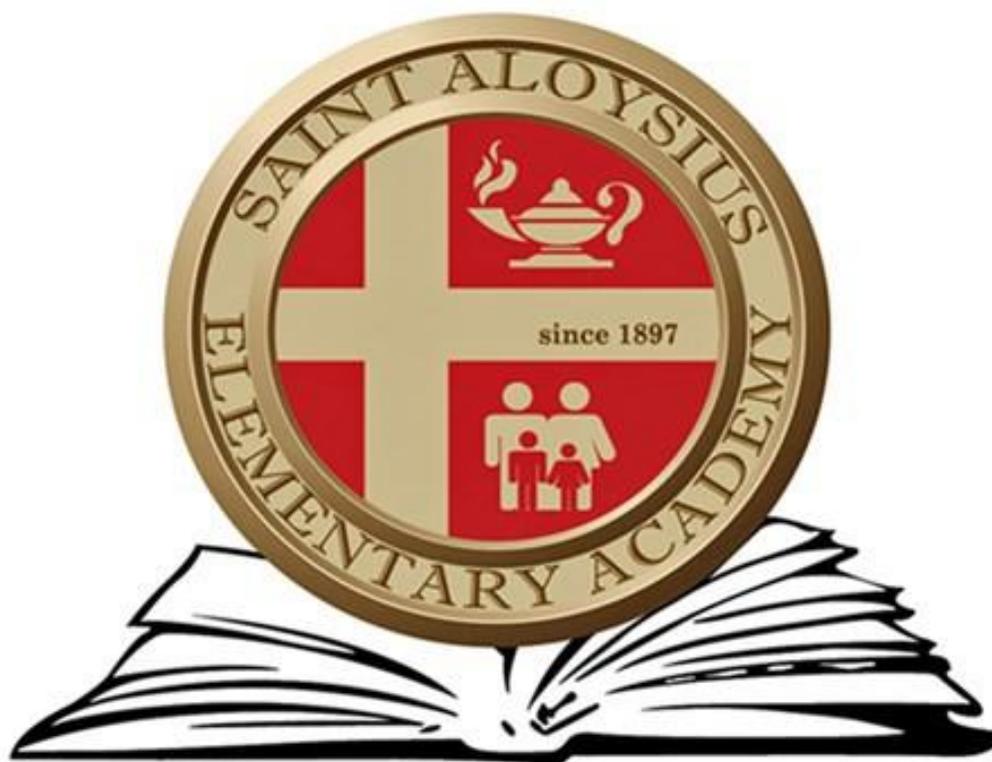
# **Saint Aloysius Elementary Academy**

**721 West Side Avenue**

**Jersey City, NJ 07306**

**Office: (201) 433-4270 ~ Fax: (201) 433-6916**

**[www.stalselem.org](http://www.stalselem.org)**



**2017 – 2018**

**Parent / Child Handbook**

## **NON-DISCRIMINATION POLICY**

Saint Aloysius Elementary Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Academy. St. Aloysius Elementary Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other Academy-administered programs

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## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of Saint Aloysius Elementary Academy. The Academy administration is given flexibility and the right to exercise discretion. The Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for the students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the Academy administration. If changes are made to the handbook, parents/guardians will be notified promptly.

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## **ACCREDITATION**

Saint Aloysius Elementary Academy was accredited by the Middle States Association of Colleges and Schools Commission on April 25, 1997 and re-accredited on April 27, 2007 and December 1, 2014

# **SAINT ALOYSIUS ELEMENTARY ACADEMY**

## **THE ACADEMY**

The cornerstone of Saint Aloysius Elementary Academy was laid by the first pastor, Reverend John A. Sullivan, on October 17, 1897. The first building was a combination church/school, located on the corner of Belmont and West Side Avenues. The building housed 194 elementary school children, taught by the Sisters of Charity of Saint Elizabeth, whose principal was Sister Cecilia Agnes.

When the Hudson County Park Commission wanted an entry to Lincoln Park on West Side Avenue in 1905, it purchased the property that the building stood on. The Academy building was moved to its present site on West Side and Kensington Avenues.

The Elementary Academy still shows the same enthusiasm and progress that it has shown throughout the years. Things have changed in the surrounding environment, but the spirit of Saint Aloysius continues through the children who attend the Elementary Academy.

## **PHILOSOPHY**

Saint Aloysius Elementary Academy is a Christian community, dedicated to serving families who seek value-centered learning for their children, based on the educational mission of the Catholic Church. The administration, faculty and staff, together with the parents, have shared this challenge for more than 100 years.

It is our intention, as teachers, to follow Our Lord's message in all that we do. We focus our efforts on reinforcing the Gospel message across the curriculum. We attempt to serve as models for our students and we challenge them to become active, productive member of society. We are committed to the belief that self-respect and respect for others are the true essence of Christian values and we envision students who will be Christian examples in society.

We believe that every child is unique. Therefore, we encourage all students to achieve their potential in the academic, social, emotional and physical domains. Care is taken to achieve these goals when considering the developmental appropriateness of the curriculum.

Believing that education is a life-long process, emphasis is placed on mastering basic skills. We strive to incorporate leaning objectives that address the acquisition and application of knowledge, while challenging students to analyze and evaluate their learning. Our goal is to engage our students in a variety of learning experiences so they may develop essential skills and find their way in our technologically-oriented society.

## **PHILOSOPHY (Cont'd)**

The formation of students with sound academic backgrounds, strong self-images, and a desire to attain their personal best is our goal. Through our combined efforts, we hope our students learn to respect their peers, contribute to the group, see the value of realistic compromise, communicate clearly, and think independently.

Saint Aloysius Elementary Academy's policies are aligned with the directives of the Archdiocese of Newark, which are disseminated through the Office of the Superintendent of Schools and the Archdiocesan Advisory Board. The principal, in consultation with the pastor, faculty and staff adjusts policies accordingly.

We work hard to maintain partnerships (i.e., principal, pastor, faculty, parents and students) with the ideal of functioning as a democratic entity for the purpose of Academy management. Responsibilities for an effective academy environment are approached with a team effort and are undertaken with a spirit of cooperation. Curriculum is set by the Archdiocese of Newark and is supported by the scope and sequence charts of approved texts. Recognizing the teachers as professional, each is given freedom and encouraged to use a variety of teaching methods.

The evaluation process, both formal and informal, monitors individual growth and is developed for the entire professional staff in a planned, sequential manner. We work toward balancing the relationship between our written plans and practices. The faculty cultivates teacher/student relationship, based on trust and mutual respect. We work, play and worship in a nurturing environment where encouragement and cooperation prevail. Teachers share responsibility for all the standards and values espoused by the Academy. We are generous with our time and talents, assisting one another, both personally and professionally.

We believe that by incorporating these principles into our daily work, we are fulfilling the mission of Catholic education.

These academic potentials encourage a desire for knowledge, as well as respect for self, others and authority. Our nurturing environment enables the students to come to a full awareness of their own importance and their responsibility to contribute to society and to themselves.

Saint Aloysius Elementary Academy's policy incorporates the Archdiocesan guidelines. The Academy policy is clearly written in the Parent/Child Handbook. The administration, with the faculty, revises policy, when necessary.

The Academy seeks educators who are qualified, dedicated and, who through planning, good organization, and classroom discipline, encourage students to realize their full God-given potential. A representative curriculum committee, of both faculty and administration, develops, reviews, evaluates, and recommends grade-appropriate core curriculum.

## **PHILOSOPHY (Cont'd)**

The needs of the students are the criteria on which our curriculum is based. In order to do this most effectively, an on-going evaluation of teachers, administrators and students, as well as programs, is constantly in effect.

We seek to awaken a deepening respect for self and others and to foster the understanding that each of us is a special and diverse individual created and loved by God. Teachers at Saint Aloysius Elementary Academy relate to students by developing appropriate relationships and by being mindful of our paramount responsibilities to them. We accomplish this by serving as role models, counselors and authority figures.

The teacher-to-teacher relationship is based on mutual respect, both professionally and personally. It is our belief that by respecting each other, our students will do the same. Teachers maintain a supportive network of open communication with the parents. This network includes scheduled open houses, parent conferences and Parent Guild meetings. All of our students benefit from this involvement. Teachers view themselves as a vital component of the school. We, as educators, provide effective preparation for our students in the life-long struggle against apathy, materialism, racism, sexism and other challenges of our ever-changing world.

## **MISSION STATEMENT**

Saint Aloysius Elementary Academy has a past to be proud of and a future to believe in.

We acknowledge the changes in today's society and are representative of the various members of the world community. Saint Aloysius is a diverse community of partners who are committed to incorporating Christian morals and values into the educational development of our children.

We serve all families.

We strive to see that each child is a unique individual.

We foster a learning environment.

We believe in Christ.

## **BELIEFS**

- We are a Catholic community dedicated to serving families of all religious denominations and beliefs.
- That academic potential encourages a desire for learning, and education is a life-long process.
- By encouraging students to realize their God-given potential, we enable them to contribute to themselves and to the world society.
- The Academy seeks educators who are qualified and dedicated and their instruction is based on following Jesus' message.
- Harmonious partnerships are ideal for functioning as a democratic entity.
- A nurturing environment promotes mutual respect for everyone.
- Our curriculum and policies follow the Archdiocese of Newark guidelines and incorporate New Jersey Common Core State Standards.

# ADMISSIONS POLICY

## 1. Admission Preferences

Saint Aloysius Elementary Academy gives preference to families who currently have siblings in the Academy. Once this is done, space is available on a first come, first served basis.

## 2. Admission Requirements:

### A. Age - A birth certificate must be submitted for proof of age.

- Pre-Kindergarten - 3 children must be 3 years old and fully toilet trained by 9/1.
- Pre-Kindergarten – 4 children must be 4 years old on or before 9/30.
- Kindergarten children must be 5 years old on or before 9/30.
- First grade children must be 6 years old on or before 9/30.

### B. Immunization Requirements

#### **An Applicant, Whose Immunization Record Is Incomplete, Will Not Be Admitted.**

- DTP: a minimum of 4 doses
- OPV: a minimum of 3 doses, provided that at least 1 dose is given on or after the child's 4th birthday
- Measles Vaccine: 1 dose given on or after the child's 1st birthday
- Mumps Vaccine: 1 dose given on or after the child's 1st birthday (Children who were immunized, prior to their 1st birthday, must be re-immunized.)
- Rubella Vaccine: Vaccine must be given on or after the child's 1st birthday. (Children who were immunized, prior to their 1st birthday, must be re-immunized.)

### C. Catholic Students

- A Baptismal Certificate
- Verification of reception of any additional sacraments is required.

### D. Transfer Students

- A Transfer Notification
- Most recent report card from the previous school is required.

### E. Other

- Optional: Social Security Number

### F. Admissions Test

- Required before acceptance.

# ATTENDANCE POLICY

## 1. Importance of Attendance

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

## 2. Academy Hours

### Grades Pre-K – 8:

Arrival Time:	8:10am
Morning Bell:	8:15am
First Lunch:	11:40am – 12:20pm
Second Lunch:	12:25pm – 1:05pm
Dismissal:	
- First Bell:	3:00pm
- Second Bell:	3:05pm

On rainy and snowy days, children should arrive no earlier than **8:10** and should go directly into the building and to their classroom or the gym. After **8:15**, a student is considered late and will be marked as such. Students are also asked to notify their parents in advance if they plan to remain after school to assist in the classroom or to attend any Academy function. When there is a half day of school, children will be dismissed at **12:00**.

## 3. Absence

Absence from school impedes the expected progress of your child. Therefore, we ask you to consider carefully the reason why you are keeping your child at home on a school day. Appointments, especially with doctors, should be scheduled after school.

Children should be encouraged to arrive on time for school, as it aids in fostering a sense of responsibility. However, if your child oversleeps, please send him/her to school. Call the Academy to inform the office that he/she is on the way.

A STUDENT'S DAY DOES NOT END UNTIL 3:00. THEREFORE, PARENTS SHOULD AVOID TAKING A STUDENT OUT OF SCHOOL EARLY, ESPECIALLY BETWEEN 2:30 AND 3:00. THIS DISRUPTS THE TEACHER AND THE CLASS.

Should your child be absent from school, please follow this procedure:

- **IMPORTANT:** Call the Academy before 9:00am (201-433-4270).
- Give your child's name, grade and reason for his/her absence.
- Send in a written note upon the child's return to school.
- Have a doctor's note for an absence of five days or more.

### **3. Absence (Cont'd)**

A permanent record will be kept of a student's absence. Any student who achieves less than 90% average attendance rate or who is absent more than 17 days, may be considered for retention in his or her present grade. Exceptions to the above rule can be made by the principal. It is the responsibility of the student to make up all work missed during an absence.

If a student is absent from school because of illness or disciplinary actions, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

### **4. Supervision**

The Academy's responsibility for the supervision begins at 8:15am and ends at 3:00pm, unless a student is staying for a club meeting or sports practice. For children properly enrolled in the Academy's extended care program, the Academy's responsibility for the before care program begins at 7:15am. The Academy's responsibility for the after care program begins at 3:00pm and ends at 6:00pm.

### **5. Tardiness/Lateness**

Any child, who arrives after the bell has rung, must obtain a late slip from the Main Office. A permanent record of a student's lateness will be kept on file.

### **6. Family Vacation/Emergency**

Family vacations should not be scheduled during the academic year since this interferes with their studies. If an emergency arises, that child must be out of school, the following applies: The teachers will not give Academy assignments to be done while the child is absent. The student's responsibility will be to obtain all missed assignments and schedule missed tests with his/her teacher, upon their return. The teachers will give a two week period to complete all assignments and tests.

### **7. Truancy**

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is chronically truant, will be subject to discipline.

### **8. Academy Closing**

If school is to be closed due to weather or another emergency, you will be notified from the Honeywell Alert System or go to the Academy website [www.stalselem.org](http://www.stalselem.org).

## **9. Delayed School Opening**

A delay of school opening means that:

- There is No Before Care.
- School will open at 10:00am for the students. Not Before.
- School will close at 3:00pm.
- After Care will depend on the weather.

## **HOME - SCHOOL COMMUNICATION**

### **1. Appointments With Academy Personnel**

Parents who wish to meet with the principal, teacher or any member of the Academy staff must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, e-mail, letter or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties. Teachers may not give a parent/guardian their cell phone number. Parent/teacher communication on a personal cell phone is considered unprofessional.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference, so that all concerned may be appropriately prepared.

### **2. Regular Communication With Parents**

Saint Aloysius Elementary Academy will communicate frequently with all parents/guardians by letter, which will be hand-delivered by the oldest student or only student. You will be asked to sign/respond to all letters.

### **3. Children Bringing Money to School**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, the amount enclosed and its purpose.

#### **4. Parent Guild**

Saint Aloysius Elementary Academy has a Parent Guild, which meets two times during the school year. Parents are expected to attend these meetings, as everyone's support is needed to maintain Catholic Schools. Every family should have at least one parent/guardian present at each meeting. Our meetings are geared toward informing you of the educational opportunities provided for your child. **The meetings will be held in September and May.** Special meetings relating to specific topics are also held throughout the year. Consult your monthly calendar for dates.

#### **5. Parent Conferences**

Parent conferences are held three times a year. See calendar for dates and times. All parents and students must attend these conferences. Failure to attend these mid-trimester conferences will result in students not receiving report cards on the appointed dates.

#### **6. Parental Rights To Academy Records**

Saint Aloysius Elementary Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon request, the Academy will provide the non-custodial parent with access to the student's essential academic records. If a non-custodial parent wishes copies of progress reports, report cards, etc., it is the responsibility of the custodial parent to give it to them.

#### **7. Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree, if it contains information which may be useful to the Academy in fulfilling its obligations.

#### **8. Change of Address/Telephone Number**

If you have a change of address and/or telephone number, please notify the teacher and the office immediately. **A working emergency number must be made available.**

#### **9. Pick-up From School**

The Academy will permit only the custodial parent or his/her designed to pick up the child during or at the end of the day. The non-custodial parent will not be permitted to remove the child from school, during or at the end of the day, unless there is authorization given by the custodial parent or otherwise stated in a court order.

- 10. Parents may not walk their child to their classroom nor visit the classroom during the day. All parents must report to the office.**

# DISCIPLINE

## 1. Discipline Policy

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint Aloysius Elementary Academy. Students are expected to act with courtesy and respect toward one another and toward all member of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student, who chooses to disrupt the good order of the Academy or to violate a policy or regulation, will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, punishment assignments, denial of privileges, detention, in-school suspension, out of school suspension or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the Academy community or bring discredit to the Academy, will not be tolerated. Such actions or other severe violations of Academy rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and Academy staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the Academy.

An Academy administrator can search a student when he/she has a “**reasonable suspicion**” that the search will uncover evidence that the student has violated the law or Academy rule. The search can be undertaken without a search warrant. Administrators will, however, act reasonably, keeping in mind the age and sex of the student and the seriousness of the infraction. As long as the police have not been summoned, the administrator may question the student without advising the student of his/her rights.

## **Discipline Policy (Cont'd)**

### **2. Discipline Code**

#### **A. Have responsibility for our own actions, which include a respectful attitude toward the rights and properties of others.**

- Disrespect to any member of the faculty or staff, as well as adults helping in the school, will not be tolerated.
- All adults should be greeted according to the time of day - "Good morning", etc., with their names. When adults are passing, students should stand aside and hold doors to allow them to pass first.
- Fighting or abusive language will not be tolerated.
- Care of Academy property (books with clean covers, desks, grounds, buildings, trailers, etc.) and the property of others is expected.
- All notices, signed test papers, signed progress and deficiencies, fees, etc. are to be returned on time. Failure to do so will result in disciplinary action.
- No student may go into a store near or around the Academy, unless accompanied by an adult.
- No student may go into the park on the way to or from school. This is very IMPORTANT for safety reasons.
- No student may walk through the Academy parking lot for safety reasons.
- Any unnecessary disruption of class is unacceptable.
- Students may not use cell phones on Academy property.

Violations of any of these policies will result in disciplinary action.

#### **B. Good study habits are important. Students should:**

- Be fully prepared for class each day.
- Use only Academy theme paper.
- Hand in all work on time. (This includes class work, homework, projects, etc.)
- All work must be done legibly. Correct headings must be used on all papers.
- Be responsible for making up missed work within a reasonable amount of time to be set by the teacher.
- Write in complete sentences.
- Be on time for school and all classes
- Have textbooks and workbooks covered at all times. Only the student's name, grade and title of the book should be on the cover. No drawings or scribbling on books is allowed.

## Discipline Policy (Cont'd)

### **B. Good study habits are important. (Cont'd)**

- Have good attendance records. Absence should be limited to real illnesses. Doctor and dentist appointments should not be made during Academy hours, unless absolutely necessary. The office should be notified by a phone call from a parent if a student is going to be absent or late. Kindly call before 9:00 a.m. This is very important for the student's safety. Absence should be followed by a written note for the homeroom teacher.

### **C. Running and fighting in the building or on the grounds will not be tolerated at any time.**

- Talking or pushing on the stairs is completely unacceptable. This is very important for the student's safety.
- Negative physical contact with another student is never acceptable.
- No loitering by any student on Academy grounds, at any time, is permissible.

Violations of any of these policies will result in disciplinary action.

### **D. Food may not be eaten at any time, in any place, other than the cafeteria, unless permitted by a teacher and supervised by an adult. Chewing gum and eating candy will not be tolerated at any time on Academy grounds.**

### **E. Bathroom Rules:**

- The lavatory is not a playground or hangout.
- There should be no running, fighting or fooling around while using the lavatory.
- The facility should be used properly.
- The shortest route to the lavatory should be taken.
- No smoking, eating, drugs or phones is permitted in the bathroom.
- Cleanliness is important. Keep yourself and the bathroom clean.
- A doctor's note is required if a child needs to use the lavatory frequently.

### **F. Church Attitude:**

- A respectful attitude is expected in Church at all times.
- Silence is to be observed.
- A prayerful and reverent posture should be expressed.
- A student's overall behavior, including paying attention and participation, is expected.

## Discipline Policy (Cont'd)

### G. Cafeteria Rules:

**Health and nutrition are important parts of a child's development; therefore, each child is expected to eat a balanced lunch. All children are required to eat lunch in school.**

- Students should enter and leave the lunchroom in an orderly fashion.
- Students are to remain in their seats at all times (except to purchase food). Children may purchase food and drink as they enter, or when their grade is called.
- Pre-K and Kindergarten helpers are to have lunch first.
- Garbage barrels will be taken around to collect the trash.
- Children, on opposite sides of the tables, are to pass their garbage across the table, to be thrown out by the child closest to the barrel. No garbage is to be thrown across the table.
- Shouting, fighting or throwing food, etc. will not be tolerated.
- Each student is responsible to clean up his/her own eating area. This includes the table, chair and floor.
- No glass bottles are allowed. No soda or candy is allowed. No food from the outside may be delivered to the lunchroom.
- When the bell rings, it is for attention and silence. Once silence has occurred, all must remain quiet.
- Exiting the cafeteria - sections are called to stand and put on coats, etc. Sections exit the cafeteria in a quiet, orderly manner. There is no running or pushing when exiting. On nice days, students, leaving the cafeteria, walk directly to their lines. On inclement days, students return directly to their classroom.
- NO STUDENT MAY LEAVE THE CAFETERIA OR ACADEMY GROUNDS WITHOUT THE PERMISSION OF THE ADMINISTRATION.

### H. Personal Appearance:

**A student's appearance, as well as his/her behavior reflects not only upon themselves, but also on the Academy. Therefore:**

- Student's should keep their hair clean and brushed.
- Long hair should not be below their collars for boys and not below foreheads.
- No buzz cuts or Mohawks are permitted. (Boys)
- Students may not color or streak their hair. Girls may not wear hair extensions.
- Students may not wear excessive jewelry (a watch, ring, a bracelet and necklace only).

## **Discipline Policy (Cont'd)**

### **H. Personal Appearance: (Cont'd)**

- Earrings may be worn only in their earlobe. (Only post earrings may be worn.) No extra large earrings allowed for either boys or girls.
- No other body piercing is allowed (i.e., nose, tongue, etc.).
- Students should bathe regularly.
- Students should keep their uniforms washed and pressed. Any defacing of the uniform will result in suspension.
- Students' shoes should be polished regularly.
- Students may not wear makeup, nail polish or nails beyond the fingertip during school hours or at school related events.
- Leotards are not acceptable.
- No tattoos allowed.

### **3. School Property**

The Academy is a student's second home. More than half of the day is spent within its bounds. Therefore, students should take a personal interest in Academy property, treating it as they would their own. Pride in classroom appearance, especially their desks, should be observed. A student should put his/her desk in order and see that it is cleaned out at the end of each school day.

### **4. Care of Books**

Each child is to carry a back bag. This is to be weatherproof, so that in inclement weather there will be no danger of books getting ruined. Children will not be permitted to take books out of the building without a book bag. Please encourage your child to take proper care of his/her books. Departmental classes are to use book bags when changing classes.

All textbooks and workbooks are to be neatly covered at all times, with the student's name, grade and book title on the cover. If textbooks are lost or destroyed, payment must be made before a new one may be obtained.

Special attention is to be given to the care of library books. If a book is damaged or lost, it must be replaced. The library is used by each class once a week. There is a definite day on which books are to be returned. An overdue charge will be fined for tardy returns.

## **Discipline Policy (Cont'd)**

### **5. Graffiti Policy**

Graffiti is considered a destruction of property belonging to someone else. Destruction of this kind to any property at Saint Aloysius Academy, including outside and inside (classrooms, halls, bathrooms, desks) will be considered a severe offense and will be dealt with in the following manner:

- Parents will be notified.
- Child will clean graffiti, if possible.
- Child will pay for the removal of graffiti.
- Community service to the parish or school will be required. Time will be decided by the administration relevant to the severity.
- Repeated offenses will result in suspension and possible dismissal from school.

### **6. Conduct Referrals**

Conduct Referrals may be sent anytime during the year for a child who deviates significantly from the discipline code. All Conduct Referrals are to be signed by the parent/guardian and returned to school.

### **7. Detention**

Detention is given to any child who does not follow the rules of the Academy. Detention is issued at the discretion of the teacher. Parents will be notified, in writing, the day before detention is to be given. All detention slips are to be signed by the parent and returned to school. Detention may be held either before or after school.

### **8. Suspension**

Suspension is viewed as the result of a serious infraction of Academy rules, such as: repetitive violations of the student contract, or as a means of removal of a student who is potentially dangerous to him/herself or others, especially when physical contact is made with another student. The nature of suspension is determined by the type of offense.

The suspension is imposed by the principal, after consultation with the teacher and child, as to the loss of self-discipline. The parents of the child must meet with the Academy administration and the child before he/she is readmitted to school. Depending on the offense, in-school suspension may also be given to a student. Duration of either type of suspension will be at the discretion of the administration. Records of all suspensions are kept on file in the main office.

## Discipline Policy (Cont'd)

### 9. Expulsion

A child who is unable to adhere to the philosophy and goals of the Academy or willfully continues to disregard the disciplinary contract, can or will be removed from the school. This action would only be undertaken after serious prior incident(s), which are documented. The child's educational needs are not being served within a setting of constant disruption. After consultation with the student-teacher-parent-administration, a mutual decision will be determined.

### 10. Cell Phones and Other Electric Devices

Students may not use cell phones or other electric devices while on Academy property. During Academy hours cell phones, etc. are to be turned off and given to their homeroom teacher until dismissal. If a cell phone goes off during Academy hours or a student is caught using a cell phone, the phone will be taken and given to the Principal. The cell phone will only be returned to a parent/guardian, NOT the student. This includes texting on the cell phone. The administration has the right to have the student access any information, personal or not on any of their electric devices if there is reasonable cause. Likewise, parents should daily check these devices and be aware of what is going on with their child(ren).

### 11. Sexting

**“Using Phones to Send Explicit Sexual Messages and Photographs”** will not be tolerated. A student proven to be involved in this procedure:

- First Offense - Suspension
- Second Offense - Expulsion

## ACADEMIC POLICIES:

### 1. Course of Study

Religion/Family Life	Science & Science Lab	Music
Language Arts	Enrichment	Spanish
Mathematics	Physical Education	Technology
Social Studies	Art	Health / Drug Awareness

### 2.a Academic Studies

Our primary purpose at Saint Aloysius Elementary Academy is quality education and Christian growth for each individual child. Helping students to reach successful academic achievement is one of our goals. Therefore, summer school classes will be required for any child failing a major subject (Reading, Language Arts, Math, Social Studies and Science). Recommendations for summer school will be made by the teacher, in consultation with the administration, who will make the final recommendations to the parents

A decision for retention will be made on the basis of immaturity, failing two subjects and the child's ability. The final decision will be made in consultation with the teacher, parent and administration. Notification of retention is usually made at the end of the second trimester.

A child's ability to perform academically in the eighth grade is of vital importance for his/her graduation and future performance in high school. Any child who does not pass a major subject in the eighth grade, stands a chance of not graduating until the material in that area is successfully completed. Hence, summer school will be recommended before a diploma is awarded. Any student failing two major subjects, will be retained in grade eight. A student who fails one subject must attend summer school before a diploma is awarded.

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A child involved in school sports will not be permitted to continue in that sport for misconduct or if he/she fails any major subject.

### 2.b Concert

Two concerts are performed yearly. One is held in the winter and one in the spring. Every child is required to participate. Participation is a vital element of his/her music grade. Failure to participate will result in a failing music grade. It is important to note that the concert is put on by the children of our school for their families. Although there is no limit to the number of tickets each family may purchase, NO ONE UNDER THE AGE OF 15 YEARS OLD WILL BE ALLOWED TO ATTEND. THE CHILDREN IN PK-8 WILL SEE THE CONCERT DURING SCHOOL TIME.

Knowing how important your child's education and growth are to us, we at Saint Aloysius Academy know you will support and uphold our policy on academic studies.

### **3. Religious Education and Faith Formation**

Faith Formation is the most important element at our Catholic Academy. Religion is taught every day in all subject areas not just in Religion class. The students participate at least once a month in liturgical celebrations in conjunction with the Religion Program. During Advent and Lent students attend Mass once a week. ALL Catholic students are expected to attend Mass every Sunday with their parents and family. The Sacrament of Reconciliation is made available to students in Grades 3 to 8 twice a year (during Advent and Lent). Students are encouraged to receive this Sacrament on their own during the rest of the year.

A non-Catholic student is welcome at Saint Aloysius Elementary Academy. The non-Catholic student is expected to understand and agree that the Academy exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

### **4. Homework**

Daily home assignments are given as a means of reinforcing the day's lessons. Each child will be given a homework assignment notebook, which should be examined and signed by the parent each night. Parents are asked to check the work to make certain that it is completed in a neat fashion. As your child gets older, he/she should assume more independence and responsibility concerning the execution of homework. Children sometimes feel that "study" assignments are not homework. Please help reinforce that it is homework and requires concentration. It would be helpful if a consistent time and study area could be provided. All written work is to be done on theme tablet paper, which can be purchased through the homeroom teacher.

In order that homework may achieve its purpose, it should:

- provide essential practice in needed skills.
- train pupils in good work habits.
- enrich and extend Academy experiences.
- help pupils to budget time.
- bring pupils into contact with out-of-school resources.
- promote growth in responsibility.

### **5. Progress Reports**

Progress reports are issued three times a year to inform parents of their child's academic performance. A parent/guardian, along with the student, must attend conferences to pick up their student's progress report.

## 6. Report Cards

Report cards are given out three times a year by the administration or homeroom teacher. The report card is an indication of the child's progress in academic and personal development. Please do not compare marks of children. It is important that each child works to his/her capacity - not to compete with brothers, sisters or neighbors. Report card envelopes are to be signed by a parent/guardian and returned to school. If there is a consideration of the retention of your child, you will be notified by the end of February by your child's teacher.

## 7. Honors

### Grades PK - 3

It is felt that the current report card does not reflect a grading system to support an awards program for these grades. However, an award will be presented each trimester or marking period to two students in each homeroom, who have shown the most overall improvement.

### Grades 4 -8

#### **First Honors**

"A+" &/or "A" in all subject areas.  
"+" in all subcategories.  
"6" in written communication.  
"S" &/or "O" in all sections of personal development.

#### **Second Honors**

"A+", "A", "B+", &/or "B" in all subject areas.  
"/" or "+" in all subcategories.  
"5" or "6" in written communication.  
"S" &/or "O" in all sections of personal development.

**Effort Roll**

“A+”, “A”, “B+”, “B” &/or “C+” needed in all subject areas.

“/” or “+” in all subcategories.

“4”, “5” or “6” in written communication.

“S” &/or “O” in personal development.

No more than 2 I’s allowed.

No I’s allowed in works to ability, completes classwork, completes homework or demonstrates self-discipline.

A student must have an “S” or “O” in all special classes to receive honors.

No I’s allowed.

A student is eligible for only one category a marking period.

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## **8. Awards**

We hold perfect attendance and punctuality as a value. Therefore, awards are given every trimester to those students who have been present and punctual each day. Perfect attendance for the year is awarded in May / June on the same basis.

Academic awards, which are of the greatest importance, are given in May / June. These awards give credit to students who have worked to their ability. Christian service is also seen as a value. Therefore, awards are given in May / June to students who have served the Academy in anyway.

## **9. Principal's Award**

Names for this award will be submitted to the principal on the first Monday of each month, starting in October and ending in April. Only one name may be submitted each month and no student may receive the award more than once per school year. The student, whose name is submitted, must meet all the criteria listed. If no student has met all the criteria, NO name should be submitted.

### **Academically:**

1. All tests and quizzes for the month have been passed.
2. All homework handed in and on time.
3. Projects assigned are done correctly and handed in on time.
4. All classwork and assignments are done and handed in on time.
5. Work is done neatly.

### **Personally**

1. Well behaved, including growing in self-discipline.
2. Respectful to others, especially adults.
3. Follows directions.
4. Works well with others: peers/adults.
5. Uses his/her time wisely.
6. Willing to help others and give freely of his/her time.
7. No lateness for that month.

## 10. Transfers/Transcripts

Parents/guardians are asked to notify the principal at least one week in advance of the date of transfer. The name and address of the new school are needed for a transfer to be issued and, if moving, a new address. NO transfer will be given to a child unless the Academy is first notified by the parent. All responsibilities, especially financial, are to be taken care of before a transfer is issued.

Transcripts will be sent directly from school to school, when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the "sending" school.

## 11. Freshman For A Day

Each 8th grader will be allowed 2 visits to a high school. These 2 days will be excused absences, **if** the principal receives a note before they attend and proof that they attended. This is for 8<sup>th</sup> graders only.

## 12. Take Your Child To Work

Children may accompany their parent to work. This is an excused absence, **if** the principal receives a note before they attend and the student writes a brief description about the day.

## 13. Student Speakers at Eighth Grade Graduation

Two eighth grade students are chosen to speak at graduation. They are not considered a valedictorian nor a salutatorian. The criteria for choosing these two students is based on the following:

1. High Academic Achievement
2. Participation in Extracurricular Activities
3. Outstanding Behavior
4. Good Attendance
5. Promoting School Spirit
6. Teacher Recommendation
7. Administration Approval

Students chosen have met all of these requirements

# HEALTH AND SAFETY POLICIES

## 1. Arrival and Dismissal

Children, who are picked up and dropped off by car, should do so at the corner of West Side Avenue and Lincoln Park. No car should wait on lower Kensington Avenue or West Side Avenue in front of the Academy, since parking is available in Lincoln Park. Parents, waiting for children, should do so in front of the Church.

It is wise for parents to know the route that is taken by their child to and from school. Please insist that they cross where the police or patrol guards are, or at the light. Instruct them what they are to do in the event that someone stops them or tries to have them go for a ride. Parents should notify the teacher if the child is being dismissed to someone other than the regular supervisory adult.

## 2. Fire and Security Drills

For the protection of all those in our Academy building, fire drills are organized each month. In order to provide for our maximum safety, we must conduct our drills with the greatest seriousness and alertness.

At the first sound of the fire bell, students must go, in SILENCE, to the exit designated for the room in which they are attending class. Students are to return to the classroom in the same orderly fashion. If an exit is blocked, students are to proceed to the nearest possible exit. If students are elsewhere in the building at the time of a fire or fire drill, they are to go outside, join a class and make sure to tell a teacher they are there.

It is important that SILENCE BE KEPT.

During a lockdown students will be instructed, by the teacher, what to do.

An evacuation drill is handled as a fire drill except all students, faculty and staff should report to the Church.

## 3. Insurance

All children (Pre-Kindergarten through Grade 8) are covered by Student Accident Insurance. (This fee is paid by the school.) The carrier is INA – Life Insurance Company of North America.

## 4. Nurse

A nurse is available certain days of the week.

## **5. Administration of Medication**

The administration of medication by school personnel should be discouraged, as it is not normally a function of education. Some children with chronic illnesses and specific disabilities, however, often require medication during the course of the school day. When the administration of medication in school is an issue, the following guidelines must be followed:

- NO MEDICATION WILL BE GIVEN BY THE ACADEMY OR TAKEN BY THE CHILD, UNLESS THE APPROPRIATE FORM IS ON FILE IN THE OFFICE. THESE FORMS ARE AVAILABLE FROM THE OFFICE, AT THE REQUEST OF THE PARENT/GUARDIAN.
- The medication should be brought to school in the original container, appropriately labeled by the pharmacy or physician.
- MEDICATION SHOULD NOT BE KEPT IN THE CLASSROOM. The administration or the nurse should administer the medicine.

### **Policy on Administration of Epinephrine**

As permitted by New Jersey law, the Academy shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### **Parents/Guardians Authorization and Agreements Regarding Liability**

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that, upon administration of the epi-pen, in accordance with procedure below, as provided by law, the Academy and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the Academy and its employees or agents for any such injury, as provided by law.

### **Administration of the Epi-Pen by the Academy**

The Academy nurse shall have primary responsibility for administration of the epi-pen. In the absence of the Academy nurse, another Academy employee, designated and trained in administration of the epi-pen by the Academy nurse, pursuant to New Jersey law, may administer the epi-pen.

## 6. Substance Abuse Policy and Procedure

Saint Aloysius Elementary Academy is a drug free learning environment. We fully seek to comply with the laws of the **State of New Jersey 18A:40** regarding substance abuse. The following policy is being instituted to insure the health and safety of our school community.

The use of drugs and/or alcohol, unless prescribed by a physician, is forbidden by Academy students during school, on academy property, coming to and from school and at any Academy function or event.

Academy Procedure: Any Academy personnel, who suspects the use of alcohol and/or drugs by a member of the student body, shall immediately notify the principal or her designee. The Academy administration shall notify the parents and require an immediate medical examination of the pupil. If the child's physician is not immediately available, the child, accompanied by his/her parent/guardian and a member of the school staff, shall go directly to the local emergency room to determine intoxication or drug influence. A written medical report should be submitted within 24 hours. If the child is found to be under the influence of drugs or alcohol, he or she is to return home and school attendance cannot be resumed until the student submits to the guidelines and criteria set forth by the Academy. (If the written report of the medical examination is not submitted to the parent/guardian or Academy administration within 24 hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol/drug use is received.) A conference will be called at the sole discretion of the Academy to determine re-admittance to classes and Academy activities. Refusal or failure by a parent to comply with the provisions of the policy shall be deemed a violation of the compulsory education and/or child neglect laws.

The following procedure may be invoked, based upon positive test results, due to intoxication or substance abuse:

### First Offense:

- Develop plan of intervention with family.
- Follow-up monthly, with family and student, regarding the intervention plan.

### Second Offense:

- Notification of parents with immediate suspension.
- Enrollment in AA or therapeutic setting.

### Third Offense:

- School expulsion.

Possession of Drugs With Intent to Sell - The Administration Will:

- Notify parents.
- Notify police.
- Consult with all relevant parties to determine the necessity of the removal of the child from the Academy immediately.

The Academy reserves the right, at its sole discretion, or at any time, to suspend or expel a student, on a first or second offense, for alcohol or non-prescribed drug use or abuse or the possession of drugs to sell.

## **7. Child Abuse Policy**

Saint Aloysius Elementary Academy fully seeks to comply with the statute of the State of New Jersey regarding all cases of child abuse and/or neglect. Child abuse cases will be referred to the Division of Youth and Family Services.

In the event that a teacher or school staff member suspects child abuse or neglect, the staff person is to report this to the proper authority. The administration stands ready to assist the teacher in this process. The administration and guidance counselor will also report cases to DYFS, when necessary.

All documentation and relevant information, pertaining to the case, will be kept confidential.

Saint Aloysius will work co-operatively with the Division of Youth and Family Services and other appropriate agencies for the protection of the child.

## **8. Crisis Intervention – Suicide Policy Procedure**

Saint Aloysius Elementary Academy holds a deep concern for the precious gift of life shared by its students. Because of the Christian value placed on each child's life, reports on self-life endangerment will be treated with utmost seriousness.

All members of the Academy community have responsibility towards the well-being of each other. A potential suicide situation shall be immediately reported to the Academy guidance counselor and/or administration, who will promptly interview the child in distress. Based on the interview, the family will be contacted immediately. From the time of the interview, until the child is placed in parental/custodial care, or until the interview indicates other than a potential suicide situation, the child will never be left unattended. All information and documentation concerning the case will be kept confidential.

Saint Aloysius Elementary Academy will work co-operatively with all appropriate parties to diffuse the student crisis and will assist with long term care arrangements, when requested. The endangered child will remain a member of the Academy community. Re-entry to classes and other Academy activities will be determined by appropriate medical documentation and administration authorization.

## **9. Student Pregnancy Policy**

A student, who becomes pregnant, will be treated with concern for her spiritual, emotional and physical well-being, as well as that of her unborn child.

The administration shall support the student and her family in seeking out and receiving adequate medical and counseling facilities within the community.

Each student will be treated on an individual basis, as the best procedure for the continuation of her education. The school will cooperate fully in the procedure.

All documents and incidents concerning the nature of the case will be handled in the strictest confidence. If the father is a student, he, too, will be encouraged to receive counseling.

## 10. When Can Schools Search Students and/or Lockers?

A recent decision of the New Jersey Appellate Court grant school administrators greater leeway in the search and interrogation of students suspected of possessing drugs and weapons.

In the case of **State v. Biancamano**, the Court held that a school administrator can search a student when he/ she has a “**reasonable suspicion**” that the search will uncover evidence that the student has violated the law or a schoolrule. The search can be undertaken without a search warrant. This is a continuation of prior law.

It is essential that the administrator base his/her decision on sensible grounds. It cannot be a mere hunch. The administrator must have concrete information which leads to the “**reasonable suspicion**”. Once the search is undertaken, the scope of the search is not unlimited. Again, “reasonableness” is the catch word. First, the administrator must determine how serious the infraction is. An administrator is granted greater latitude to search for drugs or weapons. However, the administrator must keep in mind the **age** and **sex** of the student.

The Court applied these legal principles to a specific fact situation which is likely to occur in your schools. A Clifton High School student suspected of drug dealing was summoned to the Vice-Principal's office. The Vice-Principal removed two tablets, suspected to be L.S.D. Based upon this evidence, the Vice-Principal found another pen containing forty-three tablets. The student admitted that an eighteen-year-old senior had supplied him with the L.S.D. Based upon this evidence, the Vice-Principal, accompanied by the Principal, began questioning the eighteen-year-old. The senior admitted supplying the younger student with the drugs.

The court addressed whether it was proper for the Vice-Principal to question the senior without first advising him of his right to remain silent and his right to have an attorney present. The court found that a school administrator **does not** have to advise a student of these rights. The Court based its decision on the need of school officials to know whether the law is being violated in their schools. Quite simply, school officials are not law enforcement officials. Therefore, school officials **are not required** to advise students of their rights before they question them. This case was the first time our courts had ruled on this issue.

## **11. Bullying, Harassment and Intimidation Policy**

St. Aloysius Elementary Academy (herein “Academy”), as part of its mission as a Catholic Academy, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student’s ability to learn and the Academy’s ability to educate the students. They are counter to the philosophy of the Academy, as a caring Christian community, formed to proclaim and live the gospel of Jesus Christ.

A complete copy of the policy will be provided upon request.

## **12. Asbestos Management Plan**

The Academy’s asbestos management plan is on file in the Academy office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). The documentation is available, for examination, upon request.

## **13. Acceptable Use and Technology Polices**

### **I. Overview**

Technology is an essential tool in educating the minds of students and preparing them for exposure to an ever-changing world that quickly adapts to new and innovative technologies. All users must exhibit proper behavior and etiquette when using technology provided by the academy, whether they be faculty, staff, or students.

The use of the academy’s Internet, network capabilities, and technology provided by the academy is not a right, but a privilege. The use of any technology must be in support of the educational and theological missions and objectives set by the Archdiocese of Newark and the academy. Inappropriate use may result in the cancellation of these privileges. The Technology Coordinator will deem which actions are inappropriate and, with consultation with the Principals, may take away and close any faculty, staff, or student privileges and/or accounts. Academy authorities may take any other disciplinary actions for any unacceptable behaviors. Additionally, the cost of any damage and repairs caused by inappropriate behavior is the responsibility of the student and their family.

Prior to being granted access to the academy’s computers and networks, all staff members and students in grades 4-8 must return the signed Acceptable Use and Technology Policies Contract. Students in lower grades must return the Technology Promises form. These agreements must be signed and completed annually.

### **13. Acceptable Use and Technology Policies – Overview (Cont'd)**

Users, who send, receive, and/or store materials on academy computers have no right to privacy. These materials are considered school property and are subject to search. The academy has the right to any and all files sent in its network and saved on machines. Any files or messages relating to or in support of illegal activities must be reported to the authorities. The Technology Coordinator supervises the use of the academy's computers and has access to all machines. He/she is authorized to access all files and emails and may authorize access to anyone as necessary.

Faculty and staff blend conscious use of technology and network capabilities throughout their curriculums and provide thoughtful guidance and instruction to students. The academy provides filtering and controls to the computers in consultation with the Principals. This is to ensure the safety and security of our students from known malicious intent via the Internet. Outside of the academy, parents and guardians are responsible for the education and monitoring of their students while on the Internet, as they do with other forms of media such as television, music, movies, etc. The academy is not responsible for the intentional misuse of the Internet or equipment.

#### **Acceptable Computer and/or Internet Use**

1. The academy provides technology for purely educational purposes. These include: classroom instruction, research, and/or approved projects. To accomplish this, the academy's computers may be used to access research databases, information libraries, and collaboration with peers.
2. Anyone using the academy's technologies must abide by the common rules of network etiquette. These rules include, but are not limited to: politeness, proper citation of used resources, and using acceptable and appropriate language online.

#### **II. Inappropriate Behavior**

Inappropriate behavior with the academy's technology is unacceptable and will be reported immediately to the Technology Coordinator and the Principals. These behaviors include, but are not limited to:

1. Refusing to follow and abide by the aforementioned common network etiquettes.
2. Trying to or attempting to log on to the academy network using an account that does not belong to the user. Sharing passwords with unauthorized users is not permitted.
3. Sending any malicious comment or photograph regarding a fellow student or a faculty member. Any form of electronic harassment, false accusation, racist or derogatory remarks, promotion of illegal products or activity, and/or behavior deemed immoral or besmirching of the academy's name.

### **Inappropriate Behavior (Cont'd)**

4. Exchange of any material that is in violation of any national, state, or local laws, including but not limited to: copyright, piracy, blackmail, and/or obscene materials.
5. The usage of the official academy seal, name, or trademark on personal websites. The academy also discourages the use of personal information on websites that are not secured.
6. Publishing materials, on or off site, on the Internet that may discredit the academy or damage the integrity of its students.
7. Interaction between students and faculty members that are not school related.
8. Any access to inappropriate and offensive materials (graphic or displaying of unlawful messages) and other materials that are derogatory, obscene, threatening, and illegal. The academy also bans the downloading and installing of unauthorized software.
9. Attempting to corrupt, damage, and/or vandalize the academy's systems, networks, and machines. This includes the creation and distribution of viruses, spyware, and/or adware, attempting to gain access to unauthorized servers that could lead to the installation of malware, destroying or harming data of another user, and seeking to bypass the security measures established by the academy.
10. Using the academy's network to hinder or disrupt its use or attempting to alter the academy's system or data.
11. Using the academy's network to solicit funds or services and promote political ideals and candidates.
12. Assisting others in violating the above policies.
13. Abuse of the academy's technology privileges and policies that were not specifically mentioned above.

### **III. Prohibited Use Unless Otherwise Authorized by Administration**

- a. Access to personal email
- b. Instant messaging or online chats
- c. Participation on online discussion boards and forums
- d. The use of websites that allow access (download and/or upload) to media content such as music, videos, photographs, etc.

### **IV. Banned Websites**

The academy bans access to the following sites in all student accounts: **Facebook, Tumblr, Twitter, Instagram, Reddit, BuzzFeed, Pinterest, and Youtube.**

**Acceptable Use and Technology Policies Contract**  
**Saint Aloysius Elementary Academy**  
**Diocese of Newark**

**USER** (must be signed by faculty, staff, and students in grades 4-8)

I understand and will abide by the above written policies set by **Saint Aloysius Elementary Academy**. I also understand that any violation of this agreement may be unethical and can damage the reputation of the academy and to its faculty members and the students. Should I commit any of the violations stated in **Article III** of the **Acceptable Use and Technology Policies**, my access to the academy's computers and/or networks may be revoked, and disciplinary action and/or legal actions may be taken.

**User's Full Name:** \_\_\_\_\_

**User's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read and agreed to the **Acceptable Use and Technology Policies** set by **Saint Aloysius Elementary Academy**. I understand that access to the academy's technologies is a privilege and is used for educational purposes. The academy has taken the necessary steps and precautions to eliminate any material that may be deemed inappropriate or harmful to its users. However, I acknowledge that the academy cannot restrict access to all harmful materials, and I will not hold the academy responsible for materials acquired online. I further accept full responsibility for supervision of my child's use of technology outside of the classroom setting. I hereby give my permission to issue an account for my child.

**Parent/Guardian(s) Name:** \_\_\_\_\_  
**(Please Print)**

**Parent/Guardian(s) Signature:** \_\_\_\_\_

#### 14. Policy on Sexuality and Agreement for Student Enrollment

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to one and the other. Each of the man and woman, should acknowledge and accept his sexual identity." (Section 2393, Catechism of the Catholic Church).

*"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is a model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."*

If a student's expression of gender or sexual identity should cause confusion or disruption at the Catholic School, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

#### Provisions

##### **Text of Catechism of the Catholic Church Used to Inform Expression of Sexual Identity Draft Policy:**

**2331** "God is love and in himself he lives a mystery of personal loving communion. Creating the human race in his own image . . . God inscribed in the humanity of man and woman the vocation, and thus the capacity and responsibility, of love and communion."<sup>115</sup>

"God created man in his own image . . . male and female he created them";<sup>116</sup> He blessed them and said, "Be fruitful and multiply";<sup>117</sup> "When God created man, he made him in the likeness of God. Male and female he created them, and he blessed them and named them Man when they were created."<sup>118</sup>

**2332** Sexuality affects all aspects of the human person in the unity of his body and soul. It especially concerns affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others.

**2333** Everyone, man and woman, should acknowledge and accept his sexual identity. Physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life. The harmony of the couple and of society depends in part on the way in which the complementarity, needs, and mutual support between the sexes are lived out.

**2334** "In creating men 'male and female,' God gives man and woman an equal personal dignity."<sup>119</sup> "Man is a person, man and woman equally so, since both were created in the image and likeness of the personal God."<sup>120</sup>

**2335** Each of the two sexes is an image of the power and tenderness of God, with equal dignity though in a different way. The union of man and woman in marriage is a way of imitating in the flesh the Creator's generosity and fecundity: "Therefore a man leaves his father and his mother and cleaves to his wife, and they become one flesh."<sup>121</sup> All human generations proceed from this union.<sup>122</sup>

**2357** Homosexuality refers to relations between men or between women who experience an exclusive or predominant sexual attraction toward persons of the same sex. It has taken a great variety of forms through the centuries and in different cultures. Its psychological genesis remains largely unexplained. Basing itself on Sacred Scripture, which presents homosexual acts as acts of grave depravity,<sup>141</sup> tradition has always declared that "homosexual acts are intrinsically disordered."<sup>142</sup> They are contrary to the natural law. They close the sexual act to the gift of life. They do not proceed from a genuine affective and sexual complementarity. Under no circumstances can they be approved.

**2358** The number of men and women who have deep-seated homosexual tendencies is not negligible. This inclination, which is objectively disordered, constitutes for most of them a trial. They must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided. These persons are called to fulfill God's will in their lives and, if they are Christians, to unite to the sacrifice of the Lord's Cross the difficulties they may encounter from their condition.

**2359** Homosexual persons are called to chastity. By the virtues of self-mastery that teach them inner freedom, at times by the support of disinterested friendship, by prayer and sacramental grace, they can and should gradually and resolutely approach Christian perfection.

**2393** By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.

#### **14. Policy on Sexuality and Agreement for Student Enrollment (Cont'd)**

##### **LETTER TO THE BISHOPS OF THE CATHOLIC CHURCH ON THE PASTORAL CARE OF HOMOSEXUAL PERSONS**

The Church, obedient to the Lord who founded her and gave to her the sacramental life, celebrates the divine plan of the loving and life-giving union of men and women in the sacrament of marriage. It is only in the marital relationship that the use of the sexual faculty can be morally good. A person engaging in homosexual behavior therefore acts immorally.

To choose someone of the same sex for one's sexual activity is to annul the rich symbolism and meaning, not to mention the goals, of the Creator's sexual design. Homosexual activity is not a complementary union, able to transmit life; and so it thwarts the call to a life of that form of self-giving which the Gospel says is the essence of Christian living. This does not mean that homosexual persons are not often generous and giving of themselves; but when they engage in homosexual activity they confirm within themselves a disordered sexual inclination which is essentially self-indulgent.

As in every moral disorder, homosexual activity prevents one's own fulfillment and happiness by acting contrary to the creative wisdom of God. The Church, in rejecting erroneous opinions regarding homosexuality, does not limit but rather defends personal freedom and dignity realistically and authentically understood.

## 14. Policy on Sexuality and Agreement for Student Enrollment (Cont'd)

### AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church. Among other things, the Catholic Catechism states: *“By creating the human being man and woman, God gives personal dignity equally to one another. Each of them, man and woman, should acknowledge and accept his sexual identity. (2392 Catechism of the Catholic Church.)*

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated *“Our body itself establishes us in a direct relationship with the environment and with other living beings,” and that “learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.” ... .. “Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.”*

Consequently, among other things, the Catechism of the Catholic Church states: *“By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (2393 Catechism of the Catholic Church.)*

As in the case of students, if serious concerns arise as to a parent’s position or action with respect to the tenets of the Catholic faith, then parents will be counselled by the School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from the School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic School.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with principal and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

## AGREEMENT FOR STUDENT ENROLLMENT (Cont'd)

Parents understand and acknowledge that the policy and doctrine of Catholic Schools are firmly rooted in the Catholic Faith. Accordingly, parents acknowledge and agree that in the case of disagreement as to parents' or students' obligations hereunder, or regarding the tenets of the Catholic Church, the matter will be presented to the Archbishop or his designee for interpretation and/or decision. Any decision of the Archbishop or his designee shall be final, conclusive and binding.

Date:

Signature of Parents or Guardians: \_\_\_\_\_

If Guardian, state relationship to student(s): \_\_\_\_\_

Signature of the Principal(s): \_\_\_\_\_

## DRESS CODE

### 1. Complete Uniform Must Be Worn At All Times.

September & October and April, May & June:

**Girls: Grades Pre-K – 3**

Red Plaid Skort  
Black Polo  
White Knee Socks  
Solid White Sneakers

**Girls: Grades 4 – 8**

Solid Black Skort  
Red Polo  
White Knee Socks  
Solid White Sneakers

**Boys: Grades Pre-K – 4**

Black Pants or Shorts  
Red Polo  
White Crew Socks  
Solid White Sneakers

**Boys: Grades 5 – 8**

Black Pants  
Red Polo  
White Crew Socks  
Solid White Sneakers

**1. Complete Uniform Must Be Worn At All Times. (Cont'd)**

November - April

**Girls: Grades Pre-K – 3**

Red Plaid Skort  
White Blouse (Peter Pan Collar, Long or Short Sleeve)  
Black Button Down Sweater  
Black Socks  
Black Mary Jane Shoes  
Plaid Crisscross Tie

**Boys: Grades Pre-K – 3**

Black Pants  
White Shirt (Broad Cloth/Long or Short Sleeve)  
Black Belt  
Black Button Down Sweater  
Black Socks  
Black Tie Shoes  
Red Tie

**Girls: Grades 4 – 6**

Solid Black Skort  
White Blouse (V-Neck/Long or Short Sleeve)  
Black Vest Sweater  
Black Socks  
Black Tie Shoes  
Red Crisscross Tie

**Boys: Grades 4 – 6**

Black Pants  
White Shirt (Broad Cloth/Long or Short Sleeve)  
Black Belt  
Black Vest Sweater  
Black Socks  
Black Tie Shoes  
Red Tie

**Girls: Grades 7 – 8**

Solid Black Skort  
White Blouse (V-Neck/Long or Short Sleeve)  
Black Pullover Sweater  
Black Socks  
Black Tie Shoes  
Red Crisscross Tie

**Boys: Grades 7 – 8**

Black Pants  
White Shirt (Broad Cloth/Long or Short Sleeve)  
Black Belt  
Black Pullover Sweater  
Black Socks  
Black Tie Shoes  
Red Tie

The uniforms worn in September, October, May and June are considered “Summer Uniforms”.  
The uniforms worn from November to April are considered “Winter” and “Mass” Uniforms.

**2. Incomplete Uniforms Must Be Accompanied By a Note From a Parent or Guardian.**

**3. Gym Uniforms are Required: Sneakers, Gym Tee Shirt, Gym Sweat Shirt and Pants. No Jewelry May Be Worn During Gym Class. At All Times. (Cont'd)**

**Gym Uniform for All Students:**

Red Sweat Pants  
Red Tee Shirt  
Red Sweat Shirt  
Any Color Sneakers (No Heelys are allowed.)

## MISCELLANEOUS

### 1. Academy Contract

The Academy contract is a mutual agreement between the parent, student and the Academy. The parents and students abide by and accept the responsibilities set forth by teachers and administrators. This contract becomes effective at the beginning of each school year. It is signed by the students and parents, after all groups understand and agree to its requirements. Parents are encouraged to help their children abide by these rules for the entire school year.

### 2. Stationary Needs

There will no longer be a "School Store". Some stationary (i.e., theme tablets, notebooks, folders, etc...) will be available through the student's homeroom teacher.

### 3. After School Program

The After School Program is offered every day, from 3:00pm to 6:00pm. All children from Saint Aloysius Elementary Academy are eligible to attend at a \$65.00/week fee. The program consists of supervised study, play and activities. On half days, for faculty meetings, the after school program is available from 12:00pm to 3:00pm for an additional \$5.00 fee, although it is not available on half days before a holiday. There is a \$15 registration fee. A non-registered student, who wishes to use the after school program, will pay \$25.00.

### 4. Before School Program

The Before School Program is offered every day, from 7:15am to 8:15am. All children from Saint Aloysius Elementary Academy are eligible to attend at a \$25.00/week fee. The program consists of supervised play and activities. There is a \$12 registration fee

### 5. Field Trips

On occasion, Saint Aloysius Elementary Academy will sponsor and conduct fieldtrips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip, unless a signed parent/guardian permission slip for the specific event is submitted to the Academy. The permission slip form is provided by the Academy at the time of the trip. The entire form must be returned to the Academy, along with the fee.

### 6. Guidance Department

Presently there is no full time Guidance Counselor. Counseling is done by the administration and a part time Guidance Counselor, provided by the Jersey City Board of Education's Title One Program. If further help is needed, referrals will be made to outside agencies.

## Miscellaneous (Cont'd)

### 7. PK & K Graduations

No one under the age of 15 is permitted to attend. Siblings who attend St. Aloysius will be called to the gym for the ceremony. Each family will receive 6 tickets.

### 8. Eighth Grade Graduation Ceremonies

- Baccalaureate Mass – Opened to everyone.
- Luncheon – Two parents and graduate.
- Graduation - 8 tickets – everyone attending, no matter what age, needs a ticket.

### 9. National Junior Honor Society

A full explanation of the National Junior Honor Society will be provided upon request.

### 10. Birthday Parties

Due to the fact that so many students suffer from food allergies, no birthday parties will be allowed to be celebrated in school. Goodie bags may be sent with students in Grades PK & K only to be given out at dismissal. However, **no food may be included in their goodie bags.**

### 11. Holiday Parties

Each child will bring his/her own snack for this type of party. No sharing of food will be allowed.

### 12. Telephone

Students will not be able to use the phone for forgotten books, papers, gym equipment or lunch. They will be permitted to use the telephone in case of an emergency. Students are not allowed to have cellular phones on their person. If a student is caught using a cell phone, including texting while on school property, or if a cell phone goes off during school time, the cell phone will be taken from the student and returned only to a parent or guardian.

## Miscellaneous (Cont'd)

### 13. International (SEVIS) Students

SEVIS students applying to Saint Aloysius Elementary Academy must meet all the requirements stated under the admissions policy (please refer to page 6) plus the following:

- Proficiency in the English language
- Written letter of referral or recommendation from the president or principal of the student's previous school
- Full transcripts from all previous grades
- Enrollment of "eighth grade age" students must take place before September 15<sup>th</sup>.
- No student over the age of 13, as of September 30<sup>th</sup>, will be accepted into the eighth grade class.