

2024-2025 Parent/Student Handbook

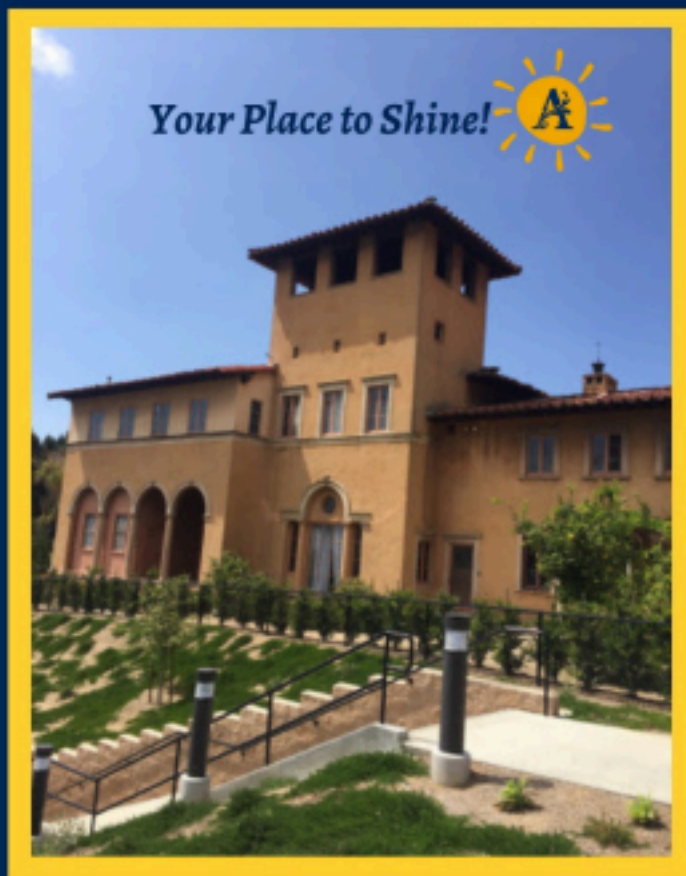


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NOTICE OF IMPLIED AGREEMENT

The contents of this *Student-Parent Handbook* are to be accepted by the parent(s)/guardian(s) and students as essential parts of the contract between them and Alverno Heights Academy. The registration of a student is deemed to be an agreement on his/her part, and on the part of their parent(s)/guardian(s), to comply fully with all policies, rules, and regulations of the School, as outlined in this Handbook. The use of the term parent(s)/guardian(s) throughout this document is meant to include a single parent(s)/guardian(s) and legal guardians. Regardless of age, all students at Alverno Heights Academy are required to comply with all rules and regulations found in this handbook. The school expects its students to reside with parent(s)/guardian(s) while enrolled.

Students are enrolled at Alverno Heights Academy based on a yearly evaluation and acceptance. Alverno Heights Academy reserves the right to dismiss students at any time for infractions of regulations whether on or off campus, unsatisfactory academic or disciplinary standing, or other reasons that affect the welfare of the individual student, the student community, or the school's reputation.

The Administration of Alverno Heights Academy reserves the right to refuse registration or re-registration when it is the opinion of the school administration that parent(s)/guardian(s) do not support School policies, and thereby terminating the student's enrollment. Should a parent(s)/guardian(s) display an uncooperative or disruptive attitude regarding a school decision, it may become necessary for the student to be dismissed on grounds relating to the actions/attitudes of the parent(s)/guardian(s).

Alverno Heights Academy reserves the right to make revisions in this Handbook when and if deemed necessary by the Leadership Team. Observance of any change is expected of all when the change is made known to the school community.

NON-DISCRIMINATION POLICY

Alverno Heights Academy admits students of any race, color, racial or ethnic origin, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Alverno does not discriminate based on race, color, racial or ethnic origin, or sexual orientation in the administration of its education policies, admission policies, scholarship and financial aid programs, and athletic and other school administered programs. Alverno Heights Academy will attempt to make reasonable accommodations for students with disabilities. At Alverno, we believe that academic excellence depends not only on a diverse body of students, families, and faculty but, of equal importance, affirming and engaging the perspectives and backgrounds within our community. Our ongoing diversity, equity, and inclusion work therefore aims for every child and adult to be heard. These efforts are at the heart of our mission.

ANTI-RACISM POLICY

Alverno Heights Academy rejects all forms of racism as destructive to the school's mission, vision, and Catholic identity. As a school, Alverno is committed to the following principles:

- Establishing and sustaining a school community that shares the collective responsibility to confront, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism.
- Embracing the racial diversity within our school community while actively eliminating practices that perpetuate the racial disparities among our students so that all students have the opportunity to benefit.
- Acknowledging that racism is often compounded by other forms of discrimination.

Definitions

- Racism: defined as a system of structuring opportunity and assigning value based on the social interpretation of how one looks (which is what we call “race”), that unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and saps the strength of the whole society through the waste of human resources. (Dr. Camara Jones)
- Anti-racism: the practice of identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic racism.
- Individual racism: pre-judgment, bias, or discrimination by an individual based on race. This includes both privately held beliefs, conscious and unconscious, and external behaviors and actions towards others.
- Systemic racism: encompasses the history and current reality of institutional racism across all institutions and society. It refers to the history, culture, ideology, and interactions of institutions and policies that perpetuate a system of inequity that is detrimental to communities of color.
- Racist and race-based misconduct: actions, on and off school grounds, including but is not limited to inappropriate racial comments, intended slurs, jokes, pictures, objects, threats, physical assaults, intimidation, unequal application of policies, and unequal or biased grading. This encompasses offensiveness and misconduct that does not reach the level of racism, and misconduct that is sufficiently severe and pervasive that it rises to the level of racial harassment or discrimination.

Purpose

The purpose of this policy is to create processes that identify any form of racism, work to counter its effects and work to eliminate racist practices and policies from Alverno. The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching and school policies focused on student dignity and identity. There are racial inequities in society that were created and perpetuated over time, which can be eliminated. Similarly, personal prejudice is learned and can be unlearned. Alverno condemns white supremacy culture, hate speech, hate crimes, and violence in the service of hatred. As educators and a school community, we play an active and ongoing role in reducing racism and inequity by recognizing the manifestations of racism; creating culturally inclusive learning and working environments, and dismantling educational systems that directly or indirectly perpetuate racism and privilege through teaching, policy, and practice. To that end, the Alverno faculty and staff is committed to annual self-evaluation, on-going training, and professional development.

This policy ensures the understanding that racial misconduct is unacceptable and prohibited.

Alverno holds itself and its entire community including faculty, staff, parents, and students accountable for building a school-wide culture of respect for diversity, equity, and inclusion, which is free of racism.

ALVERNO HEIGHTS ACADEMY MISSION STATEMENT

Alverno Heights Academy is a Catholic, independent school for girls and boys in grades TK-8th dedicated to preparing our students to function in a society as informed, knowledgeable persons, who have the requisite skills to make and implement mature decisions about complex problems in a global society.

ALVERNO HEIGHTS ACADEMY PHILOSOPHY

Enlivened by the spirit of the Immaculate Heart Community tradition, and mindful of the Franciscan roots of its founders, Alverno's program— academic, spiritual, aesthetic, social, and physical— is shaped by the staff, trustees, and students considering the world for which the students are being educated.

Alverno Heights Academy intends to prepare knowledgeable individuals of conscience and conviction to function in their world with the courage to take risks in the pursuit of values, and with the ability to apply untried solutions to problems. We also intend to create an environment in which students can develop the humility and humor needed to learn from their mistakes; in which they can experience the joy that comes from behaving with a spirit of generosity; and in which they can grow in the compassion necessary to live as peacemakers in the global community. Underlying the educational process at Alverno are the following Christian assumptions:

- That the fundamental dignity of every person is based not on possessions or accomplishments, but on being created in God's image, redeemed by Jesus Christ, and destined for resurrection.
- That the radical challenges of the Gospel and the social teachings of the Catholic Church call for lives of justice, compassion, and service.
- That the planet earth and all created beings are a legacy to each generation and thus to be respected, protected, and —where possible — restored.
- That consciousness of the Sacred is fostered by a mature understanding of Sacramental meaning and ritual.

For and with our students we seek:

- To provide a curriculum of academic excellence, encompassing multiple disciplines.
- To articulate and advance the rights of all people and the oppressed to full and equal participation in a democratic society.
- To use not only books, but also the arts and technologies to communicate information that leads to an understanding and response as part of the global community.
- To promote cooperation and tolerance as values and encourage a responsible solution of conflicts.
- To foster healthy friendships as the basis of strong community bonding.
- To develop and cultivate leadership skills which will advance them in their decision making both at Alverno and the world of which they are members.

VISION STATEMENT

“JAGS HAVE A KIND HEART, A WISE MIND, A BRAVE SPIRIT AND A BOLD FAITH”

We affirm and demonstrate through every action our belief in the value of:

COURAGE to make a difference.

DIVERSITY to make a better world.

COMPASSION for others and for ourselves.

HUMOR to make our lives more joyful.

GENEROSITY of spirit, resources, and time.

NURTURING to inspire growth through praise and encouragement.

CREATIVITY to solve problems and enrich our lives.

ACADEMIC ACHIEVEMENT AND INTELLECTUAL growth by managing, designing
and assessing our own learning and responsibility to positively influence the world in
traditional and non-traditional roles.

Foster our CATHOLIC FAITH, that has its traditions and practice, and the emphasis on social
justice and redemption found in the Gospel.

ACCREDITATION AND PROFESSIONAL AFFILIATIONS

Alverno Heights Academy is accredited by the Western Association of Schools and Colleges (WASC), and California Association of Independent Schools (CAIS). Alverno belongs to the following professional organizations:

American Library Association

Admission Professionals

California Association of Independent Private School Organizations

California Independent School Business Officers Association

Catholic Youth Organization

Exchange National Association of Independent Schools

National Association of Student Councils National Catholic Education Association (NAIS)

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

The Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church related, and proprietary PreK–12 and adult schools, works with 16 associations in joint accreditation processes, and collaborates with other educational organizations.

The WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research based WASC criteria.

CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS

The California Association of Independent Schools is a non-profit organization serving more than 190- member schools and 73,000 students. Founded in 1941, CAIS provides services to member schools including accreditation, conferences and workshops, information, and leadership on educational issues. CAIS thanks the Maryland Association of Independent Schools for drafting this statement and making it available to associations.

NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS

The National Association of Independent Schools (NAIS) is a nonprofit membership association that provides services to more than 1,800 schools and associations of schools in the United States and abroad, including more than 1,500 independent private K-12 schools in the U.S.

Independent schools are non-profit private schools that are independent in philosophy: each is driven by a unique mission. They are also independent in the way they are managed and financed: each is governed by an independent board of trustees and each is primarily supported through tuition payments and charitable contributions. They are accountable to their communities and are accredited by state-approved accrediting bodies.

CAIS PRINCIPLES OF GOOD PRACTICE FOR PARENT(S)/GUARDIAN(S) AND INDEPENDENT SCHOOLS

To be successful, every independent school needs and expects the cooperation of parent(s)/guardian(s), who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, the independent school and its parent(s)/guardian(s) form a powerful team with far reaching positive effects on children and the entire school community.

Working together, parent(s)/guardian(s) and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect. In practice, the greatest impediment to effective teamwork between independent schools and parent(s)/guardian(s) grows out of misunderstandings about school decision - making processes: *Who makes decisions in independent schools? How are those decisions made?* Independent schools must communicate their procedures to parent(s)/guardian(s) who, in turn, share the important responsibility to become informed members of the school community.

PARENT(S), GUARDIAN(S), AND THE BOARD OF TRUSTEES

In most independent schools, decision making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parent(s)/guardian(s). The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty and staff.

Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting. CAIS encourages parent(s)/guardian(s) who are interested in high level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings.

Parent(s)/Guardian(s) with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

PARENT(S), GUARDIAN(S), AND THE FACULTY AND ADMINISTRATION

Parent(s)/Guardian(s) play an essential and positive role in the life of an independent school. Not only are parent(s)/guardian(s) advocates for their children, but they also support the faculty and administration through extensive volunteer activities and events. The relationship between parent(s)/guardian(s) and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When a parent(s)/guardian(s) choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parent(s)/guardian(s).

CAIS encourages parent(s)/guardian(s) to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parent(s)/guardian(s) with timely and pertinent information.

Parent(s)/Guardian(s)' best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parent(s)/guardian(s) to lobby other parent(s)/guardian(s) in a negative fashion will be viewed by the school as counterproductive.

While parent(s)/guardian(s) may not agree with every decision made by the school, the parent(s)/guardian(s) and school will find, in most cases, enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent(s)/guardian(s) cannot remain a constructive member of the community. In such cases, both the parent(s)/guardian(s) and the school should consider whether another school would be a better match for the family.

THE ALVERNO PARENT TEACHER ASSOCIATION AND THE SCHOOL

The APTA, is an independent school parent organization that provides a vital and much appreciated service to school leadership and the entire school community. Because the

parent(s)/guardian(s) Association is so important, and its volunteer activities potentially so wide-ranging, CAIS recommends the following steps to structure and clarify the Association's role.

1. The Board of Trustees, in consultation with the administration, should develop a set of written bylaws for the Association that makes clear its procedures and role as a service organization.
2. The bylaws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The parent(s)/guardian(s) Association neither participates in policymaking by the school nor functions as a lobbying group.
3. The finances of the parent(s)/guardian(s) Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.
4. The Head of School should be closely involved in the Association nominating process.
5. Cooperation and teamwork between the Head of School and the officers of the parent(s)/guardian(s) Association are crucial to the health of the school community.

ALVERNO HEIGHTS ACADEMY FACULTY AND STAFF

Joanne Harabedian- Head of School

Rich Martinez- Assistant Head of School, Athletic Director, and Student Affairs

Gabriel Hernandez- Director of IT, Makerspace and Data Systems Management

Stefania Bauer- Director of Admissions and Enrollment

Lisa Knatcal- 8th Grade Teacher, Student Council Co-advisor

Melissa Bocanegra- 7th Grade Teacher, Campus Ministry Co-Coordinator, Curriculum and Instruction

Jenna Escobedo- 6th Grade Teacher

Monica Richter- 5th Grade Teacher, Student Council Co-advisor

Carmen Gomez- 4th Grade Teacher, Campus Ministry Co-Coordinator

Kathy Driscoll – 4th Grade Teaching Assistant

Ealoni Mansfield- 3rd Grade Teacher

Carolyn Cohn - 3rd Grade Teaching Assistant

Sandra Arana- 2nd Grade Teacher, Sacramental Formation

Brigitte Mahoney- 2nd Grade Teaching Assistant

Katia Jauregui-1st Grade Teacher

Yvette Amparo- 1st Grade Teaching Assistant

Lisbet Mercado- Kindergarten Co-Teacher

Audrey Sun- Kindergarten Co-Teacher

Penny Rajewski- Transitional Kindergarten Teacher
Lidia Gallegos- 3rd Grade Short-Term Teacher / Transitional Kindergarten Teaching Assistant
Bonnie Mahoney- Short Term Transitional Kindergarten Teaching Assistant
Alex Loya- Web Coordinator, Coach, Physical Education Teacher, Coding Teacher
Argenta Walther- Music Teacher, Choir, Band
Oscar Leal- Art Teacher & Spanish Teacher Grades 1-5
Rocio Alcaraz- After School Jag Care Supervisor
Rebecca Ramos - Jag Care Assistant
Sue Behrens- TK-8 Recess and Lunch Proctor
Ellen Hoffman- Field Trip Coordinator

Zacharie De Johnette- Business Office
Laura Buccola - Front Office
Andrea Bertollini- Director of Facilities/Coach
Deacon Manuel Valencia -Wednesday Prayer Services

SCHOOL INFORMATION AND DAILY SCHEDULE

Alverno Heights Academy
200 North Michillinda Avenue
Sierra Madre, Ca 91024
Office (626) 355-3463
Office Hours: 7:30 a.m. to 4:00 p.m. (All school days)

DAILY SCHEDULE

8:00 a.m. to 3:00 p.m. Dismissal (M-T-TH-F)
*2:00 p.m. Dismissal Wednesdays for Faculty Meetings

DROP-OFF, PICK-UP and WALKERS

THE YOUNGEST STUDENT DETERMINES THE DROP OFF AREA

Drop off:

TK-3rd grade parents enter through the gate on MICHILLINDA Avenue then proceed to the designated drop off area. Cars then exit onto Highland Avenue.

5th-8th grade parents enter the WILSON LOT from the north gate and exit through the south gate.

All cars should move forward when possible and are to turn RIGHT when exiting the campus.

*1st NOTE- The Michillinda gate will be locked daily at 8:00 am. After 8:00 am, tardy students are dropped off in the Wilson parking lot. At 8:10am, the Wilson gates are closed. After 8:10am, parents

must call the office to have the gate open **AND** walk the student to the office to sign the student in.
*2nd NOTE- Although there is space for a passing lane in the Wilson lot, there is no space for a pull over and park lane.

Pick up:

TK-3rd grade parents enter through the gate on MICHILLINDA Avenue. Proceed to the designated pick up cone. Cars then exit onto Highland Avenue. No extended stopping in carline...pull over zones are available when needed.

4th-8th grade parents enter the WILSON LOT from the north gate and exit through the south gate. Students will be waiting on the sidewalk by the south gate.

All cars should move forward when possible and are to turn **RIGHT** out of our campus.

Please place your last name placard on your dashboard to facilitate a steady flow of cars. Loading zones do not block the flow of others to exit.

Walkers: Students who walk home are accompanied to the Wilson Avenue gate. They may not cross the street out of a crosswalk and parents may not line up on Wilson Avenue in cars. Parents are required to send a written notification for students who walk home.

Students who are not picked up within 15 minutes of dismissal will be escorted to Jag Care and charged for the drop-in fee. Students may not wait for parents in the school office or unsupervised on or off the school campus.

BEFORE AND AFTER SCHOOL SUPERVISION

The earliest a student should arrive at school is 7:30 a.m. They will proceed to their locker and classroom. *Early morning practices of extra-curricular activities is an announced event, supervised by a teacher or team coach. It does not include any other students. Teachers sometimes agree to meet with a student before school for help in a learning subject. This arrangement, made ahead of time, allows for supervision of that student only. If necessity demands that some parents bring their children to school before 7:30 a.m., a written note to the director and her approval are mandatory.

During after school dismissal, students must remain at the assigned supervised areas. All students should go directly home unless involved in extracurricular activities or Jag Care. Please arrive at school to pick up children promptly at dismissal. Teachers are not available to supervise students after school. **After 15 minutes, students who have not been picked up will be escorted to Jag Cub Care in Room 116.** Children staying to watch a game must have parental permission and are not supervised by coaches. **Early Dismissal at 2:00 p.m. occurs every Wednesday throughout the school year for faculty meetings.**

PARENT-TEACHER COMMUNICATION

TEACHER APPOINTMENTS/ CONTACT - TEACHERS WILL NOT SHARE THEIR PERSONAL EMAILS OR PHONE NUMBERS WITH PARENTS OR STUDENTS. ALL PARENT-TEACHER COMMUNICATIONS MUST BE THROUGH THE SCHOOL OFFICE OR TEACHER SCHOOL EMAILS.

Telephone Calls No teacher or child will be called away from class to accept a telephone call. The school secretary will take a message and transfer you to the teacher's voice mailbox. Messages may not be accessed until the end of the school day.

If teachers are asked to return telephone calls from parent(s)/guardian(s)/guardians, they will do so within 24 business hours. Teachers are not expected to make phone calls in the evening or during the weekend. When a parent(s)/guardian(s) wishes to confer with a teacher, the school policy is that the parent(s)/guardian(s) should request an appointment with the teacher, and that the student may be present at the conference. The presence of the student is not only desirable, but necessary since it is the student's work or behavior that is in question. Appointments may be made by calling the front office to leave a message or through email.

All teachers at Alverno are full-time teachers and are not always available to communicate with students/parents immediately following an email. Teachers are expected to reply to all student/parent emails within a 24-business hour period to at least acknowledge receipt. Students and parents can expect an email reply only during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

Formal parent-teacher conferences are held annually in grades TK – 8. Parents may view their child's daily progress on ***FACTS***, our student information system. Teachers update progress on a weekly basis. You will receive your login and password at the beginning of each school year. I

Parents and Visitors must sign-in at the school office and obtain a school visitor pass before being permitted on school grounds. Parents may not visit classrooms without an appointment or pre-arranged invitation. All gates will remain locked during school hours for student safety.

All deliveries for students or teachers must be left in the school office. Staff will then deliver items to the classroom. There are no exceptions, medical or otherwise, to this policy.

EXPECTED STUDENT BEHAVIOR

PHILOSOPHY

Students are considered the representatives of the distinctive character and philosophy of Alverno Heights Academy, and their behavior is, at all times, a reflection of their willingness, or lack thereof, to participate as cooperative and contributing members of the school community. Daily conduct in accord with these principles and support of the disciplinary and behavioral policies is thus expected at all times from all students. Any disruption of the educational process is unacceptable.

Disciplinary action at Alverno Heights Academy is considered an aspect of guidance and not simply a form of punishment for violation of school rules. The purpose of discipline at Alverno is to promote genuine student development of responsibility for behavior in a communal setting; to increase respect for duly constituted authority; to help students recognize there are higher motives to self-discipline than punishment; and to provide a classroom and campus environment conducive to learning. It is understood that students are struggling to develop a sense of self in relation to their peers and the community in

which they live. Therefore, every effort is made to assist the student before punitive systems and sanctions are invoked for violations of school rules.

In all their endeavors, Alverno students are expected to act with integrity. Students are encouraged to make wise, responsible, and ethical choices and to accept the consequences of their choices, both good and bad. Students are also encouraged to reflect upon how their choices, and how the choices of their peers, impact other students, the school community, and the community-at-large.

ALVERNO HEIGHTS ACADEMY HONOR CODE

The Honor Code of Alverno Heights Academy is based on the premise that students are taught to value honesty and integrity. Honorable behavior and honesty form the foundation of respect for oneself and for others. Alverno students are responsible for vigorously upholding the ideals stated in the Philosophy and Mission statement of Alverno Heights Academy.

As a Catholic academic institution, we believe that intellectual honesty and integrity are essential to the school community. At the beginning of each school year, each student affirms his or her acceptance of the Honor Code:

"I will act in an honorable and ethical way in all that I do in upholding the values expressed in the Philosophy/Mission statement of Alverno Heights Academy. I will not lie, steal, or cheat, nor will I tolerate the actions of those who do."

HARASSMENT, BULLYING, HAZING & THREATS POLICY

Alverno is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, employee, parent(s)/guardian(s) or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Social exclusion: repeatedly, aggressively and on purpose with the intent to cause emotional harm. Telling other students not to be friends with someone and or embarrassing someone.
- Visual harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person in person or online. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors (in person or online) that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, social media, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures, messages about others on social media sites, apps, blogs or websites
- Using someone else's or a false username, phone number, or social media app/account to spread rumors or lies about someone

Hazing is any method of initiation or preinitiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

THREATS BY STUDENTS/PARENT(S)/GUARDIAN(S)

All threats or acts to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat should immediately report it to the Head of School or Assistant Head of School. The Head of School should notify the police immediately and the person who has made the threat should be kept in the school office under supervision until the police arrive. The parent(s)/guardian(s) of a student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

- A student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including dismissal from school.
- Any decision to re-admit a student who has made a threat, or whose parent(s)/guardian(s) has made a threat, will be made by the Head of School on a case-by-case basis.
- Practical jokes or off-hand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

*This policy shall be communicated clearly to faculty, staff, volunteers, parent(s)/guardian(s) or guardians and students.

DISCIPLINARY PROCEDURES

The Head of School and Assistant Head of School oversee the disciplinary code. They have discretionary powers in its interpretation. Dismissal of a student is the sole prerogative of the Head of School

In implementing and enforcing the disciplinary code of Alverno Heights Academy, the Leadership Team will make every reasonable effort to:

- Educate a student to self-discipline;
- Encourage a student to develop a sense of personal responsibility for their behavior;
- Balance justice with mercy;
- Implement decisions based on the common good of the entire faith community;
- Exercise discipline with consideration for individual circumstances.

VIOLATIONS

The following are some examples of violations for which fines or detention may be issued:

- Eating/drinking out of designated areas
- Use of inappropriate language/gestures
- Chewing gum
- Loitering in a closed area or the property of neighboring homes or businesses
- Littering or throwing food any place on campus
- Minor disturbance/disruption to the educational process or community - inappropriate use of technology in the classroom
- Cafeteria disturbances
- Tardies to class
- Failure to return library books

Detention for violations may be assigned to a student for a number of reasons including but not limited to the infractions listed above. The student and parent(s)/guardian(s) will be notified with a notice. For the first two offenses, students will be issued an after school detention. These detentions will be served after school the following day they are issued from 3:00 p.m. to 4:00 p.m. Monday through Thursday. Students and parent(s)/guardian(s) should be aware that an after-school detention may affect a student's ability to participate in after-school activities.

All detentions must be served before grades/transcripts will be issued.

FINES

Fines will be issued for cell phone or smartphone usage without permission during school hours.

Damages and repairs to school owned technology and equipment will result in the repairs charged to the parent/guardian FACTS account. All fines must be paid before the device is returned and before grades/transcripts will be issued. **Failure to turn in one's cell phone, smart watch, or other personal device - \$40.00 fine**

DISCIPLINARY SUSPENSION

At the discretion of the Administration, students may be suspended from classes for a serious violation of the disciplinary code. The length of the suspension will be determined by the Administration along with how it will be served depending on the severity of the action. During this time the student's disciplinary record is reviewed and, in all cases a conference is arranged with the student, and a parent(s)/guardian(s)

to outline the terms of the suspension. A report outlining the student's suspension may be added to their permanent record.

CAUSES FOR DISMISSAL

A student is subject to dismissal from Alverno for cases including, but not limited to:

- An incident or pattern of behavior inside or outside the classroom, which is seriously disruptive to the community.
- An incident or pattern of defiance, disobedience, insubordination, or non-compliance with school rules.
- An incident of physical violence or aggression towards a faculty member or student.
- Violation of probationary terms and/or agreements.
- Serious violation of school rules (as outlined in the "Major Violations" section of this Handbook.
- Conduct at school or elsewhere, which would reflect adversely on Alverno Heights Academy or the Catholic Church.
- Absence of 15 total hours per semester, from a course or continued tardiness to school.

Any violation on this list will result in a consultation with the student and parent(s)/guardian(s).

Disciplinary action taken will depend on the severity of the offense and/or existing disciplinary record.

The Administration oversees the disciplinary code.

They have discretionary powers in its interpretation. Dismissal of a student is the sole prerogative of the Head of School.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Defacing student desks/chairs and lockers	Student will clean the desk, chair, or locker during detention(s). If the desk, chair or locker cannot be cleaned thoroughly, the student will be responsible for the full costs of repair, and if necessary, replacement of the desk or chair and repainting of the locker.		Subject to dismissal
Absence from class or school without permission	- Detention	Parent Meeting Detention	Subject to dismissal
Falsifying a note, phone call, or electronic communication	Parent Meeting Suspension	Subject to dismissal	1
Plagiarizing or cheating on tests, homework, or assignments	No credit for work in question Counseling	Parent Meeting Suspension Subject to dismissal	Subject to dismissal

Stealing any school or personal property	<ul style="list-style-type: none"> - Restitution - Detention - Disciplinary probation - suspension 	Parent Meeting Suspension Subject to dismissal	Subject to dismissal
Vandalism; Destroying; or Defacing property	<ul style="list-style-type: none"> - Restitution - Detention - Disciplinary probation - Possible suspension 	Parent Meeting Subject to dismissal	
Smoking (Cigarettes, vaping, e-cigarettes) or off-campus in uniform	Parent Meeting- Suspension - Dismissal		
Tampering with fire alarms, security cameras, gates, or other equipment	<ul style="list-style-type: none"> - Suspension - Disciplinary probation -Parent Meeting 	Subject to dismissal	

Electronic device misuse* (<i>Using device during school day when not instructed to do so; using device for non-task or non educational purposes during instructional time. i.e. texting, Facetime, social media, listening to music with earbuds without permission, etc.</i>)	24 hour hold \$40 fine	For each offense, the hold and fine doubles from the previous offense.
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Serious disrespect towards students/adults (Harassment/bullying/ hazing/physical violence/threat)**	<ul style="list-style-type: none"> - Detention - Disciplinary probation - Counseling - Suspension - Subject to dismissal 	<ul style="list-style-type: none"> - Suspension - Subject to dismissal 	<ul style="list-style-type: none"> - Suspension - Subject to immediate dismissal
Use of hate speech (racist/homophobic/ religious/ethnic/etc. slurs)	<ul style="list-style-type: none"> - Detention - Meeting with parents - Letter of apology - Counseling - Suspension 	Subject to dismissal	
Violation of Digital Citizen Agreement	<ul style="list-style-type: none"> - Restricted access to - Alverno's wifi - Detention 	Suspension	Possible dismissal
Cyberbullying/Sexting **	<ul style="list-style-type: none"> - Detention - Disciplinary probation - Counseling - Suspension- or dismissal 	<ul style="list-style-type: none"> - Suspension - Subject to dismissal 	<ul style="list-style-type: none"> - Suspension - Subject to immediate dismissal
Scandalous & immoral action in speech (i.e. lying, posting on website, handwritten notes, electronic communication)	<ul style="list-style-type: none"> - Suspension - Letter of apology - Counseling 	<ul style="list-style-type: none"> -Counseling -Suspension - Subject to dismissal 	
Alcohol/Drug possession or use; attending school or school sponsored event/activity	Immediate dismissal		

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Alcohol or drugs; for sale or distribution	Immediate dismissal
Firearms or weapons of any kind	Immediate dismissal

***Students will be required to leave personal devices, including but not limited to, phones and smart watches, with their homeroom teacher during the school hours.** Students are at all times subject to the. Alverno highly recommends that students mark/identify their electronic devices for easy identification and pick up.

RESPONSIBILITIES OF THE SCHOOL AND STUDENTS

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation, or harassment.
- Make all faculty, staff, students, parent(s)/guardian(s), and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.
- Once harassment, bullying or hazing has been reported to the Head of School, Assistant Head of School, or a teacher; a prompt review and investigation of the allegations in a confidential and thorough manner will be conducted; confidentiality will be maintained as much as possible.

It is the student's responsibility to:

- Conduct oneself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the Head of School, Assistant Head of School and/or the teacher.

In implementing and enforcing the disciplinary code of Alverno Heights Academy, the Head of School, Assistant Head of School and teachers will make every reasonable effort to:

- Educate a student to self-discipline.
- Encourage a student to develop a sense of personal responsibility for her behavior.
- Balance justice with mercy.
- Implement decisions based on the common good of the entire faith community.
- Exercise discipline with consideration for individual circumstances.

CARE OF CAMPUS

All students are expected to participate in the general care and upkeep of the campus. Students should place all their refuse in the trash bins and utilize recycling bins provided around campus. Specified eating areas, classrooms, and the locker area should remain clean and free of trash. Students may not place materials on the tops or bottoms of lockers. All materials

placed above, below, and around lockers will be collected by the Facilities Department and placed in lost and found located on the westside of room 116. Eating and drinking in classrooms, with the exception of water, is allowed only in the event of special meetings, or by specific permission of the faculty or Administration.

COURTESY

Throughout the day, students are expected to demonstrate courteous behavior: to say “please” and “thank you,” etc. Students are expected to say “excuse me” when interrupting someone or passing in front of someone in the hallway or a doorway; to move without being asked if blocking a doorway or passage; to knock on closed doors and wait to be invited in before entering.

ACADEMIC PROCEDURE AND POLICIES AND GRADING PERIODS

TRIMESTER GRADES

At the end of each Trimester, report cards are administered to parent(s)/guardian(s) through SchoolSpeak. Cumulative grades from Trimesters 1, 2 and 3 and STAR scores are recorded on the student’s official transcript. 8th grade transcripts with trimester 1 report cards are sent to high schools during the application process. Final grades are sent at the end of the school year to the high school of acceptance.

The primary purpose of academic evaluation is to determine the extent to which a student has achieved success in terms of course objectives. At the beginning of each year, teachers send parents a syllabus for the school year with the list of course objectives for which the student is responsible. In addition, teachers post assignments and grades on SchoolSpeak, email progress reports and regularly communicate with parents regarding student progress.

Assessments are designed to measure how well a student meets these objectives. Effort and attendance are not enough to ensure a passing grade. Students must demonstrate mastery of certain basic skills. Thus, a grade of a “D” or “F” means a student has not mastered the required skills adequately.

PROGRESS REPORTS

GRADE POINT AVERAGE

A student’s grade point average (GPA) may be calculated in the following manner:

1. Assign a numerical value to each letter grade: A:4.0, A-:3.7, B+:3.3, B: 3.0, B-:2.7, C+:2.3, C:2, C-:1.7, D+:1.3, D:1.0, D-:0.7 and F-0. Total the points for all courses taken.
3. Divide by the number of courses in which grades were received.

Grades earned in co-curricular or extra-curricular courses (i.e. Art, P.E., Computers, Robotics and Music) are not included in a student’s cumulative GPA.

HONOR ROLL

The purpose of the honor roll is to acknowledge students who meet the high academic expectations of Alverno Heights Academy in grades 5 - 8. The Honor Roll reflects the accomplishments of students at the end of each trimester. Students eligible for the Honor Roll must achieve a 3 or above in work habits and participation and be in good standing behaviorally throughout the trimester, therefore, an at-home or in-school suspension, two or more Behavior Think Sheets, or two or more administrator/teacher assigned detentions (recess, lunch, or afterschool) for behavior within the previous trimester will make a student ineligible.

1st Honors: A student who receives a 90% or higher grade in every subject (core and non-core) during the trimester.

2nd Honors: A student who receives an 80% or higher grade in every subject (core and non-core) during the trimester.

GRADING SCALE

94-100: A

90-93: A-

87-89: B+

83-86: B

80-82: B-

77-79: C+

73-76: C

70-72: C-

67-69: D+

63-66: D

60-62: D-

59 and below: F

STAR STANDARDIZED TESTING

STAR standardized tests in Reading, Math and Early Literacy (TK-1) are administered during each trimester to all students in grades K-8. Test results are sent home with report cards for parent review.

TRANSCRIPT REQUESTS

The transcript is the official record of scholastic work completed by the student during the students' TK -8 education. Transcripts are forwarded to high schools upon graduation from the 8th grade and to schools of transfer through the Registrar's office. Release of this information requires the signature of a parent(s)/guardian(s). Final transcripts are automatically sent to the final high school. Parents of students who transfer to Alverno from another school must contact their previous school for a transcript and letter of recommendation if deemed necessary.

CLASS PARTICIPATION

An important part of academic evaluation is the student's participation in class, which can be oral or digital. All students are expected to contribute to class discussions by asking questions, raising relevant issues and commenting on the contributions of others. Recognition of the

developmental aspects of education and the skills taught at each academic level leads to differentiation of grading percentages for class participation. In addition, the objectives for mathematics and sciences are different from objectives in humanities departments. Therefore, in all classes, participation becomes a percentage of the grade for all students to be determined by each department. Specific percentages per class are outlined in the syllabus for each course.

TEXTBOOKS

Every student is issued textbooks, an iPad and online resources. In some courses, a course/lab fee may be collected for materials distributed during the course. Students should exercise extreme care in the handling and storing of their textbooks/devices. Replacement of lost or damaged books, iPads or desktop computers are charged to the parents. All students must personally identify each textbook and device. The school is not responsible for textbooks and/or devices lost or stolen during the school year. Students must replace lost or stolen textbooks and/or devices within 10 days.

TUTORING

Short-term tutoring is available to all students in all subject areas. Each teacher sets her/his own tutoring hours. The teacher may schedule tutoring periods before school, during lunch periods, and/or at the conclusion of the school day. These tutoring periods are designed to be a resource for students who recognize they are having difficulty in a subject area. It is expected that the student will go to the next scheduled tutoring period in the subject the day after he/she experiences difficulty with class work or homework.

It should be noted that tutoring provided by teachers is “short-term.” If a student needs long-term, consistent tutoring in a subject area, the school may recommend that a private tutor should be engaged for the student. Alverno teachers are not permitted to be hired as long-term tutors for their Alverno students.

PLAGIARISM

Webster’s New Collegiate Dictionary defines plagiarism in this way: *“To steal and pass off as one’s own, the ideas or words of another; to use a created production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.”* Plagiarism is inconsistent with the school philosophy and is considered a form of cheating; therefore, it will be dealt with in the manner Alverno utilizes a service that scans student papers for plagiarism. Information will be given to students by teachers assigning papers. Creating or use of unauthorized copies of software or music from the Internet or original software recordings is considered a major breach of integrity.

CHEATING

Cheating in any way or form is inconsistent with the philosophy of Alverno Heights Academy and thus, will not be tolerated. Cheating includes copying homework, copying directly from books or the Internet, storing information devices, and cheating on or allowing someone to copy papers, quizzes or tests. Cheating also includes assisting another student in any of these activities. Disciplinary action to be taken in any case of cheating is outlined in the student conduct section of this Handbook.

ELIGIBILITY

To hold any Student Government /Ministry office, participate on any sports team, attend domestic trips, participate any off-campus group, a student must meet the minimum activity participation requirements:

- 2.0 GPA during the trimester with no F's
- A clear disciplinary and financial record (must be in good standing with the business office)
- A satisfactory attendance record
- Students who have a "D" in a course may still participate in an activity, but they will be considered on probation. As terms of their probation, they will have until the next grading period to raise their grade to a "C- (70%)" Those who fail to raise their grade within that time will be removed from their activity.

A student may be deemed ineligible if he/she has excessive disciplinary violations for offenses including, but not limited to: absences, dress code, gum chewing, tardiness, inappropriate language, excessive detentions, disciplinary probation or a suspension.

Once a student becomes ineligible during a season or activity, he/she remains ineligible for the duration of the season or activity. Participation in activities and student government requires signatures of certain faculty members and/or administrators.

IT IS THE STUDENT AND PARENT(S)/GUARDIAN(S)' RESPONSIBILITY TO BE AWARE OF ELIGIBILITY STATUS.

INDEPENDENT COURSEWORK

We believe Alverno Heights Academy offers the best curriculum for our students. While we want to support students varied endeavors of learning, we have the following policy regarding alternative coursework:

- Coursework done online through another institution may not be done while at school with the understanding that no teacher is expected to supervise or ensure that students are on task.
- Alverno cannot guarantee the quality of an online program nor its alignment with our academics. Additionally, we cannot guarantee that all high schools will consider an online course during the admission process as a satisfactory step to admission.
- We may suggest specific tutors to meet the needs of your child but cannot guarantee their efficacy.
- We will not pay for alternative courses or tutors.
- We will include grades earned in pre-approved online programs on Alverno Heights Academy transcripts.
- Students who enroll in an independent course through Alverno may have a course fee added to their FACTS tuition account.

GRADUATION CEREMONIES

No 8th grade candidate may participate in the Graduation Ceremony if:

- A student incurs any major discipline violations.

- There is money owed on the family tuition/fee account.

Diplomas, granted at graduation, will be withheld for the following reasons:

- Failure to return school textbooks and devices.
- Outstanding debt.
- Failure to return uniforms or costumes issued by the school.
- Inappropriate behavior at school
- Failure to meet any Alverno Heights Academy requirements.
- A diploma and final transcripts from Alverno Heights Academy will be withheld until these matters have been cleared.

COUNSELING AND INCLUSION

Alverno Heights Academy is committed to providing a standards-based education to all students who are accepted into our community. We recognize that not all students learn the same way. To

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that end, the Administration and Teachers, along with the school counselor, make a concentrated effort to differentiate the curriculum in order to meet the various learning styles of the students in our classrooms. The vehicle in place for identifying and following up on these students is a Student Support Team (SST).

This is a formalized program which, based on outside assessments from the Pasadena Unified School District or an independent agency, supports students, parent(s)/guardian(s)s, and faculty with a student's educational plan. The SST process allows the student, their parent(s)/guardian(s), advisor, Learning Support Specialist, and teachers to make sure that the time here at Alverno is successful. The Administration and teachers supervise the Inclusion Program.

The school counselor is available to counsel students who may be experiencing social or emotional assistance. Students are referred for counseling in three ways—by a school faculty member or official, by the parent(s)/guardian(s), or by the student.

ACADEMIC AWARDS AND SCHOLARSHIPS AWARDS

Individual departments recognize outstanding performance and general academic excellence of students in various department courses. These awards are presented at 8th grade Graduation at the annual Awards Ceremony in the spring.

ATTENDANCE POLICY

The Attendance Policy begins on the first day of school or the first day of student enrollment at Alverno.

Good attendance is an important factor in achieving academic success in school. Your child is expected to be at school daily; however, if your child is ill, please keep her/him home and communicate the absence to the Front Office. A student who has a fever must remain at home for 24 hours following a normal body temperature.

*If your child is experiencing a cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, vomiting sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit she/he must remain home. Additionally, if she/he has had known close contact with a person who is lab confirmed to have COVID-19 she/he should be given a rapid test.

ILLNESS DURING SCHOOL DAY

If a student becomes ill during the school day, for safety purposes he/she must report to the front office immediately and the receptionist will contact the student's parent(s)/guardian(s). Students should not contact their parent(s)/guardian(s) from their cellphones to pick them up during school hours. **Students must be picked up within 45 minutes of a phone call.**

If a student is ill, the student's parent(s)/guardian(s) will be contacted by the receptionist and arrangements made for the student to leave school and go home. A parent(s)/guardian(s) or a person designated on the student's emergency card must sign the student out. Students who are ill may not be picked up by a ride-share service. For this reason, emergency cards must be complete and current. No student should leave campus because of illness without first reporting to the school office.

Parent(s)/guardian(s) must call the Front Office to inform the school of absences. Students cannot call in their own absences. **Any student who is absent from the school day may not participate in any after school activity (games, practices, rehearsals, performances, etc.) for that day. A student who arrives at school late or leaves school early due to illness may not participate in any after school activity, as well.** If a student is sick, it is important she/he stays home to get healthy.

Students enrolled at Alverno Heights Academy are required to be in attendance and are subject to the State Laws on Compulsory Full-Time Education. In addition, all students and parent(s)/guardian(s) should note that course grades are based on academic achievement AND regular attendance in class. For these reasons, parent(s)/guardian(s) and students should consider absence from school as a serious matter.

EXCESSIVE ABSENCES

If a student is absent from school beyond 15 days, the student is subject to one or more of the following actions dependent on the number of hours absent in excess of 15:

1. Mandatory parent(s)/guardian(s) and student meeting with Alverno Administration
2. Course grade may be dropped one or more letter marks.
3. Credit for the course may be denied.
4. The student may be dismissed from Alverno.

The following absences are exceptions to this Attendance Policy: doctor appointments or doctor mandated absence with a note, diagnosis of COVID-19 or COVID-19 quarantine, funerals/death of family members, participation in a school activity (i.e. field trip, retreat, etc.).

MAKING UP ABSENCES AND CLASSWORK

When students are absent it is their responsibility, as well as their parent(s)/guardian(s) to check FACTS, Google Classroom and with their teacher for any missing tests or assignments.

If a student is absent on the day of a test or assessment, she/he will have one (1) week from the date of her return to campus to complete the test or assessment. Students who are consistently absent for tests or assessments will see a significant impact on their grades.

Assignments that are due on a day a student is absent should be turned in on the next day they are in class. Digital assignments, including essays, discussion posts, and other materials should be submitted electronically on the day they are due.

Students with excessive absences and/or tardies may be placed on Academic Probation.

If you have any questions regarding our Attendance Policy, please feel free to contact the Registrar.

TARDY TO SCHOOL POLICY

LEAVING CAMPUS

Once a student is dropped off on campus in the morning, it is expected that she/he will remain on campus during the entire school day. **Students who are dropped off early before the start of school may not leave campus without the written permission of the parent(s)/guardian(s) for any reason.** No student may leave the school campus during the day without the permission of parent(s)/guardian(s) and the school. Parent(s)/guardian(s) are asked to cooperate with the school by not requesting off campus permits except in cases of emergency. Medical, dental, and orthodontic appointments should be scheduled outside of school hours. The school reserves the right to refuse off campus permit requests whenever a request seems unwarranted. In all cases, requests must be accompanied by a signed note from the parent(s)/guardian(s) before permits will be issued. Parent(s)/guardian(s) or a person designated on the emergency form must SIGN a student out.

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

Students absent from school due to illness may not participate in after school or evening activities of either a social or athletic nature. Students must be present in class for a full day to participate in or attend any form of school activity, including field trips and class events. If the activity takes place during an entire school day the student must be present the day prior to the event. The student's participation in the field trip or class event will be at the discretion of the Head of School.

EXTENDED ABSENCE FOR REASONS OTHER THAN ILLNESS OR EMERGENCY

Parent(s)/guardian(s) are cautioned against removing their child from school for reasons other than illness and emergencies since students are subject to State Laws on Compulsory Education and excessive absence can have significant bearing on a student's academic performance. Family vacations and special activities should be planned during school holiday periods and not during school days. All absences from school, whether pre-arranged or not, are counted in the student's total days absent record. Should a situation occur that demands the student's removal from school for a period for reasons other than illness or medical leave, the parent(s)/guardian should contact the Administration immediately.

UNIFORMS AND DRESS CODE

Alverno Heights Academy uniforms are available only through Kyrie Designs Uniform Company. Kyrie Uniforms is the only vendor who is allowed to provide uniforms worn at Alverno Heights Academy. If you have any questions about the uniform, please contact the Administration.

FORMAL DRESS UNIFORM GUIDELINES:

Dress uniform days are on Mass Days, school fall photo day, special school events and for designated field trips. The dress uniform may be worn daily if desired.

Sweatshirts and Polo Shirts are not allowed on Formal Dress Days. Blouses and Dress shirts do not need a school logo. Shorts may be worn with a dress uniform.

GIRLS TK-3

- Houndstooth skirt, skort or jumper
- Navy or white polo with school logo
- Peter Pan or pointed collared shirt (No logo required)
- Navy sweater or vest with logo
- Cross-over navy tie (dress uniform days)

GIRL'S UNIFORM GUIDELINES/OPTIONS

- School walking shorts may be worn all year long
- Girls must wear shorts under their skirts
- Jumper or skirt or skorts – (TK-3 only)
- Skirt, shorts, or slacks – Grades 4-8 (no skorts)
- Polo Shirt with school logo – White or Navy
- White Blouse (short sleeve) peter pan (TK-3) or pointed collar (No logo required)
- Solid Navy Cardigan, Vest, or Pullover sweater with logo
- Navy Blue Crew Neck Sweatshirt with school logo
- Nylon or Fleece jackets with logo
- Belts (black, navy blue or dark brown) are to be worn with slacks and shorts
- Solid black, navy or white tights/leggings may be worn
- No rolling of skirts
- No baggy, over-sized, torn, or faded pants.
- Uniform shirts and blouses must be tucked in.

GIRLS 4-8

- Houndstooth skirt, skort (1" above the knee)

- Polo shirt white or navy with school logo
- Navy sweater
- Peter Pan or pointed collared shirt with navy tie (dress uniform days)

BOYS TK-8

- Khaki pants or shorts
- Polo shirt white or navy with school logo
- Oxford shirt white with navy tie (uniform dress)
- Navy sweater or vest with logo

BOY'S UNIFORM GUIDELINES

- School walking shorts may be worn all year long.
- Khaki Pants - Twill Pleated with belt loops – No Cargo or Dickies
- Khaki Walking Shorts – Twill with belt loops (no cuff)
- Polo Shirt with school logo- White or Navy
- Solid Navy Cardigan, Vest, or Pullover sweater with logo
- Optional Navy Crew Neck Sweatshirt with school logo
- Nylon or Fleece Jackets with logo
- Belts (black, navy blue or dark brown) are to be worn with slacks and shorts
- No baggy, over-sized, torn, or faded pants.
- Uniform shirts must be tucked in.

SHOES AND SOCKS- BOYS AND GIRLS TK-8

- No slip-on (Toms, Slip-on Vans, etc.) or open toed shoes/sandals
- White socks to cover the ankle. May have a simple logo. No stripes.

P.E. CLOTHING: TK-8

- Athletic shoes PE with white socks
- Jag Gear shorts with school logo
- Please Note:
 - On cold or rainy days, plain, white long-sleeved collarless shirts may be worn under the uniform shirt.
 - Uniform sweatpants may be worn only on P.E. days

NON-UNIFORM DRESS DAYS: MODEST ATTIRE

On designated school days when “free dress” is permitted, the following guidelines must be observed:

- All shirts and dresses must fully cover the stomach, sides and back, no bare midriffs of any sort.

- No tank tops, camisoles, colored brassieres, or spandex
 - No clothing may be worn that denote inappropriate language or symbols
 - No flip-flops, strapless sandals or slippers
 - No cut-offs or frayed clothing; shorts, shirts, or jeans.
 - No pajama pants or boxer shorts.
 - Jeans cannot be torn, ripped or frayed.
 - All shirts and dresses must have sleeves that cover the shoulder, no tank tops, no spaghetti straps.
Tank top or spaghetti strap shirts or dresses may be worn only if a sweater or jacket is worn all day.

HAIR COLOR, MAKE-UP, JEWELRY

- Moderation is the guiding principle. Hair color must be a natural color. No extreme two-tone coloring (chunking) of hair; some modest highlights are acceptable.
- Hairstyles and make-up must be in moderation.
- Pierced jewelry may be worn in the ears only.
- Brow, nose, tongue and lip piercings are not permitted.
- Students may not have visible tattoos or piercings.

PURCHASING UNIFORMS

Kyrie Designs

<https://www.kyriedesign.com>
40 E Foothill Blvd, Arcadia, CA 91006

Phone: (626) 272-0680

Kyrie Designs offers name embroidery on all uniform items. You may also purchase washable name tags online. All marked articles of clothing will be returned to the owner. At the end of each month, all unmarked clothing will be sent to a charity.

Lost and Found – Parents please mark clothing and personal belongings!

ADMISSIONS

It is the policy of Alverno Heights Academy to accept the registration of all who apply to enter our school, Transitional Kindergarten through Eighth Grade. Students applying for TK through Eighth Grades are accepted contingent upon the discretion of the Head of School and admissions team. The age for admission of a child entering TK is four years old by September 1. For kindergarten it is five years old by September 1 and for first grade it is six years old by September 1.

New applications must include a registration fee, full completion of the registration information, a copy of the Certificate of Baptism and Immunization records.

l) Results of the entrance assessment and interview must show that the student can learn and perform academically in the curriculum studies of our school system.

2) A personal interview with the Head of School, the student and both parents indicating that all agree to comply with the school requirements of students and families.

When a classroom quota has been filled for a grade, it is the practice of the school to compile an active wait pool, with notification of each family listed, until the last school day.

Alverno Heights Academy admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. This school does not discriminate based on race, color, and national and/or ethnic origin in the administration of educational policies and practices. Likewise, Alverno Heights Academy does not discriminate against any applicant for employment based on sex, pregnancy, age, handicap, race, color, and national and/or ethnic origin.

IMMUNIZATIONS REQUIRED FOR TK-12 AND 7TH GRADE

Students Admitted at TK/K-12 Need:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- Polio (OPV or IPV) — 4 doses
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B — 3 doses
(not required for 7th grade entry)
- Measles, Mumps, and Rubella (MMR) — 2 doses
(Both given on or after 1st birthday)
- Varicella (Chickenpox) — 2 doses

Students Starting 7th Grade Need:

- Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose
(Whooping cough booster usually given at 11 years and up)
- Varicella (Chickenpox) — 2 doses
(Usually given at ages 12 months and 4-6 years)
- The TK/K-12 school requirements also typically apply to 7th grade students who:
 - Previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade, or
 - Are new admissions, including from out-of-state; applies to all grades.
 - California schools are required to check immunization records for all new student admissions at

transitional kindergarten (TK)/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

2024-2025 TUITION AND FEES

No family pays the whole cost of educating their children. Purchasing SCRIP, fundraising participation and service are a part of school life and help to bridge the difference between the tuition charged and the actual expenses of running the school.

One Child	\$9,100.00 per year
Two Children	\$18,200.00 per year
Three Children	\$27,300.00 per year

Registration Fee: \$500.00 per family - non-refundable

Student Fee: \$700.00 per child - non-refundable

Sacrament Fee: \$250.00 per child 2nd graders and additional students participating

Graduation Fee: \$ 500.00 per child 8th grade

TUITION PAYMENT: Alverno Heights Academy will continue to use [FACTS Tuition](#) Management for the collection and management of tuition and fees. Tuition is due on the 5th of each month. Families may choose from two payment plans:

- 1) One Pay: Tuition for the entire school year due on August 30, 2024
- 2) Ten Month Payment: Tuition due on the 5th or the 20th of each month (August-May) Alverno Heights Academy will continue to apply a \$300.00 sibling discount to the second child, third child, etc. in the immediate family.

All families are required to enroll in F.A.C.T. S Tuition Management. Tuition is collected through automatic debit or credit card. As an alternative arrangement, tuition may be paid in full directly to the Alverno business office school. The administration must approve any other alternative tuition payment plans.

Students will not be permitted to participate in extracurricular activities or return to school until all delinquent obligations are paid in full.

REGISTRATION: \$500.00 per family (due in February for returning families) accompanied by the parent agreement. Registration for the following school year will not be accepted if financial accounts are not current. A student's continued enrollment and participation in after school sports and extra-curricular activities is contingent on accounts being paid and up to date.

Alverno Heights Academy will continue to apply a \$300.00 sibling discount to the second child, third child, etc. in the immediate family.

JAGUAR CUB CARE

Jaguar Cub Care will provide extended care for children from 3:00 p.m. to 6:00 p.m. For those families interested in the program, the cost will be added to your tuition. There is a family registration fee of \$100.00.

Monthly Charge

One Child \$350.00

Two Children \$475.00

Three Children \$575.00

The daily drop-in fee is \$30.00

Students who are left unsupervised after school will be escorted to Jag Care at 3:15. Drop in fees will apply

FACTS TUITION MANAGEMENT

Alverno Heights Academy uses FACTS Management Company to manage tuition payments for families. Every Alverno family is provided with a FACTS account where they can view their account balance and payments, update banking or credit card information, and update their demographic information. In addition to tuition, FACTS is also used to collect some incidental fees including athletics, leadership, lab, drama, etc.

Please note that if your child has a tuition assistance agreement, that amount will be deducted from your account balance. To be considered “current” on tuition, your monthly balance must be paid by the fifth of each month.

For questions regarding your FACTS Tuition Account, please contact the Alverno Business Office at (626) 355-3463 x. 223 or businessoffice@alvernoheights.org.

SCRIP COMMITMENT

Each family is required to earn \$250.00 **profit** from your Scrip purchases between May 1, 2024, through May 31, 2025. You may also choose to buy-out all our Scrip commitment for \$300.00. After fulfilling your \$250.00 Scrip purchase requirement, 50% of your additional earnings will be credited towards the 2025-2026 student fees.

ALVERNO PARENT-TEACHER ASSOCIATION (APTA) SERVICE HOURS

Alverno Heights Academy expects that families contribute at least 35 volunteer hours per year. You may buy-out at \$50.00 per hour for a total of \$1,750.00 payable at the school office or earn all or partial hours through the ALVERNO FELLOWSHIP LEAGUE (best value)..

- An accounting of completed volunteer hours are posted on every family FACTS portal.
- Unfulfilled hours will be charged to the family FACTS account as follows:
 - On January 6, 2025 up to 17.5 hours at \$50.00 per hour may be charged to families who have not fulfilled any hours to date. (School events or APTA fundraising events: Room Rep, Grandparents Day, Field Trips, Jagathon, Book Fair, Haunted Manor, Winter Wonderland/Boutique).
 - On May 19, 2025 all remaining unfulfilled hours will be billed to FACTS. (Admissions Faire, Golf Tournament, Gala, Father-Daughter, Mother-Son, Drama Performance, Spring Fling).

ALVERNO ATHLETICS FEES

Sports fees are intended to cover the cost of uniforms, equipment, coaches' fees, referee fees, tournament fees, the CYO annual fee and facility usage fees.

Co-ed Cross Country \$60 (3 - 8 grades), Jersey \$35 with team order.

Boys Flag Football A/B fees \$135.00 (5 - 8 grades), Jersey \$35, Helmet \$55

Boys Basketball A/B fees \$135.00

Boys Volleyball A/B fees \$135.00 (5 - 8 grades), Jersey \$35

Girls Volleyball A/B fees \$135.00 (5 - 8 grades), Jersey \$35

Girls Basketball A/B fees \$135.00 (5-8 grades)

Cross Country Fee \$75.00

Track & Field (5-8 grades) Fees \$100.00, Jersey \$35

Track & Field (3rd & 4th grades) \$100.00, Jersey \$35

Co-ed Golf (3 - 8 grades) CYO Tournament fees \$70, Polo \$35

Boys and Girls A Soccer \$135.00 (6-8 grades), Jersey \$35

Co-ed Bowling (3-8 grades) fees \$50

Additional fees for winter and spring sports will be published before the start of the season. All fees are subject to change. Additional fees may be required for uniform purchases.

STUDENT CO-CURRICULAR ELIGIBILITY

- **All financial accounts must be current.**
- Students must maintain a "70% or higher" average in all classes, consistent good conduct standards, and demonstrate Christian behavior and positive attitude.
- Students will be given a one-week probation period to improve grades below 70% before

eligibility is reinstated.

FIELD TRIP REGULATIONS

Field Trips are an educational part of the classroom curriculum. They are also a privilege. The school may deny students participation in field trips if they fail to meet academic or behavioral requirements.

Permission forms for a field trip will be distributed by the classroom teachers and must be brought signed to school no later than two days preceding the event.

A one-time family permission slip for walking trips and field trips is sent home at the beginning of the school year. This does not replace the additional permission slips for scheduled field trips. The permission slip forms will indicate if there is an admission price for chaperones.

ALL FIELD TRIP DRIVERS MUST:

- Be over 25 years of age.
- Have proof of a valid, unrestricted driver's license on file in the school office.
- Provide a current declaration of automobile liability insurance coverage to be placed on file in the school office.
- Provide a car that is equipped with one seat and seatbelt for each vehicle occupant.

POINTERS FOR CHAPERONES -

- Chaperone cell phones may be used only for emergency calls or photos as requested by the teacher.
- Please arrive promptly at the appointed time and check in at the office.
- Wear comfortable and appropriate clothing for the destination.
- Wear comfortable walking shoes.
- Bring a snack or lunch for yourself if the trip includes picnic time.
- Remember that you are there to help supervise students.
- Do not use this time to socialize with other parents on the trip, or to talk on your phone. ● Remember that the docents are talking to the students. Listen quietly.
- Do inform the teacher of problems – involving our students or anyone else.
- Do not bring younger siblings. We need your undivided support.
- Please let the teacher know what you thought of the presentation.

PRAYER SERVICE

Weekly prayer services are held every Wednesday morning at 8:00 am in response to the community's expressed need for celebration, solace, or reconciliation.

GENERAL INFORMATION

VISITORS

Parents and visitors must sign in at the school office when they enter the school grounds and wear a visitor's badge **before** walking around campus. Gates remain locked during the day and security cameras are placed around the campus to ensure the utmost safety of students.

PERSONAL DEVICES & CELL PHONES

Cell phones and electronic devices must be **turned off and left with the homeroom teacher at the start of the school day**. At the end of the school day, students will be given their device to place in their backpack. Necessary calls may be made through the school office phone system 7:30 am-5:00 pm daily. Technology devices (i.e., iPod, iTouch, iPad, WIFI watches, etc.) are only allowed with permission and supervision of the teachers. The school is not responsible for loss or damage to any personal items.

SCHOOL SUPPLIES

The school does not sell supplies. A list of classroom supplies needed for the new school year is given to each child on the last day of the previous school year. New students receive a copy of this list when their acceptance has been completed. Each student is required to be prepared daily with the necessary supplies for class and should arrive on the first day of school with all necessary supplies.

CARE OF SCHOOL PROPERTY

Alverno students are encouraged to take pride in school property by not littering the grounds, damaging desks, books, or any other school property. Carelessness and deliberate damage of books or any other school property will be charged to your account. Final Report Cards will not be issued to students who have not returned or replaced all school property.

BIRTHDAY TREATS & OUT OF SCHOOL PARTY INVITATIONS

Students in TK-8 may provide a single treat for every class member to celebrate their birthday. The treat will be given to fellow students at the start of recess or lunch. Birthdays are not celebrated in the classrooms. Parents, please notify the teacher at least 48 hours in advance if you wish to provide a birthday treat. (No party bags or decorations). We recommend low sugar, healthy snacks. **Out-of-school party invitations may not be handed out at school unless every member of the class is invited.**

GENERAL POLICIES

CALIFORNIA STATE LAW IN PRIVATE SCHOOLS

Alverno Heights Academy adheres to the educational codes of the State of California as they pertain to private school education within this state.

STUDENT/PARENT(S)/GUARDIAN(S) SUPPORT POLICY

When a student enrolls in Alverno Heights Academy, the student and parent(s)/guardian(s)

automatically agree to support the policies, traditions and programs of the school as outlined in the *Student-Parent Handbook* and other school policy documents. Initial copies of the *Student-Parent Handbook* are available on the website.

CHILD ABUSE LAWS

Alverno Heights Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services.

STUDENT COMPLAINT PROCEDURES

Alverno Heights Academy seeks to “empower students” by their “acquisition of skills of...reflection...and effective action” and “to promote cooperation as a valued behavior and ... the creative resolution of conflicts” (Philosophy/Mission Statement).

If a student is faced with a situation in which one finds self in disagreement /conflict with a peer or an adult on campus, the following steps are recommended as an effective way to come to a resolution of the situation:

1. The student will speak to the person with whom she/he is experiencing a problem. It is hoped this will be sufficient to come to a mutually agreed upon solution.
2. If for some reason, the student does not feel that the dialogue resulted in a mutual solution, she/he may then engage another appropriate party (e.g. Teacher, Assistant Head of School, Head of School) to explore further courses of action.
3. If a complaint cannot be resolved by these steps, the School Leadership becomes the mediator.

The parent(s)/guardian(s) may become involved at any stage of the situation. If the matter is brought to the teacher or an administrator by a parent(s)/guardian(s), the parent(s)/guardian(s) will be helped in going through this process.

INCLUSION

Alverno Heights Academy is committed to providing a comprehensive education to all students who are accepted into our community. We recognize that not all students learn the same way. To that end, the Leadership Team, and faculty have made a concentrated effort to differentiate the curriculum in order to meet the various learning styles of the students in our classrooms. The vehicle in place for identifying and following up on these students is a Student Support Team (SST). This is a formalized program established through the Department of Catholic Schools which supports students, parent(s)/guardian(s), and faculty with a student's educational plan. The SST process allows the student, parent(s)/guardian(s), advisor, and teachers to make sure the student's time here at Alverno is successful.

PERSONAL COUNSELING

Outreach Concern, Inc. is a 501(c) (3) nonprofit agency providing a complete program of pupil personnel services to school children and their families. Alverno Heights Academy strives to provide its students, families and faculty members with as much supportive help as possible and is aware that today's stressful lifestyles make that support more and more necessary. By enlisting Outreach Concern's services, students

at Alverno experiencing academic, behavior or personal problems, have access to trained counselors on campus, where and when they might need them.

Outreach Concern counselors enter the program with a wide variety of experience, including graduate, postgraduate, doctoral and professional backgrounds. Because the counselors are “intern counselors” every counselor works under the supervision of a licensed clinician with whom they meet weekly to discuss their cases, in addition to ongoing supervision from Outreach Concern and their university programs. All of the counselors practice in accordance with the teachings of the Catholic Church, upholding the same values as the school and family.

All counseling provided by Outreach Concern is confidential. Records are retained by Outreach Concern and do not become part of the student’s school file. Although it is essential to protect each student’s confidentiality, the goal of counseling is not to shield important information from the parent(s)/guardian(s), but rather to involve the parent(s)/guardian(s) and to help bring the student to an understanding of the importance of that involvement in confidential setting that makes them feel safe and understood. Please note: in the case of danger to self or others, or the reasonable suspicion of child abuse, the counselors are mandated by law and by the ethics of the counseling profession to take all reasonable steps necessary to protect the student, including informing the appropriate authority

A consent form must be signed by parent(s)/guardian(s) and returned in order for a student to use the counseling services. Please note: students are not solicited for counseling, but only seen if the parent(s)/guardian(s), student or the school Leadership Team deems it necessary.

Students are referred for counseling in three ways—by a school faculty member or official, by the parent(s)/guardian(s), or by the student. If a parent(s)/guardian(s) wishes to make a referral to have their child seen, they should ask for a referral form in the counseling office.

Outreach Concern also provides parent(s)/guardian(s) and students with a 24 hour Crisis Hotline, 1-800-4-CONCERN, allowing them to contact a trained counselor when one is most needed. The Crisis Line handles about 300 calls per month, and operates 24 hours a day, 365 days a year including summers and weekends. Individual and family counseling is available in Outreach Concern’s main office in Santa Ana. Appointments may be made by calling the main office at (714) 547-1163. Day and evening appointments are available. If a problem requires ongoing therapy and a counselor closer to home is needed; referrals can be made to a Service Associate staff, licensed mental health practitioners who have agreed to work with Alverno’s families on a sliding fee scale.

SAFETY POLICIES AND PROCEDURES

IN CASE OF EMERGENCY

In the case of emergencies, students will be held on campus by school personnel until called for by a parent(s)/guardian(s) or person(s) deputized by the parent(s)/guardian(s) on the student emergency form.

During an earthquake or fire where students are evacuated to the safety zone, parent(s)/guardian(s) are able to have access to their child(ren) by parking on Wilson Avenue, presenting themselves to the faculty or staff member at the northernmost gate and waiting for their child(ren) to be escorted to them. Students are encouraged whenever safe, to bring their cell phones with them in the event of an emergency.

Parent(s)/guardian(s) will be notified by e-blast, text message, or telephone in the event of an emergency, provided that technology is available.

EMERGENCY PROCEDURES

FIRE

Fire drills and earthquake drills will be conducted periodically during the school year as required by California State Law. When the alarm sounds for fire, students should cease work immediately, stand and exit their class in a silent and orderly manner following established exit routes. Silence is expected from all students during the entire drill including arrival at the collection point and during taking of roll. When all students and personnel have been accounted for, an administrator will dismiss participants to return to their classrooms.

EARTHQUAKE

The warning for some emergencies is the beginning of the disaster itself, such as the shaking of the earth in an earthquake. If an earthquake should occur during class time or a drill is called, students and teachers should stay in the classroom and drop to the floor, using the desks as shields whenever possible. If an earthquake occurs during break, lunch or between classes, all persons should move away from all buildings and then drop to the ground for protection, shielding the body from any falling objects. At the end of an earthquake or emergency drill, further instructions will be given over the P.A. system or by notice sent to the classroom.

SAFESCHOOL PROCEDURES

In the event of an unsafe situation, students and teachers will be notified over the P.A. system or by a special coded message.

- All doors should be locked.
- Students should sit on the floor in silence and follow the procedures for that particular classroom at the direction of the instructor.
- Students on the terrace should report to the nearest open classroom or office and sit on the floor.
- Students in or near the cafeteria should report to the kitchen, storage room, or inner office in the cafeteria.
- All clear announcements or further instructions will be given over the P.A. system.

In the event of a publicized (i.e. news or radio broadcast) unsafe situation at the school, parent(s)/guardian(s) should refrain from contacting their child for the safety of all individual(s) involved. The school and/or local law enforcement will notify parent(s)/guardian(s) when information is available.

SUPERVISION OF STUDENTS OUTSIDE OF SCHOOL DAY

Supervision of students on school grounds begins at 7:30 a.m. and ceases 15 minutes after dismissal. If a student is on campus before or after that time for school sponsored events (e.g., choir, sports practice, detention), the teacher or coach in charge supervises that particular group until the activity is over. Parent(s)/guardian(s) are expected to pick their child up in a timely fashion at the end of the school day or scheduled activity. Students will be escorted to Jag Care after 15 minutes and may be picked up in Room 116. A drop in charge will be added to F.A.C.T.S.

SEARCH AND SURVEILLANCE POLICY

The safety and well-being of all students, faculty, and staff is of foremost concern. If circumstances warrant, Alverno has the right to search classrooms, lockers, backpacks, or electronic correspondence when reasonable suspicion arises. In addition, Alverno retains the right to search vehicles, packages, purses, briefcases, lunch boxes, and other possessions that are brought onto the campus or to off-site school events, when circumstances warrant and reasonable suspicion arises. Finally, Alverno retains the right to conduct either open or undercover surveillance if reasons of security and safety call for such surveillance.

SECURITY CAMERAS

The campus is equipped with electronic surveillance systems throughout the school in appropriate placements. Footage from cameras is accessible only to Alverno's Leadership team and Director of Facilities and will be stored no longer than a period of one (1) year. Footage may be used in the event of vandalism, theft, or other circumstances as deemed necessary.

ALVERNO PARENT TEACHER ASSOCIATION (APTA)

The volunteer efforts of parents help offset tuition and bridge communication between school and home. The membership of the APTA is made up of the executive board, all parents of students in the school, the director, teachers, and staff. *All volunteers must first sign-in at the designated event area in order to receive parent participation credit.*

2024-2025 APTA BOARD MEMBERS

HEAD OF SCHOOL	Joanne Harabedian
PRESIDENT	Meg Grable
VICE PRESIDENT	Carol Silberberg
SECRETARY/NEWSLETTER	Jasmin Butler
TREASURER/ VICE TREASURER	Andre Sayadian
COMMUNICATIONS MANAGER	Jennifer Torres-Siders
STEWARD	Running Bear Bunch
ADVANCEMENT & DEVELOPMENT	George Burby, Nali Love
MAJOR EVENTS	Trish Dill, Anyta Lane

VOLUNTEER ACTIVITIES (Timekeeper)	Sandhya Kogge
FACULTY LIAISONS	Rich Martinez Assistant Head of School Penny Rajewski

THE PURPOSES OF THE APTA IS TO:

- Provide support for the director in his or her role as the administrator of the school program.
- Promote goodwill and cooperation between and among parents, faculty, administration of the school.
- Direct and coordinate parental support through activities and social functions that build community.
- Help build and enhance the faith community.
- Raise funds for the school.
- Lobby for legislation that has a positive impact on the school and its students.
- In addition, the APTA exists to support the director and staff in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

APTA events are overseen by these Board members:

Major Events Co-Chair Team - oversight of all fundraising events.

Community Engagement Co-Chair Team- oversight of friendraising/community events.

Vice Treasurer - oversight of budget planning and on-site payments.

Volunteer Activities Co-Chair Team - creates volunteer shifts/donation signups in SchoolSpeak and post event, logs all volunteer hours worked that were collected by the committee.

Communications Manager - designs collateral and assists committee with developing the event's promotion plan for social media, newsletter and other marketing resources.

Advancement & Development Co-Chair Team - oversight of any sponsorship elements.

APTA Events and Oversight:

Major events: Jagathon, Haunted Manor, Santa's Villa, The Gala, The Alverno Golf Classic, Spring Fling.

Community engagement: The Villa Presents, Grandparents & Special Friends Day, Teacher & Staff Appreciation Week, and events planned by the Family Activities Chair.

Alverno Heights Academy
School Cellular Phone Permission Form 2024-2025

It is our philosophy and policy at Alverno Heights Academy that students do not carry nor use cellular phones, smart watches, or other personal internet connected devices while at school or on school trips. Students have the option, with parent and school permission, to bring a cell phone to school for use after school hours and off the school campus. If you and your student would like to have this privilege, please review this form, complete it by having both the student and parent initial and sign the form and then turn in this permission form to the school office before your child brings a cell phone to school.

_____ Please

print your child's name Grade Level

My child, _____, has my permission to bring a cellular phone to school with the clear expectation that he/she will follow all of the guidelines and expectations listed below. We have read through the expectations below and indicated our understanding and agreement with our initials.

_____ We understand that my child must hand his/her cell phone to the homeroom teacher upon arrival at school and pick it up again at dismissal. The phone must have his/her name or initials labeled on it in clear view. We understand that any phones left at the end of the day will be locked up overnight. (_____) initial

_____ We understand and accept that cell phones brought to school are to be used by students only for the purposes of contacting parents following after-school sports practices and events. We understand that phones, under no circumstances, will be turned on during school hours. They are not to be used for any purpose or at any other time without express permission of an Alverno faculty or staff member until your child leaves school for the day. (_____) initial

_____ We understand that Alverno Heights Academy is not liable for damages or loss of cell phones brought to school. We understand that bringing a cell phone to school does imply taking a risk with this equipment that we are willing to take and that it is not the school's responsibility to monitor the phones while at school or when they are picked up during dismissal. (_____) initial

_____ We understand that this is a privilege, not a right, and that being allowed to bring a cell phone to school implies a level of trust that your child will follow the spirit as well as the letter of these guidelines. We understand that failure to abide by these guidelines may result in revocation of these privileges and could result in more serious consequences, including the loss of other school privileges and/or suspension from school. (_____) initial

_____ My child does not have a cell phone or does not intend to bring one to school. I understand that if this changes, this form must be revised and resubmitted to the school office.
(initial)

Signature Date _____ Student

Signature Date _____ Parent

This signed form must be on file in the school's front office if your child brings a cell phone to school.