

ST. ALOYSIUS ACADEMY **for BOYS**

**401 S. Bryn Mawr Avenue
Bryn Mawr, PA 19010**

PARENT - STUDENT HANDBOOK

*Acceptance at St. Aloysius Academy implies
that parents and students will be governed by
the policies stated in this handbook.
The Academy reserves the right to interpret rules and policies
as individual situations and needs arise.*

Revised: Summer 2008

ST. ALOYSIUS GONZAGA

Aloysius lived in the castle of the Gonzaga family in Italy. As a little boy he spent some time with his father in the army. There he picked up rough language. His mother scolded him and taught him what a terrible thing it was to offend God. He began to love prayer and to think about his soul and God.

Aloysius was sent to Madrid in Spain to become a page to a prince and to receive an education. But his motto was “I was born for greater things.” At twenty he signed away forever his right to the lands of the Gonzaga family and became a Jesuit novice.

Aloysius’ fellow students loved him because he was kind and willing to help them. They respected him because of his great love for purity.

In Rome, Aloysius took care of the sick in the hospital and before long he himself became ill. Aloysius never reached the priesthood. He passed away quietly as he gazed at a crucifix where he found strength to suffer. He was only twenty-three years old. He is a patron saint of young people.

His feast day is June 21st.

Mission Statement

ST. ALOYSIUS ACADEMY

**is a private Catholic elementary school
committed to the spiritual,
moral, and academic development
of each student.**

**St. Aloysius prepares young boys
to assume with confidence
roles of Christian leadership and service .
Through the dedication and commitment
of a caring faculty and staff,
each student is encouraged
to recognize and develop
his God-given gifts and talents
so that he will be prepared to meet
with Christian fortitude
the challenges and demands
of an ever-changing world.**

The principal reserves the right to make changes in the school handbook at her discretion.

ADMISSION POLICY

St. Aloysius Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. Similar policies apply to the school staff. The Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

ABSENCE

Since absence interferes with a student's progress, every student should be present daily. In the event of illness, death in the family, or other urgent reason, the student must present a written excuse from his parents to the homeroom teacher. Notes for absenteeism are kept on file for the entire school year. Students are required to make up work missed during absence.

Failure to do so may result in an incomplete (Inc.) on the report card. This remains in effect until the work is made up to the satisfaction of the teacher. The time frame for make-up is limited to no more than two weeks.

There is no responsibility on the part of the Academy to provide homework for students who are absent due to vacation. Parents should consult with the teacher as to the feasibility of giving assignments.

Parents of seventh and eighth-grade students are requested to call by 9:00 AM if their son will be absent. Students absent 5 consecutive days must have a doctor's note.

ACADEMICS

Students are required to pass all subject areas. A failure in any subject must be brought to a passing grade for the next report period. Failure to do so results in parent / teacher / principal consultation with possible dismissal from the Academy.

ACCEPTABLE USE POLICY FOR TECHNOLOGY (Refer to pp. 12/13)

BOOKS

Textbooks are provided at great expense. Books must be covered and handled carefully. All books must be carried to and from school in a school bag. If a book is lost, mutilated, or destroyed, the parents must assume the cost. Lost library books are subject to fines to compensate for the value.

BUS SERVICE

Bus transportation is handled through the school district of the student's residence. Transportation is provided to individual students within a ten-mile radius from the perimeter of the school district. No student may ride a bus other than the one to which he has been assigned. Students who are not registered with the transportation department in their local school district may not ride the bus.

Students are expected to conduct themselves in an orderly manner and to show respect for the bus drivers. Students are expected to remain in their seats at all times and to be cooperative in order to insure the safety of all. If it is necessary for the bus driver to issue a citation to the student, an additional disciplinary action will be taken by the Academy. The principal has the authority to suspend or dismiss any student from the bus for inappropriate behavior.

COMMUNICATION ENVELOPE

The Academy communicates with the home through the family communication envelope sent home with the youngest child in the family once a week. Parents are asked to initial the envelope and return it to the homeroom teacher on the following day. Flyers that do not relate directly to Academy activities or business may not be sent home. If the communication envelope is lost, replacement fee is \$1.00.

CONFERENCES

Meetings between teachers and parents are seen as vital to the growth and development of students. A parent who wishes to see a teacher or any member of the school staff concerning his/her child should send a note to the particular person involved. The faculty/staff member will contact the parent and set up a mutually agreeable date and time for a conference. At no time should a parent come into the classroom before or after school without

an appointment. If a difficulty arises concerning conduct or academic work, please contact the teacher involved before the matter is brought to the attention of the principal.

If it is necessary to call a teacher, he/she may be reached at school before 8:20 A.M. or after 3:15 P.M. At no time may a teacher leave class to speak with a parent. Time is provided for parent/teacher conferences after the first trimester and by appointment at other times.

CUSTODY

Separated or divorced parents are required to provide appropriate legal documentation regarding the custodial rights of each parent.

DELAWARE COUNTY INTERMEDIATE UNIT

St. Aloysius Academy is entitled to the services provided by the Delaware County Intermediate Unit. These services include diagnostic educational evaluations, psycho-educational evaluations, counseling, and speech therapy. Services are generally initiated by the classroom teacher in conjunction with the parent.

DISCIPLINE

The essence of Christian discipline is self-discipline. Students need to realize that the observance of rules brings about harmony and order, and that the rules of the school are aimed at safeguarding their liberties rather than curtailing them. It is the intent of the Academy to develop this self-discipline in each student and to instill proper attitudes toward discipline and responsibility. Permissiveness and severity are two extremes to be avoided.

The Academy expects students to comply with directives and policies. Students must be respectful, courteous, and attentive to teachers and staff at all times. They must show respect and consideration for their classmates. Classroom discipline is handled by each teacher. This includes general classroom management, behavior, assignments, etc.

Continuous disregard for school regulations and policies will result in disciplinary action at the discretion of the teacher or principal. It may be necessary to suspend a student if there is a serious violation or blatant disregard for school regulations, moral impropriety, truancy, violence, threats (words or other perceived methods of intimidation), bullying, smoking, stealing, cheating, enabling cheating, or other conduct inside or outside the Academy deemed inappropriate or detrimental to the reputation of the Academy. Students found in possession of a weapon, illegal drugs, or pornographic material may be suspended with possible dismissal from the Academy. Every student has the right to a school environment that is conducive to learning. Any student who consistently disrupts this environment, either inside or outside the classroom, may be dismissed. When suspension is deemed necessary, the student's parents/guardians will be notified. A written record of such suspension is kept on file. Any suspension makes a student liable for dismissal.

Dismissal is viewed as a radical action at which point the Academy is saying that the student's interests would be better served in another environment and that it is counter-productive for the student to continue as a member of the Academy community.

St. Aloysius Academy reserves the right to dismiss any student at any time whose conduct is considered to be inconsistent with the goals and philosophy of the Academy and the values of the IHM Congregation. The Academy reserves the right not to invite a student back for the next academic year if behavior, attitude, or academics are not in keeping with the policies and philosophy of the Academy. Parents are encouraged to cooperate with the school in teaching these values and principles. Parents/guardians who do not cooperate with the Academy may be asked to withdraw their son. The common good is the priority of the Academy.

The principal is the final recourse in all disciplinary matters and reserves the right to waive any and all regulations for just cause at her discretion.

DISTINGUISHED HONORS AND HONORS

To be eligible for *Distinguished Honors*, a student must

- be in grade 7 or 8
- maintain a 94 or above in each major academic area and a 90 or above in Accelerated Math and Latin
- maintain an S (*satisfactory*) in all other academic areas
- maintain a G (*good*) in conduct

To be eligible for *Honors*, a student must

- be in grade 7 or 8
- maintain an 88 or above in each major academic area and an 85 or above in accelerated math and Latin
- maintain an S (*satisfactory*) in all other academic areas
- maintain a 94 or above in conduct

DRESS CODE

The appearance of students should be conducive to learning; therefore, students are expected to be neat, clean, and in uniform at all times. Current fads in dress are not acceptable. The following is the uniform requirement at the Academy:

- *regulation navy blazer with school emblem
- *regulation gray dress slacks with black dress belt
- *regulation white shirt with no decoration
- */**regulation navy tie (K-6); red and navy tie (7,8)
- navy blue or black dress socks; black or beige/black buck shoes (oxford tie or loafer)

For unusual circumstances, a note should be sent to the principal requesting an exemption for a short period of time.

SUMMER UNIFORM

During September, most of October, May and June, students may wear a white polo shirt embroidered with the school name. This will replace the tie, white shirt, and blazer. The polo shirt may be purchased through the school store.

GYM UNIFORM

Students must be in full uniform for physical education classes. This includes

- **regulation navy shorts
- **regulation white and blue shirt
- white crew socks
- non-marking sneakers

- * sold through Flynn and O'Hara Uniform Company
- ** sold at St. A.A school store

HAIRSTYLES: Boys' hair cuts are to be neat and clean — neither excessively long nor excessively short. Haircuts should not be a source of distraction to others. Fad hairstyles and hair dying are not acceptable.

JEWELRY: Earrings, rings, necklaces, and fad jewelry are not permitted. Religious medals on thin chains may be worn under the white shirt.

DRILLS

Fire drills and bomb-scare drills are held regularly. Every person leaves the building quickly and orderly; lights are extinguished and all doors are closed. Roll books are carried out by teachers. Fire drill directions are posted in each classroom, and students should be aware of the exit directions in any area of the building they might be using during the course of the day.

Weather-related drills / shelter –in-place (code orange) are held periodically. Students, faculty, and staff are assigned to a specific room on the lower level. Code red requires that classroom doors be locked and that students and teacher remain inside the classroom until the all-clear signal has been given.

DRUGS AND OTHER SUBSTANCES

No student may use, possess, sell, or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school sponsored events. The term “alcohol, drugs, and other substances” shall be construed throughout this policy to refer to the use of all substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel or designated personnel with written orders from a physician and parent.

EARLY DISMISSAL

If it is necessary for a student to leave school before the scheduled dismissal time, the parent must report to the school office and sign the child out on the checkout sheet. The sign out is a protection for the parent and the school. The student should know the time he will be expected to meet his parent in the office. This should eliminate class interruptions. It is a courtesy to the teacher to present a note stating the time and the reason for early dismissal.

ELECTRONIC DEVICES, COLLECTIBLE ITEMS, GAMES

Personal CD players, beepers, pagers, cellular phones, hand-held video games or any other personal electronic/mobile devices or collectible items are not permitted in school. These can be distracting or disruptive to the learning environment and may not be seen, heard, or viewed during school hours. The Academy is not responsible for lost or stolen items. Items taken by faculty or staff will be returned at a later date.

E-MAIL GUIDELINES (Refer to p.14)

EMERGENCY CLOSING

The SNOW CODE for St. Aloysius Academy is #500. Parents should listen to KYW for this number. It is important that parents know the code for their school district of residence to be aware of transportation delays and cancellations. A special emergency dismissal form is sent home in early November. Additional information will be posted on the website.

EXTENDED DAY

Students in grades K-4 may remain after school in the extended day program. The program begins at 3:15 and ends at 6:00. Information is sent home at the beginning of the school year detailing the various aspects of the program.

EXTRA-CURRICULAR ACTIVITIES

St. Aloysius Academy sponsors various extra-curricular activities:

Athletics: Varsity and junior varsity teams in all sports — practice is after school

Student Council: Elected members meet monthly during lunch period or after school.

Christmas/Spring Programs:

Students participate in these two family events

Yearbook: Students who qualify meet after school.

Clubs: Each fall and spring

FEEES

All agreed upon tuition and fees must be paid in full before a student may return the following school year or before a student may participate in graduation activities/exercises. If a student transfers, academic records are withheld until tuition and fees have been paid. Music fees must be paid in full before a student may continue with lessons. Athletic fees are due by a specific date for each sport. A student may not participate in the next seasonal sport unless previous fees have been paid.

FIELD TRIPS

Educational field trips are encouraged but not required. Parents request in writing that the Academy permit their son(s) to take part in field trips. For a student whose behavior may cause concern, the teacher may request that he not attend or that one parent/guardian accompany him. Faculty members, assisted by other adults, must

accompany the students. All trips originate and terminate at the Academy since they are school-sponsored activities. All methods of transportation must be adequately insured.

HOMEWORK

Homework is an assignment given by the teacher that reinforces a concept presented in class. This assignment includes both written and study material. While not precluding parent help, assignments should be done by the student independently and should not require undue parental assistance or involvement. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time allotments are suggested for homework:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90 minutes . . .

The school realizes that teachers, students, and subjects vary. The objective is not time but the extension of learning beyond class time. If a student is absent, parents should check HUBS on the website for assignments. Parents may call the main office for student books before 10:30 A.M. Books can be picked up on the bench outside the office after 2:30 P.M. This arrangement is to minimize classroom distraction and interruptions.

LATENESS

A student is considered late after 8:30 A.M. An admission slip must be obtained from the school office before entering the classroom. Excessive lateness is detrimental to a student's progress in school and continual lateness will require an appointment with the principal. It is the parents' responsibility to insure the punctuality of their son(s).

LEADERSHIP COUNCIL

Qualifications for nomination for President (Gr. 8) and Vice-President (Gr. 7 or 8) . . .

The student must

- A. have attended St. Aloysius for one year before the election.
- B. have a cumulative general average of 90 or above with no major subject average lower than 85 and an S in all other academic areas.
- C. have a 94 or above in conduct.

Qualifications for nomination for Secretary (Gr. 7 or 8), Secretary of Religious Affairs (Gr. 7 or 8), Secretary of School Spirit (Gr. 7 or 8), Class Representative (Gr. 5-8)

The student must

- A. have attended St. Aloysius for one year prior to the election.
- B. have a cumulative general average of 85 or above with no major subject average lower than 80 and an S in all other academic areas.
- C. have a G (*good*) or 94 or above average in conduct .

Elected officers must maintain the standards that were used in the selection process, carry out the duties assigned to their specific offices, and consistently uphold school policies. Failure to do so will result in a probationary period of one trimester. Dismissal from the Leadership Council may result if standards are not maintained.

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LOST AND FOUND

All items of clothing should be marked with your child's name. Lost articles are kept for a short period of time and then given to a local collection agency.

LUNCH

Good manners are expected at all times in the cafeteria. Proper eating habits, moderate voice level, courtesy, and proper attire are part of the cafeteria environment.

The cafeteria lunch program is available for those who wish to purchase lunch each day. Each student has an account into which money may be deposited. Parents are notified when the account balance is \$10 or less. Students may bring lunch from home (no glass containers). All food must be eaten in Katharine Drexel Hall or assigned area.

MEDICAL APPOINTMENTS

Arranging doctor or dental appointments during the school day is strongly discouraged. Parents are requested to schedule appointments on school holidays or after school.

MEDICAL INFORMATION

The clinic is available during school hours for students who become ill. If in doubt as to your son's health in the morning, please keep him home. The school nurse is available only one half-day per week. If a student is absent 5 consecutive days, a doctor's note is required.

Medications

Physicians should be encouraged to prescribe medication for children before and after school. However, the Academy nurse will dispense medications when prescribed. If a student is in need of medication during the school day, the following requirements must be met:

Prescription medications must

- be clearly identified as to the name and type of medication.

- be in the original container.
- carry a prescription label with the student's name, drug identity, dosage instructions, doctor's name, and current prescription date.
- have a note dated and signed by the parent indicating the student's name, dosage, time, and other pertinent information.
- be kept in the school office or clinic and administered by the school nurse or her designee.

Non-prescription medications must

- be in the original container.
- be clearly identified as to the name, type of medication, and dosage instructions.
- be accompanied by a note signed and dated by the parent giving the student's name, drug identity, dosage instructions, time, and other pertinent information.

E. G.

Please give (student name) one teaspoonful of (brand name) cough medicine at (time).

Signature: _____

Date: _____

A non-aspirin analgesic will be administered to a student only with the written permission of a parent as noted on the emergency health card. This need should be infrequent. Permission via the telephone is not sufficient. Students may not carry medicine on their person nor self-administer medication.

Immunizations

Immunizations are required for all students entering school for the first time at the kindergarten or first-grade level.

- Diphtheria and Tetanus -- 4 or more properly spaced doses of DTP, DtaP, Td, or DT, or any combination of the three with one dose administered on or after the fourth birthday
- Polio - 3 or more properly spaced doses of polio vaccine (IPV or OPV)
- Measles (Rubeola), German Measles (Rubella), or Mumps - 1 dose of each preferably given as MMR on or after the first birthday
- Measles (Rubeola) - a second properly spaced dose, preferably give as MMR
- Hepatitis B - 3 properly spaced doses of vaccine

Children entering pre-Kindergarten must have all age-appropriate immunizations and maintain a schedule to have all of the above completed before entering Kindergarten. A dental exam is required for student students in K, 3, and 7 and all new students; a physical exam is required for students in K and 6 and all new students.

MUSIC PROGRAM

St. Aloysius Academy has a comprehensive music curriculum. Instrumental, piano, and choral lessons are available as well as opportunities to play in the band, jazz band, marching band, and percussion ensemble according to ability and achievement. A handbook is available upon request.

PARENT INVOLVEMENT

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Cooperation of parents with the school is expressed by

- sending their son to school physically fit, clean, and properly dressed and fed.
- assisting their son in his spiritual, academic, and moral development through careful attention to his report card, supervising home study and cooperating with the school in matters of activities, recreation, and discipline.
- discovering their son's special interests and talents so that they may be developed to the fullest.
- sending a written explanation each time their son is absent from school.
- taking an active role in the Parent Association.

PARENT ASSOCIATION

The St. Aloysius Academy Parent Association is a vital part of the school community. Meetings of the Executive Board are held monthly during the school year. Social and fund-raising activities are planned with active parent participation. An Association fee is requested at the beginning of the school year.

REMEDIAL READING

The services of a remedial reading teacher are available three days a week for students who need extra help in phonics, comprehension, and oral reading. This help is given to marginal students primarily in grades 1-3 who are expected to be mainstreamed into the regular classroom setting within a reasonable amount of time. Entrance into the program and withdrawal from the program are considered after team consultation which includes parents, teacher(s), and reading specialist. Parents must sign an Agreement Form provided by the Academy.

REPORT CARDS

Report cards are issued to grades 1 through 8 three times a year. Students in grades 4 - 8 who are in danger of failing or who have neglected to complete assignments will receive notification from the teacher approximately five weeks prior to receiving the report card. This is to allow sufficient time to make up tests or improve study habits.

Certain circumstances warrant an incomplete (Inc.) on the report card. Students have no more than two weeks to hand in assignments that meet with teacher approval. A grade will then be issued. This time frame is applicable only for the first two report periods.

If report cards are lost or mutilated, the cost of a new one is \$1.00.

SCHOLARSHIPS

Scholarships are offered to St. Aloysius students in grade 5. They are also offered to those students outside the Academy who are in grades 5 or 6. This scholarship exam is given in December of each year. Families are notified in January.

SCHOOL HOURS

The school day commences at 8:30 A.M. and ends at 3:05 P.M. Students should not arrive at the Academy prior to 7:45 A.M. Supervision begins at this time. All students should be in Katharine Drexel Hall by 8:25 A.M. Students who arrive after classes have reported to their homerooms must report to the school office for a late slip. Students may not remain after school hours unless supervised by an adult.

SCHOOL STORE

The school store is open to students before classes on specific days designated at the beginning of the school year. Stationery items and clothing are available. The school clothing store is open in August to accommodate families who wish to purchase clothing at the beginning of the school year.

SNACK MACHINES

These machines are available only to those students who are involved in after-school activities.

SPORTS

Academics and behavior impact upon athletics. In order to emphasize the importance of this concept, the following guidelines have been set in place:

- one or more failure warnings indicating a below 70 average — suspension from team and academic probation for two weeks. During the probationary period, the student must maintain an average of 70.
- subject failure — dismissal from the team for the remainder of the season.
- violation of disciplinary code — indefinite suspension from the team — parents/guardians notified by the athletic director.
- “I” on report card — suspension from team and two-week probation.

The final recourse concerning probation and suspension resides with the athletic director and the principal. A fee is required for all sports. A due date is indicated on the eligibility/permission form and on the bill. Fees not paid by the specified date prohibit a student from participating in that sport.

TECHNOLOGY

The Academy provides Internet access to designated students. With all privileges comes a set of responsibilities. In an effort to insure the safety of the student and guard the liability of the school, an *Acceptable Use Policy* has been developed. A copy of this policy along with the *Student Internet Access Contract* is provided at the end of this handbook. Parents and students are required to read the policy and sign the contract distributed at the beginning of the school year.

TELEPHONE

Please limit calls to the school office. Messages to students should be given before school. Students may not call home unless it is an emergency. Forgotten homework, books, or sports equipment do not qualify as emergencies.

VISITORS

Visitors must report to the school office upon entering school and receive a visitor's badge. Visitors may not go to the classrooms to visit teachers or students unless permission is given by the principal. This is a safety measure for all concerned.

The Academy grounds / buildings may not be used as a visitation location for divorced or separated parents of students.

Acceptable Use Policy for Technology

Purpose

Technology is a valuable tool for education and one of this school's purposes is to encourage the proper use of computer-related technology including the Internet and the school-wide network. The Acceptable Use Policy for Technology applies to all students, administrators, faculty, staff, or visitors granted access to school technology resources.

Goal

The goal of the Academy is to prepare its members for life in an electronic, global community. To this end the school will

- provide a variety of technology-based tools
- teach technology skills
- integrate technology with curriculum
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices

Responsibilities of User

The Academy will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, administrators, faculty, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

General Guidelines for Technology Use

- Students must have a signed Acceptable Use Policy(AUP) agreement on file.
- Parents must sign the AUP agreement to indicate parental permission for student use of the school technology resources.
- Permission to use the Internet and hardware/software in any area of the Academy must always be obtained.
- Students may not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence, or discrimination towards other people.
- For reasons of personal safety, students may not post person contact information about themselves or other people. This includes address, telephone/fax number, school address, e-mail, etc.

- Users may not use a photograph, image, or likeness of any student, or employee without express permission of that individual and of the principal.
- Users are to respect the rights of and intellectual property of others in accordance with Federal Law.
- Transferring copyrighted material to or from school without expressed permission of the owner is a violation of Federal Law.
- Students will not plagiarize content and may not present the work of another as their own without properly citing that work.
- Use of equipment to harass, offend, intimidate, or annoy other users is strictly forbidden.
- Users may not install, move, delete, download, upload, reconfigure, or modify any software or files on the school equipment without permission.
- Users may not move, repair, reconfigure, modify or attach external devices to the systems.
- Users may not violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- E-mail accounts through the Academy's network may be restricted.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- The Academy has the right to monitor all activities.

Additional rules and restriction may be added at any time. The Academy has the right to amend this policy.

Discipline

Violations of these rules will be handled by the technology coordinator and the administration of the Academy. Violation of these rules may result in any or all of the following:

- Loss of Internet access privileges
- Disciplinary or legal action by the school or other involved parties

Student Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or Local laws, and St. Aloysius Academy.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy* for Technology at St. Aloysius Academy.

Student name (print) _____

Student signature _____ Date _____

Parent or Guardian: We ask that you review this policy with your son _____ and sign below.

I hereby release St. Aloysius Academy, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my son's use of, or inability to use, the Internet Access, including but not limited to claims that my arise from the unauthorized use of the system to purchase products or services.

I will instruct my son regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this **Acceptable Use Policy**. I will emphasize to my son the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for St. Aloysius Academy. I hereby give my permission for my son to use the Internet and will not hold St. Aloysius Academy liable as a result of my son's use of the Internet on school premises. I understand that my son has agreed not to access inappropriate material on the Internet.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

E-mail Guidelines for Parents

The administration, faculty, and staff of Saint Aloysius Academy recognize the value of electronic communication. A listing of e-mail addresses of administration, faculty, and staff will be posted on the school's website. In order to provide the best environment for effective communication between home and school, we ask that you abide by the following guidelines.

1. Communicate only non-vital information in your message. Please call the office to communicate transportation changes or other concerns which need to be answered in a timely manner. Teachers will respond to your e-mail within 48 hours.
2. E-mail is not necessarily confidential. Please do not mention other students' names in your e-mail or relay any personal confidential information.
3. Keep your correspondence professional. Please do not forward jokes, pictures, movies, or chain emails to your child's teacher. Please do not use the teacher's school e-mail address for personal communication.
4. Please identify yourself in the subject line. This provides the teacher with an easy way to identify your messages in their inbox.
5. Please use the e-mail to contact your son's teacher regarding appointments or concerns.
E-mail may not be the best means of resolving issues or addressing concerns. Your son's teacher may respond to your e-mail with a suggestion for a telephone conference or a meeting at school.

Please do not attach student assignments to your e-mail or ask that assignments be printed at school. Please do not use e-mail for homework excuses or parental permissions.

6. Know that all communication between you and your son's teachers are documented. A hard copy of all e-mails will be printed and kept until the end of the academic year.