



**ST. ALPHONSUS**  
PARISH & SCHOOL

FAMILY HANDBOOK

2019-2020



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## **Mission Statement**

St. Alphonsus Catholic School in partnership with the family and community provides academic excellence for the students in order to impact and serve our world for Christ.

Welcome to St. Alphonsus School!

We are a parish school that serves students in grades 3K through 8. Our first and foremost mission is to introduce and cultivate our Catholic faith and religious traditions in each classroom on a daily basis. Our staff members see their teaching as a calling to educate and evangelize our students to become the best Catholic Christian possible.

We realize that each student is gifted by our creator in many different areas. It is our responsibility to develop these God-given talents in our students--academically, socially, physically, emotionally, and spiritually. In other words, educate the total child.

While this handbook contains many policies, schedules, and information for families, the staff and administration of St. Alphonsus Parish School wants you to know that we care deeply for each child entrusted to our care.

The school is supported by an enthusiastic parish body. The congregation is generous in their financial support as well as their volunteer time within the school. The presence of Father Aaron and Father Britto in our school is highly valued and sends a strong message to all that a Catholic school education is an important mission of the parish.

## ST ALPHONSUS DAILY SCHEDULE

6:30 - 7:30	Before-School Care in Lower Level-Room 104
7:15	Office Opens
7:25	Doors by gym open for students to walk to their classrooms
7:25	Teachers in K3 and K4 wait for their students in gym lobby
7:45	Classes begin. All students are expected to be in their classrooms ready to begin class work. Students arriving after 7:45 must report to the School Office for a tardy ticket before entering their classroom. Tardy students enter the school through the doors near the office, as the gym doors may be locked.
9:30 - 9:45	Recess for grade 5K - 2
9:45 - 10:00	Recess for grade 3 - 4
9:30 - 10:05	Recess for grade 5K
11:00	3K dismissal
11:15	4K half-day dismissal
12:00	5K half-day dismissal
11:20 - 11:40	Grade 3 - 5 recess
11:40 - 12:00	Grade 3 - 5 lunch
11:40 - 12:00	Grade 5K - 2 recess
12:00 - 12:20	Grade 5K - 2 lunch
12:15 - 12:41	4K full-day lunch
12:00 - 12:20	Grades 6-8 recess
12:20 - 12:40	Grades 6-8 lunch
3:00	General School Dismissal
3:00 - 6:00	Cougar Club Child Care on first floor
3:30	Office Closes



## ST ALPHONSUS SCHOOL ROSTER

Grade	Room	Ext.	Staff	Title	Room	Ext.	Staff
3K	203	815	Mrs. Perrault	Principal	223	802	Mrs. Stallmann
4K	201	814	Mrs. Kempken	D of T & L	327	843	Mrs. Robin
4K	204	817	Mrs. Frank	Business Mgr.	222	803	Mrs. Young
5K	321	841	Mrs. Maccoux	Secretary	224	801	Ms. Parey
5K	324	842	Ms. Steinke	Secretary	224	808	Mrs. McElvain
1	330	847	Mrs. Ramion				
1	332	848	Mrs. Temple	Aides			
2	334	849	Mrs. Osberg	3K/4K			Mrs. Hoering
3	303	833	Mrs. Ladenthin	5K/2			
4	301	831	Mr. Kneifl	Volunteer			Mr. Gerry
4	302	832	Mrs. Gutche				
5	305	835	Mrs. Sokup				
5	306	386	Mrs. Duckert				
6	410	857	Mrs. Radish	Other			
6	409	411	Mrs. Coxey	Cougar Club	MPR	825	Mrs. Pagac
7	411	855	Mrs. Topp	Health Room	220	805	Mrs. Halser
7	412	858	Ms. Boyle	Kitchen		821	Ms. Cech
8	413	856	Mr. Strangfeld	Kitchen		821	Mrs. Plasaz
8	414	853	Mrs. Ligocki				
Art	407	853	Mrs. Pledl				
Music	316	837	Mrs. Clark				
Phy. Ed.	216	819	Mrs. Halwas				
Spanish	401	851	Mr. Wallace				

Updated  
Aug-19



## **ADMISSIONS POLICIES**

### **Admission to 4K, Kindergarten, and First Grade**

In accordance with Wisconsin Statutes, Section 118.14 and Archdiocesan Policy #5111, admission to 4-year-old Kindergarten, 5-year-old Kindergarten, or First Grade will be in accord with the following statement:

1. No child may be admitted to 4-year-old Kindergarten unless he or she is 4 years old on or before September 1st in the year he or she is to enter school.
2. No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1st in the year he or she is to enter kindergarten.
3. No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1st in the year he or she is to enter first grade.

### **Early Admissions to Kindergarten and First Grade**

The State Statutes provide for admission of special cases into first grade. Section 115.28(8) states, "The State Superintendent will prescribe procedures, conditions and standards under which admission to kindergarten and first grade may be made at ages earlier than that specified in Section 118.14 in exceptional cases."

Adopted: 5/5/80

Archdiocese of Milwaukee #5111.1

Revised 4/2/90

### **Admissions of Students with Exceptional Needs**

St. Alphonsus School makes every effort to accommodate all children and their individual learning styles. When the needs of a child require special educational programming, a recommendation for special class placement under the auspices of the public school system will be made to parents.

Policy revision approved: 1/15/79; revised: 1/25/84; 3/15/89; 5/14/91; 6/17/93; reviewed: 3/15/07

## **REGISTRATION PROCEDURES**

Registration for students will be accepted no sooner than December of the year prior to a child's entrance into school.

Each December, information will be sent from the School Office asking parents of students in attendance at St. Alphonsus School to enroll their child/children for the following school year, thus ensuring proper enrollment. Families currently use the TADS system for enrollment.

An enrollment is considered complete only after:

- All online forms have been completed
- The Parish Identification Number has been received
- A current pledge card is on file with the parish (for parishioners)
- Current payment of tuition and fees is not delinquent
- Preliminary fees have been paid

All tuition deposits and enrollment fees are due by the third Friday in January to assure a space for the following school year. Any family who has paid these monies but will not be returning next year will have until April 1<sup>st</sup> to contact the school office in writing for a refund less a \$50.00 per family non-refundable portion of the tuition deposit. After April 1, monies are not refundable.

#### **A. Application Procedures Related to Admissions**

In accordance with St. Alphonsus School class-size policy, applications for children will be accepted or placed on a waiting list any time after the third Friday in January of the year prior to intended entrance.

#### **B. Admissions During a School Year**

St. Alphonsus School will admit students during the school year when space is available.

Regulations Adopted Effective: 11/15/79; revised 3/15/89; 5/14/91; 6/18/92; 6/17/93; 3/15/07

### **Admission and Enrollment Procedures – Policy #9**

#### **Admission**

For all students, an admission application is considered complete only after the following is submitted:

1. Birth Certificate
2. Immunization Record
3. Baptismal Certificate (if applicable)
4. Most recent Report Card (if applicable)
5. Parental Request for Release of Records (if applicable)
6. The Parish Identification Number and a current pledge card is on file with the parish (for parishioners)
7. Current family tuition payments are up to date (if applicable)
8. Application fee is paid (see below)

*Admission applications for **current families** may be submitted no sooner than January prior to the academic school year.*

*Admission applications for **new families*** will be accepted, based on space availability, on the third Saturday of January prior to the school year that the child will be entering school.

### **Application Fee**

There is a *one-time application fee for any **new students*** due at the time the admission application is submitted.

### **Tuition Deposit**

A tuition deposit for the following school calendar year is required at the time of enrollment. It is necessary to cover the cost of books, supplies and equipment required to prepare for the upcoming school year. The total fee is \$275.00 but the tuition deposit is \$150.00 per child. The balance, \$125.00, will be added to the tuition and may be divided over 10 months.

Any family who has paid these monies but will not be returning next year will have until April 1st to contact the school office in writing for a refund less a \$50.00 per family non-refundable portion of the combined application fee and tuition deposit. **After April 1, all monies are nonrefundable.**

### **Current Student Re-enrollment**

Information is distributed in December by the school office asking parents of currently enrolled students at St. Alphonsus School to re-enroll their child/children for the following school year. The **tuition deposit** for each child re-enrolling for the following school year must be paid by the third Friday of January to secure enrollment for the following school year. After this date, any open seats for the following school year will be available to new students.

### **Additional Enrollment Procedures for New Families**

After an admission application is approved, communication will be sent to the family directing them to enroll the student. The **tuition deposit** will be due at the time the enrollment is completed.

You will be advised by the end of the school year if you have been accepted, are on a waiting list, or are ineligible for admission. If the child is ineligible for admission, all monies will be returned.

In order to adhere to St. Alphonsus School class-size policy, applications will be accepted for enrollment or for placement on a **waiting list** any time after the third Friday of January prior to the beginning of the school calendar year.

### **Admissions During a School Year**

St. Alphonsus School will admit students when space is available during the school year.

Regulations Adopted Effective: 11/15/79; revised 3/15/89; 5/14/91; 6/18/92; 6/17/93; 3/15/07, 1/16/13, 4/15/14

**Class Size**– Policy #4

St. Alphonsus School Committee has set a maximum homeroom class size for 4K of 20 students, Kindergarten and Grade 1 of 25 students, and Grades 2 – 8 of 30 students. When a grade level reaches the maximum, 50 for Kindergarten & Grade 1 and 60 for Grades 2 – 8, a waiting list is established, and this list will be automatically carried over to subsequent years.

Policy revised: 8/15/79, 12/14/88, 5/14/91, 6/17/93, 2/17/98, 5/18/99, 6/18/02, reviewed: 2/26/07

**TUITION****Payment of Tuition and Fees and Refunding of Fees** – Policy #6

On an annual basis, the St. Alphonsus School Committee will establish the rates for tuition and fees for the next school year. All application and materials fees are due by the third Friday in January to assure a space for the following school year. If the child is ineligible for admission, all monies will be returned. Any family who has paid these monies but will not be returning next year will have until April 1<sup>st</sup> to contact the school office in writing for a refund less the \$50.00 per family non-refundable portion of the tuition deposit.

A schedule of tuition charges will be established for the children of all families qualifying as members "in good standing" of St. Alphonsus Parish. To qualify as a member "in good standing," the following is expected of these families:

Attendance at Sunday Mass

An annual Stewardship Pledge Card reflecting the family's financial support must be signed and returned to the Finance Committee. This will show both continued registration and financial support for St. Alphonsus Parish.

An attempt to honor the financial commitment made on the Stewardship Pledge Card.\*

\*Families unable to meet the pledge may request a waiver from the Pastor or Director of Administrative Services.

Failure to honor the above will result in the family becoming considered "not in good standing" and ineligible for the parish tuition discount. Parish families considered "not in good standing" will pay the full cost of educating their child/children. Payment of tuition and fees is required for participation in school activities such as 8th grade graduation.

The parish may take unpaid bills to small claims court if deemed necessary.

Families who are not members of St. Alphonsus Parish pay the full cost of educating each child. All policies and procedures pertinent to tuition and fees will be published annually by the school administrators as directed by the School Committee.

Policy approved: 11/15/78; revised: 6/81; 1/25/89; 12/11/90; 6/17/93; 6/95; reviewed: 3/07

Tuition fees are published annually by the School Committee.

At the end of the school year, a tuition payment schedule for the following school year is sent home to each family. Payments are due on the 20th of every month – or as noted on the school calendar – from August through May. Spanish Fees for the next year may be paid with monthly tuition. All tuition and Spanish tuition are paid through T.A.D.S.

### **Tuition Assistance**

The St. Alphonsus School Tuition Assistance Program has been established to help children of parishioners who may not otherwise be able to attend our school because of financial difficulty. This fund is generated from parish contributions and student tuition. Families may apply for tuition assistance online through TADS. Students must be in attendance for one year and the child attending full time in order to be considered eligible for financial assistance. There is a nominal fee for this service

### **Non-Payment of Tuition/Fees**

All fees must be paid through TADS. Quarterly report cards (with a block on the grade reporting site), records, and diplomas will be withheld for those families who have outstanding debts for tuition, Home and School, hot lunch, athletics, Spanish, library, and other financial obligations. These families also will not be accepted back to St. Alphonsus School until these debts have been satisfied. Please contact the School Business Manager at the School Office early if you anticipate late payments. We do want to work with you in making needed adjustments to your payment schedule. **PLEASE**, just keep us informed.

School Administrators might resort to any of the following methods to obtain unpaid tuition and fees:

- a. Discussion with the parents or guardian at the first delinquency in payment with plans for the resolution of the situation.
- b. Parent's signature on a tuition payment schedule.
- c. Submission of the bill to a collection agency.

d. Submission of the case to the Small Claims Court.

Rules approved: 5/13/86 Archdiocese of Milwaukee

Rev: 5/3/93, 5/1/94

Policy #5125.

### **SCRIP**

The St. Alphonsus Scrip Program is a gift certificate program that raises income for the school, as well as individual families. When you purchase Scrip, you're purchasing actual gift cards and certificates for national and area retailers selling everyday items like food, gasoline, and clothing, as well as restaurants, movies, and even vacations. St. Alphonsus buys the Scrip cards at a discount and resells them to families like yours at face value. The discount – from two to fifteen percent or more – is our school's revenue. Scrip is a popular fundraiser because families don't have to sell anything.

Your family benefits directly from the Scrip program, because two percent of your Scrip purchases can be credited back to your family in the form of a voucher which can be used toward your monthly tuition payment, tuition deposit, or Spanish tuition. Many families receive over \$100.00 each year, with some having earned over \$500.00 for the year.

Scrip is available for purchase through Thursday backpack mail (please send orders in by Wednesday), on Friday (or the last school day of the week) mornings between 7:30 – 8:30 am, and during weekend Masses: before and after 5:00 Mass on Saturdays, and from 8:15 – 11:00am on Sundays. All families are asked to purchase Scrip on a regular basis.

### **Fundraising** --Policy #3

The St. Alphonsus School Committee does not authorize any door-to-door solicitation of funds or fund-raising. Exceptions to this policy as outlined may be made only with School Committee approval.

Policy approved: 9/1/78; revised 10/19/88; reviewed: 3/15/07

### **Endowment Fund**

To preserve the opportunity for a Catholic education for the children of St. Alphonsus Parish, an Endowment Fund has been established. This fund helps to keep the school financially sound. Gifts may be made to the fund by using one of the Growing Tree forms.

## **COMMUNICATION**

*A successful school depends upon communication among the parent, school, and student. We encourage family involvement in spiritual, academic, and social programs.*

### **Use of School Communication Systems and Facilities** – Policy #5

Public address announcements, use of school bulletin boards, etc., and distribution of written materials to students will be regulated by the school administrator. Such use of school facilities during the school day will be permitted only when, in the judgment of the administrator, it is in the best interest of the school and the student body, and does not interfere with the orderly educational process.

Policy approved: 9/1/74; revised 10/19/88, reviewed: 3/15/07

### **Telephones**

Parents are asked to make only emergency calls during the day to teachers and students. Teachers and students are not called to the phone during class periods. Parents wishing to speak to teachers during the school day should call the School Office at 421-1760 and ask to leave a message for the teacher. Staff members will return phone calls as soon as possible. Please indicate times when you could most easily be reached, keeping in mind that teachers are not free to interrupt their teaching responsibilities to return calls. Students may make phone calls for emergencies only from the classroom phones or cell phones with teacher permission.

### **Emergency Closings**

St. Alphonsus School follows the Greendale Public School system when closing for inclement weather. If Greendale Public Schools are not in session and there is inclement weather, St. Alphonsus will follow the Franklin School District. All announcements for such closings will be placed on local radio, television stations, and television news websites. Also, a mass email will be sent to St. Alphonsus school families. Please do not call the School Office for this information.

In an emergency requiring that students be sent home, parents must be sure that each child knows where to go if the parent is not at home at the time of the emergency closing. Share your plan with your child well in advance.

### **School Calendar**

A school calendar noting days off and events of the year is sent home early in the school year. A monthly calendar with updates is accessible on our website, and a hot lunch menu is sent

home electronically before the beginning of each month. The menu may also be found on the school website.

School newsletters are sent home electronically on Thursdays. There may be further paper communication sent home with the family messenger also on Thursdays. Any communications to be sent home with the newsletter should be submitted to the school office on or before the Tuesday prior to the publication. Publication of submissions after this deadline is not guaranteed.

### **Weekly Newsletter**

During the school year an electronic newsletter will be emailed to current families updating them of events and information on most Fridays.

### **School Website**

For current school information, please visit the School website: [www.st-alphonsus.org/school](http://www.st-alphonsus.org/school)

### **E-Mail**

Parents are welcome to contact teachers through email. Please visit our website for email addresses and teachers' websites and blogs.

### **Parent Information Night**

Teachers will present their aims, expectations, an overview of the year, and classroom procedures at a parent night in August or September. Attendance at this event is important to assure the cooperative effort of home and school in the educational program.

### **Parent/Student/Teacher Conferences**

Parent/student/teacher conferences are held twice a year. Parents and staff members may request conferences at any time during the school year.

### **Moving**

A family planning to move should contact the School Office at 421-1760 with their new address and phone number as soon as possible. This contact should be made by the parent via phone, written message, or email. You will also need to update your address in T.A.D.S. If your child will be attending another school, please contact us as soon as possible.



### **Open House**

An Open House for prospective families is held on the fourth Saturday morning in January. The following Sunday in January, the school is open to all families, friends, parishioners, and neighbors. Be sure to check with the School Office for these dates yearly.

## **ATTENDANCE**

### **Wis. Stat. sec. 118.15 (1)(a) and Archdiocesan Policy 5112**

The compulsory school attendance laws defined by Wis. Stat 118.15 requires school attendance of a child ages 6-18 unless he/she is excused. Parents or legal guardians are required to provide the school with the reason for their child's absence. The office is responsible to record whether the excuse is considered excused or unexcused.

**Excusable absence:** 1) illness of student 2) doctor/dentist appointment of student 3) court appointment. Parents may excuse their child from school in writing prior to an absence for up to 10 days per school year. More than 10 are deemed unexcused.

**Unexcused absence** or tardy examples: family vacations, extra-curricular activities, car problems, oversleeping.

A student who is tardy or released early is partially absent, as the law requires attendance for full periods and hours. Unless an excusable reason is given, the child is considered truant.

Unfortunately, children must rely on their parents to arrive at school on time. Please be aware of these guidelines in the future. Children need to arrive on time just as you need to be punctual at your jobs.

### **Reporting Absences**

For the safety of the children, parents must report all student absences to the School Office at 421-1760 by 8:00 a.m. on the day of each absence. The reason for the absence and your child's room number must be given. For your convenience, our phone system is on 24 hours a day so that you may report absences at any time. Any child who has a fever or has been vomiting or experiencing diarrhea should not return to school until 24 hours after that particular symptom is gone in order to avoid a relapse or spreading illness to others.

Adopted: 1/25/84; revised 3/15/89, 5-6-97; reviewed: 3/15/07

A parent's written request is necessary to permit a child to leave school for a doctor or dentist appointment or other emergency. Such requests are given to the homeroom teacher who submits them to the School Office for our records. No student will be dismissed without a parental request.

Students leaving school early must be picked up from the School Office by an adult. The adult will be asked to sign out for the student. This procedure is a precaution to ensure the safety of all students.

### **Truancy**

A student is truant when absent without an acceptable excuse for all or part of one or more days during school time. Habitually truant is defined as being absent without an acceptable excuse all or part of 5 or more days in a school semester-- 10 total for the year.

Truancy simply means that the child does not have a valid excuse for being tardy or absent. It does not refer to "playing hooky".

### **Tardiness**

A student who is tardy or released early is partially absent, as the law requires attendance for full periods and hours. Unless an excusable reason is given, the child is considered truant.

A student who is not in his or her homeroom by 7:45am is tardy. When any student has accumulated 5 or more tardies per quarter, a teacher may request that the office send home a Notice of Excessive tardies. This notice must be signed by the parent and returned to the teacher.

### **Prolonged Illness**

A child who has recovered from a serious type of disease or lengthy illness may not be admitted back to school without a permission slip from the doctor.

### **Vacations**

**Taking your child out of school for a vacation is strongly discouraged. The classroom experience that is missed cannot be made up.** Legitimate reasons for absence from school are sickness and doctor/dentist appointments that cannot be scheduled outside of school time and court appearances. School policy is to provide assignments following the student's vacation.

## **ELECTRONIC DEVICES**

### **Cell Phones and Electronic Devices - Electronic and Telecommunications Devices Policy**

Use of any electronic or telecommunication device during school hours (7:45am – 3:00pm) on the school property by St. Alphonsus students is prohibited. All electronic devices must be turned off during school hours and stored in the cell phone caddy (5-8<sup>th</sup> gr) or in a teacher approved location (grades K4-4<sup>th</sup>). The term “devices” includes, but is not limited to:

- Portable telephones, including but not limited to cellular and digital
- Pagers and beepers
- iPods or other MP3 players
- Electronic equipment designed to operate or interfere with electronic equipment used in school
- Flashlights, including laser pointers

Such devices that are found within the classroom, or not properly stored will be confiscated and returned directly to the parent at the discretion of the Principal. There may be occasions when these types of technology might be introduced, or required by instructors to assist with the presentation of classroom materials. Any use of this technology must be approved in advance at the discretion of the Principal.

Policy approved 6/12

### **Cell Phone storage grades 5-8**

Students’ phones will be collected each morning, kept locked in the child’s homeroom all day, and returned right before dismissal.

### **One-to-One Chromebook Policy**

Students in grades 6-8 will carry an assigned Chromebook throughout the day; it will then stay at school overnight to charge and be ready for the next day. In order to keep Chromebooks safe and to eliminate overall clutter, students will be allowed to carry backpacks to classes.

## **STUDENT ARRIVAL/DISMISSAL PROCEDURES**

These procedures are designed for the safety of all students. Parents are asked to put student safety first and not the convenience of the driver.

### Arrival Procedures

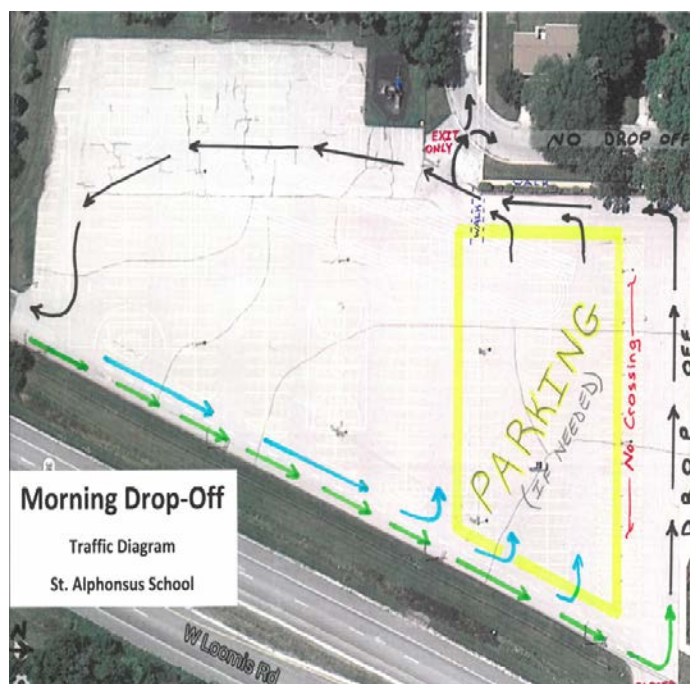
No student should arrive for school before 7:15 a.m. unless he or she is going to early morning child care. For this, the west door is used for admittance. A buzzer is provided for entry security.

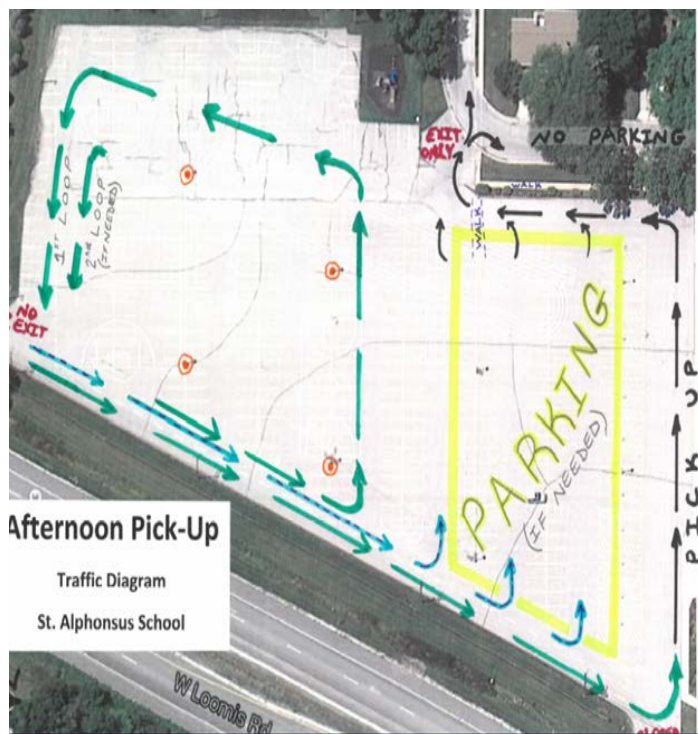
Please drop off children along the curb in the main parking lot. Once students leave their cars, they will walk to the **main school entrance (GYM LOBBY)**

To insure safety, please do not park and walk children through traffic during this arrival process. Parents should enter the parking lot using the far south entrance (south of the footbridge). Exiting is through the west gate onto Churchway.

### Drop off and Dismissal Procedures

Please follow the diagram for drop off in the morning. If you must walk your child to the entrance door, you are asked to park near the playground equipment and walk your child on the sidewalk along the fence up to the school entrance doors. You may not cross in front of moving cars along the curb. Exit through the gate leading to Churchway.





### **Afternoon Pick Up**

Cars arriving at this time should form a line along the east side of the parking lot, parallel to Loomis Road and then form a large spiral as illustrated on the diagram above. Cars will advance along the curb and wait there to pick up the students. Students riding in cars are dismissed starting at 2:50 p.m. at the main school doors only. For safety reasons, there are no other after-school exits from the building.

Drivers should pull up to the next available spot along the curb and wait for their children.

As soon as drivers have picked up children, they should pull away from the curb. This will allow room for other cars to pull to the curb. Children will not be permitted to leave the curb until a car has pulled up for them. Students are picked up at the curb only. To insure safety, please do not park and walk children through traffic during this dismissal process. Please be prompt in picking up your children in the afternoon. If, for some reason, you are late, please go to the Cougar Club room to pick up your children.

The west playground gate will be open from Monday morning until Friday for after school exiting. The gate will be closed during the regular school day hours. Safety demands that traffic between the Village of Greendale and Loomis Road does not cross through this area during school hours.

**Bicycles**

Bicycles brought to school must be parked in the bicycle rack located in the courtyard. Bicycles are the responsibility of the students who ride them to school. All bicycles must be locked during the school day. No riding on the sidewalks or the playground is permitted.

**CHLD CARE****Morning Supervision**

Morning supervision is available at school between 6:30 and 7:25 a.m. in the Multi-Purpose Room. Use the west entrance on the side of school by Churchway. There is a buzzer for admittance. The charge for this service is dependent upon the time the child arrives.

**After-School Child Care**

Cougar Club is available for students who need after-school supervision. You may access more information on our school website.

**Registration Fee**

\$35.00 per child or \$65.00 per family (when registering at the same time).

**Rates**

<b><u>Care Options</u></b>	<b><u>Time Available</u></b>	<b><u>Current Fees are posted on website</u></b>	
1 Hour After School Care	3:00 - 4:30 p.m.	includes snack	\$ 7.00
3 Hours After School Care	3:00 - 6:00 p.m.	includes snack	\$13.75
Early Release Care	12:00 - 4:30 p.m.	own bag lunch	\$21.00
Early Release Care	12:00 - 6:00 p.m.	own bag lunch	\$27.00
Early Release—last day of school	10:00-4:30	own bag lunch	\$31.00
Early Release—last day of school	10:00-6:00	own bag lunch	\$37.00

**Hours of Care**

Childcare will be available every school day from 3:00 pm – 6:00 pm.

The program will be closed on emergency closure days, i.e. snow days.

**There are not a minimum required number of days during each week or each month that you are required to participate.**

### **Behavior Guidelines**

The service being offered is an extension of the school day. As a result, the children are expected to follow the same guidelines and rules that are required in school. A detailed description of these guidelines is available in the St. Alphonsus Family Handbook. A copy of this handbook is available on the St. Alphonsus website.

The children will not be allowed to leave the Cougar Club room, except for trips to the bathroom and after school programs in which they participate, until they are signed out of the program by an authorized adult.

### **Location**

The program will be held in MPR and rooms 200 and 202.

### **Pick Up**

Parents can pick up their child by ringing the doorbell at the door labeled "Cougar Club" on the West side of the school. Parents will then proceed to the Cougar Club room.

### **Sign-Out**

A parent and a caregiver will sign the child out of the program each day noting the time of departure. The sign out log will be used to calculate the fees owed at the end of each week.

### **Late Pick Up Fees**

If you are delayed and cannot pick up your child by 6:00 pm please contact the program. A contact number will be provided at the start of the school year. The first time you pick up your child after 6:00 pm, there will be a \$1 per minute late fee. The late fee will increase by \$1 per minute for each subsequent violation. If you are late picking up your child more than 3 times in a month, you will no longer be able to use the program.

### **Billing**

Billing is done through the TADS system. The total amount due will reflect the amount owed for the services provided during the prior month.

### **Payment**

The monthly Cougar Club charges will be added to your TADS tuition account each month.

### **In Case of an Emergency**

If you need to contact the Cougar Club Assistants or your child when they are attending the program, please call 421-1760 ext. 824.

### **Attendance Calendars**

Calendars and other Cougar Club information may be accessed on the school website.

## **COMMITTEES AND ORGANIZATIONS**

### **St. Alphonsus School Committee**

"The purpose of the School Committee will be to develop and define the policies which will govern the operation of Saint Alphonsus Parish School, and to promote the implementation of the policies by the Principal. Such policies will be consistent with the policies and directives of the Milwaukee Archdiocese as applicable to St. Alphonsus Parish School. The School Committee will communicate to parents, students, faculty, and other school personnel all policies regarding the school." This committee is advisory in nature.

*-- School Committee Bylaws*

Regular meetings of the School Committee will be held monthly from August through June on the third Tuesday. All regular meetings of the School Committee will be open meetings held in the Jerusalem Room at 6:30 p.m. The agenda is published on the school website as are the minutes of each School Committee meeting. Everyone is welcome.

### **School Committee Meetings**– Policy #7

Regular meetings of the Committee will be held on a monthly basis at such time, place, and date as the Committee will designate. Special or additional meetings will be held whenever called by the Committee Chairperson, Parish Council Chairperson, Principal, and Pastor/Administrator or at the request of a majority of the Committee.

The agenda will be decided upon in advance by the Committee officers and the Principal based on an understanding of the ongoing needs and concerns of the school and parish. Parishioners, parents of students, teachers, school staff, and students may submit items for the agenda to the Committee officers or the Principal for consideration. The agenda will be submitted to Committee members no less than three days in advance of the meeting.

Advance notice of the time and place of meetings of the Committee will be published in the parish bulletin and the school newsletter, and all parishioners, parents of students, teachers,



school staff, and students will be entitled and welcome to attend. All Committee meetings are open to discussion by the above-named persons on such subjects and under such rules as the Committee may announce.

If confidential matters are to be discussed at a meeting, the Chairperson may call that portion of the meeting closed to all but the Committee members so that those matters may be discussed without prejudice.

Policy approved: 11/15/78

Rev. 2/15/89; 8/14/90; 8/13/91; 6/17/93; reviewed: 3/15/07

### **Home & School Association**

“The objectives of this Association will be:

To encourage effective communication and cooperation between parents and educators dedicated to the best Catholic education for each child

To offer through well-planned program information of particular interest to parents

To create a greater appreciation of Catholic education

To promote cooperation among all approved Archdiocesan organizations working for the advancement of Christian education in Catholic homes and schools.

All parents or legal guardians of children enrolled in St. Alphonsus School and all members of the faculty will be members of this organization and will have voting rights within the organization.”

– *Home and School Association Bylaws.*

**We thank the Home & School Association for their financial support of the school through fundraising.**

### **Volunteers**

Parent volunteers are important to the success of the school. It is imperative and required that all adults who work with children as volunteers, or chaperone any field trips, complete the “Safeguarding All God’s Family” requirements.

This process is completed online and includes:

1. A criminal background check
2. Acknowledgement of having read the Code of Ethical Standards (click on consent at the end)
3. Completion of a 2-½ hour seminar called “Safeguarding All God’s Family.”

This information can be found on our parish website [www.st-alphonsus.org](http://www.st-alphonsus.org), click on the Safeguarding link, or you may go to the Archdiocese website [www.archmil.org](http://www.archmil.org) and click on Safeguarding All God's Family under Safe Environment. This is where you will begin.

## **Scouting Programs**

### **Girls**

All girls at St. Alphonsus are invited to be members of the Girl Scouts of America. All ages traditionally enjoy service projects, arts and crafts, field trips, and the out-of-doors, while working to develop self-reliance and individual leadership skills. Girl Scouts earn religious and other awards and participate in camp-outs and cookie sales. Most troops charge modest dues and fees, but financial assistance is always available. Girls are welcome to join at any time, and parent involvement is needed.

### **Programs**

5K:	Daisy Girl Scouts	Grades 1 – 3: Brownies
Grades 4–6:	Junior Girl Scouts	Grades 7- 8: Cadette Troops

### **Boys**

Boy Scouts is a worldwide organization based on the principles of loving and serving God, human dignity and the rights of individuals. It recognizes the obligation of all its members to develop to their full potential and to live up to the motto of "doing one's best."

### **Programs**

Grade 1: Tigers	Grades 2 – 5: Cub Scouts	Grades 6 and up: Boy Scouts
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## **ST ALPHONSUS ATHLETIC PROGRAM**

### **Philosophy**

The primary purpose of the St. Alphonsus Athletic Association is to provide an opportunity for the children of St. Alphonsus Parish to participate in competitive extracurricular athletic activities and to promote parish, school, and team spirit, and to promote the understanding of teamwork and good sportsmanship. Toward that end, we seek the cooperation and support of all parents, athletes, and staff.



### **Goal**

It is the goal of the St. Alphonsus Athletic Association to teach our athletes character-building traits and lifelong skills, based in Christian values, which they may carry into academics and all phases of life.

### Objectives

- Foster and develop physical skills, sportsmanship, respect for authority, self-discipline, personal responsibility, leadership, and perseverance.
- Help each participant understand the teamwork aspect of athletics, gain knowledge of the rules and strategies of each sport, and to attain skills which are commensurate with each individual's level of ability.
- Provide a positive learning experience for Christian development.
- Encourage coaches, parents, and athletes to keep winning in perspective and to provide each child with opportunities to develop a positive self-image.

### Eligibility Requirements for Athletic Program Participation

#### **Behavior**

1. Must incorporate eligibility requirements into current discipline code.
2. Expulsion from school – St. Al's or other – will result in automatic ineligibility from extracurricular activities for a period of one calendar year from the date of expulsion.
3. At the 4<sup>th</sup> detention, time-out referral, or conduct referral, the student will be ineligible to participate in extracurricular activities for one week from the date of receiving the detention, time-out referral, or conduct referral.
4. In-school suspension – The student will be unable to participate for two weeks.
5. Out-of-school suspension – The student will be unable to participate for four weeks.

#### **Grades**

Students must maintain a minimum 2.0 grade point average on a 4.0 scale in order to participate in any extracurricular activity. Exceptions can be made on an individual basis with agreement by the Principal, teachers, parents, and activity director. Students will be ineligible for the following grading quarter. The 4<sup>th</sup> quarter grades will affect the 1<sup>st</sup> quarter eligibility of the following year.

#### **Attendance**

To participate in any athletic activity, the student must be in attendance at school the day of the activity. Non-illness-related excused absences will not deny the student the right to participate.

#### **School Closings**

If the school is closed due to inclement weather, no practice will take place in the evening.

We rely on the integrity of all persons involved in our extracurricular activities and in the overseeing of these requirements to ensure that this program is effective.

*Adopted by St. Alphonsus School Committee, March 16, 1999; Rev., January 18, 2000*

## **STUDENT HEALTH AND SAFETY**

### **Administration of Medication to Students**

If your child requires any medication - prescription or over-the-counter - during school hours, it must be administered by School Office personnel. To authorize us to do this, you must follow these procedures:

1. The proper form (available in the school office or online) is to be filled out by the parent and/or physician and sent to school with the medication.
2. Medication must be in the original container appropriately labeled with the child's name, name of drug, dosage to be given, and frequency of administration. The safest method for your child is to acquire an extra prescription container from the pharmacist.

STATE LAW PROHIBITS ADMINISTRATION OF MEDICATION WITHOUT PROPER FORM(S) ON FILE IN THE SCHOOL OFFICE AND MEDICINE IN PROPERLY-LABELED CONTAINER(S).

### **Student Injury or Illness**

Sick children may not be kept in school. When a child becomes ill or is injured at school, the parent or guardian will be contacted to provide transportation home and to insure that someone is at home to care for the sick child. A child must always be picked up if he/she vomits or has a temperature/fever of 100 or above. In the event of a fever, the child may not return to school until they are fever free for 24 hr. period, un-medicated. A parent, or someone designated by the parent, must be available for emergencies. Unless you inform us otherwise, we phone emergency contacts in this order: Mother, Father, and then emergency contacts listed by you.

### **Head Lice Policy**

Head lice can happen to anyone and is not a sign of having poor health habits or being dirty. According to the Wisconsin Division of Public Health, Department of Health Services, Pediculosis (head lice) is the infestation of hair on one's head which can cause itching and is

spread from direct contact of an infected person's head to another individual's head or from contact with objects containing the lice such as from combs, hats, scarves, etc. Head lice can be difficult to spot, but signs can include itching on the back of the head, neck, or ears along with white specks that are difficult to remove from the hair. St. Alphonsus School will work with the parent(s)/guardian(s) and student(s) as necessary to prevent further infestation within the School.

### **Procedure/Responsibilities**

- 1) Checking and Reporting Head Lice. Parent(s)/guardian(s) are responsible for checking their child(ren)'s head throughout the school year for head lice and reporting any infestation to the Principal by the next school day.
- 2) Health Room Designees. St. Alphonsus does not employ a school nurse but instead, relies upon parent volunteers to staff the Health Room. Upon learning of a case of head lice and at other times as needed, the Principal will identify one or more Health Room Designees to assist the school with implementation of the Head Lice policy and other related policies and procedures. The Principal may hire temporary outside resources in the case where qualified parent volunteers are not available.
- 3) Head Lice Treatment. While the Principal and/or Health Room Designees are available to assist parent(s)/guardians(s) of children who have head lice, the parent(s)/guardian(s) are solely responsible for ensuring appropriate treatment is provided to their child(ren). Parents will be instructed to remove all lice and nits. The student(s) will be allowed to return to School and participate in extracurricular activities after appropriate treatment has been initiated in accordance with the Centers for Disease Control and Prevention (CDC) Treatment Guidelines (<http://www.cdc.gov/parasites/lice/head/treatment.html>) and after an examination by the Principal and/or Health Room Designee. Parent(s)/guardians(s) must on a daily basis, carefully check their child(ren)'s head for nits and remove them and report their findings to the Principal and/or Health Room Designee(s). Parent(s)/guardian(s) may propose a different treatment plan but that plan must be approved by the Principal or Health Room Designee prior to the student returning to School. The Principal and/or Health Room Designee will provide the sole determination on whether a student is allowed to return to school based upon the treatment provided to the student and the condition of the student's hair as assessed by the Principal and/or Health Room Designee.
- 4) Privacy and Notification of Head Lice. The Principal and Health Room Designee(s) will maintain the privacy and confidentiality of each head lice infestation to the extent practicable and in

accordance with applicable laws. Parents of students in a classroom where head lice have been identified will be notified of a head lice infestation but will not be informed about the source of the head lice infestation. If children in multiple grades are infested, the Principal will send a school-wide notification of the infestation to parents on a monthly basis until such time as no new infestations are found. Parents/guardians will also be provided with information to check and, if necessary, treat head lice. Such notification(s) will be made via e-mail and/or newsletter and will be reviewed by at least one Health Room Designee before being sent. The School may notify teachers, specialists, assistants, volunteers, or others working on school grounds as needed to assist with the Head Lice policy.

- 5) School Examination for Head Lice. The Principal and/or Health Room Designee, along with other trained volunteers may check any student for head lice at any time and for any reason. The Principal and/or Health Room Designee will implement strategies for containing the head lice infestation which are to be supported by school personnel and parents, including but not limited to classroom education, bagging jackets in classrooms, identifying specific risks on a classroom-by-classroom basis (including Cougar Care, Scout rooms, etc.), modification of buddy activities, ceasing use of dress-up clothes, handing out ponytail holders, re-checking frequencies, re-checking groups, etc.
- 6) Head Lice Log. The Principal and/or Health Room Designees(s) will maintain a confidential log of confirmed students with head lice including at least inspection dates, exclusion from school, re-inspection dates, and the results of the inspections.
- 7) Parent Notification and Arranging Transportation. The Principal and/or Health Room Designee will use their sole judgment to determine whether a student will be sent home from School or an extracurricular activity based upon evidence of head lice infestation. The parent(s)/guardian(s) will be notified accordingly and must adhere to this decision and arrange for transportation to pick-up their child(ren) as soon as possible. The student(s) will not be allowed to attend extracurricular activity that day. In addition, the parent(s)/guardian(s) will adhere to the section above regarding treatment of the head lice.
- 8) School Support. The Principal and/or Health Room Designees will accumulate information in the Health Room to assist parent(s)/guardians(s) with head lice management and share this information with parents as requested. Such information may include treatment product information, links to YouTube videos, checklists, treatment suggestions, and tips for avoiding contracting or spreading head lice, etc. Parents are encouraged to ask for this information.

- 9) Classroom Cleaning. If a student has been identified as having head lice, the School will clean that classroom as appropriate.
- 10) Local Health Department Notification. The Principal and/or Health Room Designee will collaborate with the Greendale Health Department as necessary.
- 11) Policy Review. The School Committee may modify this policy as needed. Any update will be communicated to the parents/guardians of the School via e-mail and/or newsletter.

## **BUILDING SECURITY**

If coming to school between 7:30 a.m. and 3:00 p.m., please park in the upper parking lot (adjacent to Loomis Road) or the school courtyard, enter through the School Office doors, and sign in at the School Office. No one is allowed into the classroom/learning area without first checking in at the School Office. School time is for teaching, so all interruptions of classes are held to a minimum and are reserved for emergencies only. We ask 100% cooperation in this area. Bring all forgotten lunches to the school office. Lunches will be picked up by students in the office. Other forgotten items may be brought directly to the School Office to be picked up by the class messenger.

### **Gun Free School Zone**

In furthering the protection of our students, the federal government in 1990 enacted the Gun-Free School Zones Act. The law states:

“It will be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law will be fined not more than \$5,000.00, imprisoned for not more than 5 years, or both.”

### **Asbestos Management Program**

According to the Federal Regulation Asbestos Emergency Response Act 40 CFR 763, the responsible official for the school must inform employee, parent, and teacher organizations that a complete inspection for asbestos-containing building materials was conducted by an accredited inspector. The management plan is located in the school office for anyone to review. If you would like additional information, please contact the Director of Administrative Services at the Parish Office, 414-421-2442.

## **STUDENT DEVELOPMENT**

### **Homework**

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature, should help to:

- Deepen students' understanding and skill relative to content that has been initially presented to them
- Prepare students for new content or have them elaborate on content that has been introduced.
- Develop good study habits and organizational skills
- Foster positive attitudes toward school
- Communicate to students that learning takes work at home as well as at school
- Communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated

### **Time Guide for Out-of-Class Study**

Grades Pre-K-5K, 0-15min./day; Grades 1– 2, 15–30 min./day; Grade 3, approx. 30 min./day; Grades 4–5, 30–60 min./day; Grades 6 - 8, 60–90 min./day

Rules approved: 3/11/75

Rev.: 4/2/90, 5/12/05

Archdiocese of Milwaukee

Policy #6154

Some types of homework recommended by the school include the following:

- Practice drill in math facts and vocabulary words
- Library reading, Internet research, and reports
- Research and enrichment projects
- Study for tests

### **Forgotten Homework**

**Classes will not be interrupted to deliver forgotten homework.** Students may check in the School Office for items they may have forgotten. Teachers or classroom messengers check for items in the School Office at lunchtime and before dismissal.



**Homework for Absentees**

Homework is usually made up after the student returns from the absence. Homework may be requested when calling in an absence. It may be sent home with a sibling or friend or picked up by a parent in the School Office after 3:00 p.m. Students who are absent are responsible for completing missed work.

**Student Test Review** – Policy #11

Tests and samples of work should be sent home to parents to provide parents the opportunity to sufficiently assess their children's progress.

Adopted: 8/19/82; revised 3/15/89, 5-6-97; reviewed: 3/15/07

**Tutoring**

Tutoring is available at St. Alphonsus School and other sites. Contact your child's teacher or the School Office to arrange for this.

**Foreign Language**

Classes in Spanish are offered in grades 1-6 as part of the regular curriculum. Grade 7 will become mandatory in 2018 and grade 8 in 2019. There is a separate world language cost to be published each school year. The program is structured to include the Standards for Foreign Language Learning – Communication, Culture, Connections, Comparisons, and Communities with an emphasis on communication. The approach is the 'Natural Approach' which is second language acquisition via meaningful and authentic experiences. Embedded in these experiences are games, songs, dialogues, poetry, stories, dramatizations, and celebrations.

**Technology**

Technology is integrated into the classroom core curriculum. The technology curriculum meets the National Educational Technology Standards (N×E×T×S) for each grade level. Microsoft Office applications – Word, Excel, PowerPoint, Publisher, and Access – are taught with the emphasis on critical thinking and real world applications. Google Docs are also taught with the use of the technology lab in addition to a mobile laptop cart, iPad cart, and Chromebook cart. Classroom teachers have the opportunity to bring the entire class to the working technology lab for further work time or check out one of the mobile carts.

## **Music**

All students in grades 4K-8 participate in regular scheduled music classes. Grade goals and activities are based on the National and State Standards for Music Education. Skills include singing sacred and secular songs, moving, describing, performing, creating, and connecting to other subjects and arts. Primary students perform in the annual Christmas program, and Intermediate students perform in a spring program every three years.

Children are encouraged to

- Be a cantor (gr. 5-8) at liturgies.
- Join the Parish Children's Choir (gr. 2-8)
- Join the Band and/or Orchestra offered through private lessons
- Participate in after-school clubs that may include Chess, Coding, Art, Forensics, and more

## **Art**

Art is a part of the curriculum for grades 5K-8. The Art teacher begins each Art class with a prayer. Student work is always generously displayed throughout the school. The curriculum is designed to prepare the students not only to create but also to understand, experience, and value works of art. Therefore, the program is based on the Disciplined-based Art Education (DxBxAxE) approach. The students learn about art through four disciplines: Art production, Aesthetics, Criticism, and History. Other areas of the curriculum include learning about art forms from various cultures and understanding concepts involving the elements and principles of design. The art curriculum is designed to work closely with the National Art Standards.

## **Physical Education**

All grades meet for regular physical education classes. 5K has physical education class once a week and 1<sup>st</sup> – 8<sup>th</sup> grade meet twice a week. All grades work on activities to improve their fitness levels. They are introduced to a variety of team sports - volleyball, basketball, hockey, and lacrosse - as well as lifetime sports such as roller skating, rollerblading, and rock climbing. Each student is encouraged to give their personal best in every activity that is offered. Students also participate in the Presidential and National Physical Fitness Program.

## **Field Trips** – Policy #2

Field trips serve the instructional program by utilizing those resources of the community which are related to the school curriculum and are a normal part of the school day. Such trips are encouraged, since they relate to the teaching-learning process.

Field trips, concerts, a graduation trip, and other approved extracurricular activities will be denied to students who present problem behavior. Faculty and the school administration will use good judgment in determining when a child will be denied such privileges.

Parents must read, sign, and agree to follow the parent field trip guideline forms. They are available from the classroom teacher.

Policy Approved: 9/1/74; revised 10/19/88, 5-11-06; reviewed 3/15/07

The school procedure for field trips includes:

1. Parents are required to sign a permission slip.
2. Teacher and parent chaperones are needed for most field trips.
3. Bus transportation for students, teachers, and chaperones is used for all field trips beyond walking distance. Preschool siblings are not allowed to ride on the bus.
4. Parents provide the cost of all trips. Due to the fact that all trip costs are figured on the number of students attending at the time of the field trip reservation, **the cost of the trip cannot be refunded.**
5. Chaperones must sign and return the Chaperone Information form before being permitted on a field trip. The classroom teacher will distribute to all chaperones.

Document can be found by clicking on this link: [CHAPERONE FIELD TRIP GUIDELINES](#)

### **Director of Teaching and Learning**

This position lends support to all students in their learning processes in order to help each student achieve her/his potential. This is done in partnership with students, parents, teachers, and- to-date research- based information on the learning process and the individual differences that can occur among students. In addition, this person is available as a parent resource when issues arise with individuals.

### **Targeted interventions for academic and behavioral concerns**

Despite the best efforts using evidence based/ high quality instructional materials and strategies, there are students who are not making sufficient progress. A system of targeted interventions to address these concerns will be established. The students will either be in small groups or one to one based on the needs presented. Intervention grouping is flexible and based on data. The consultant and teachers involved problem solve to best meet individual needs based on student outcomes. Student growth is a top priority in this process. The

interventions will be modified and outcomes adjusted as needed to achieve consistent learning progress.

### **Remediation and Student Support**

The focus is on reading, writing, math development, and executive functioning. Some services include:

1. Support for students who learn differently.
2. Collaboration with teachers regarding student issues.
3. Daily/Weekly small group sessions in the above areas of concern.
4. Progress monitoring
5. Testing to identify areas of strength and weakness
6. Program design for intervention in the areas of need or strength

### **Diagnostic Testing Provided**

1. Administer diagnostic tests to assess new students and others as the need arises after consultation with classroom teachers
2. Administer follow-up testing in the fall to determine if students receiving intervention during the past year need to continue in the program
3. Administer diagnostic tests for reading, math, behavior, writing, or spelling to any student when referred by a parent or teacher
4. Refer those students who are identified by assessment as having special needs to appropriate agencies for assistance
5. Assist in maintaining required student records.

### **Faculty Resource**

1. Provide resources for teachers to individualize instruction in order to meet student needs
2. Conference quarterly with teachers and parents of students who are receiving intervention within the school program
3. Research and acquire resources concerning instructional strategies and assessments for faculty use

### **Parent Resource**

1. Meet with parents to develop plans of support for their child's learning
2. Research and acquire resources to aid parents with the academic needs of their children

3. Review instructional intervention strategies and report progress quarterly

### **Family Life**

Students in grades K5 – 8 learn about God’s gift of sexuality within the context of Catholic family values. Family Life is incorporated into the Religion curriculum.

### **Testing Programs**

All registered kindergarten students are administered a Readiness Test in the fall. New students are tested to assist staff in diagnosing students’ strengths and needs.

Students in grades 3, 5, and 7 are administered the Iowa Test of Basic Skills annually. Computerized results are sent to parents in spring. Also, Scholastic Math Inventory results as well as Scholastic Math Inventory computerized tests are administered throughout the year to students in grades 3-8.

Testing for Exceptional Educational Needs (Learning Disability, Emotional Disability, Speech and Language, etc.) is available from the Greendale Public School District. All formal testing requires written parental consent. St. Alphonsus School personnel or parents may request testing by contacting the School Office or Director of Teaching and Learning.

## **GRADING**

### **Report Cards**

Student reports are issued four times a year, thus enabling parents to understand the overall progress of the student. St. Alphonsus School uses the web-based electronic grade book – Educate. Each family will receive a user ID and password for each student. Students’ grades may be monitored online at any time. A careful monitoring of the students’ progress by the parents is a great help in the school’s effort to establish a spirit of cooperation between the home and the school.

### **Achievement Grade Key**

Primary Grades 1 – 3

3	Proficient	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> </ul>
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		<ul style="list-style-type: none"> <li>● Student can complete assigned tasks independently.</li> </ul>
2	Developing	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards.</li> <li>● Student can sometimes complete learning activities without assistance</li> </ul>
1	Emerging	<ul style="list-style-type: none"> <li>● Student needs more time to develop understanding of grade level standards.</li> <li>● Student can complete learning activities with assistance.</li> </ul>

## Grade 4

4	Advanced	<ul style="list-style-type: none"> <li>● Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>● Student can independently complete self-directed studies.</li> </ul>
3	Proficient	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently.</li> </ul>
2	Developing	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards.</li> <li>● Student can sometimes complete learning tasks without assistance.</li> </ul>
1	Emerging	<ul style="list-style-type: none"> <li>● Student needs more time to develop understanding of grade level standards.</li> <li>● Student can complete learning activities with assistance.</li> </ul>

## Grades 5 – 8

A		Excellent/ Exceptional/ Advanced Quality
B		Very Good/ Proficient/ Meets Quality Expectations
C		Satisfactory/ Meets Basic Expectations

D		Needs to Improve/ Inconsistent/ Minimal Performance
U		Unsatisfactory
NA		Achievement Grade not applicable in this quarter

#### Grades 5 - 8

*	Advanced	Demonstrates exemplary understanding and application
+	Proficient	Secure: Demonstrates consistent understanding and application
/	Basic	Demonstrates a general understanding but an inconsistent application of the information
-	Minimal	Demonstrates insufficient understanding of key concepts/ skills
NA		Not Assessed at this time

### SERVICE ACTIVITIES

In order to foster a sense of belonging in the world around us, St. Alphonsus students participate in service activities. This affords the student an opportunity to reach out beyond the borders of self and family to help meet the needs of a larger group of people. This can be done at the school, church, or community level.

Throughout the year students participate in a variety of group service projects. Students in grades 6-8 are expected to accumulate 36 hours of individual service before graduation. To make this manageable for students, a breakdown of these hours will be required in this way: 6<sup>th</sup> grade is required to perform 8 hours, 7<sup>th</sup> grade to perform 12 hours, and 8<sup>th</sup> grade to perform 16 hours. Students wishing to accumulate service hours at a faster rate may do so. They are also encouraged to serve more than the minimum number of hours required. Students should keep track of their service hours on a service hour record form (available on the school website - [www.st-alphonsus.org/school](http://www.st-alphonsus.org/school)).

## DRESS CODE

All students in 5k through 8<sup>th</sup> grade must follow the dress code requirements listed below. While students in 3k and 4k are not required to abide by these requirements, the Principal and/or appropriate teachers may require that students dress accordingly on certain days throughout the school year.

The dress code helps foster a positive learning atmosphere, promotes modesty, and eliminates distractions and competition. We expect all students to be neat, clean, and appropriately dressed for their Christian learning environment. The success of the dress code is dependent upon cooperation with parents/guardians.

### Uniform Code

No emblems or insignias are allowed as part of the uniform unless a specific exception is stated. Only the clothing items identified below are acceptable pieces of the uniform.

#### Shirts

- Grades 5K - 5: Navy blue, white, and light blue color.
- Grades 6 – 8: Navy blue, white, light blue, and red color.
- Collared with short or long sleeves.
- Polo, buttoned-down blouse, or dress-shirt.
- Only white short-sleeve undershirts are allowed.
- Midriff must be covered at all times.

#### Sweaters

- Grades 5K - 5: Navy blue, white, and light blue color.
- Grades 6 – 8: Navy blue, white, light blue, and red color.
- Plain knit slip-over (sweater vest) or cardigan is allowed.
- Sweatshirt or pullover without a hood purchased through the St. Alphonsus Home and School Apparel Sale.

#### Pants

- Navy blue or khaki color.
- Must be worn at waist level at all times.
- Must be chino, khaki, capris, or dress pants without pockets on legs.
- No cargo style pants.
- Form fitting knit fabrics are not allowed.

#### Shorts and Skorts

Shorts and Skorts can only be worn between April 1st and October 31st, except at the principal's discretion.

- Navy blue or khaki color.
- Must be worn at waist level at all times.
- Must be within 3 inches above the knee.
- Must be chino or dress shorts or skorts without pockets on legs.



- No cargo style shorts or skorts.
- Form fitting knit fabrics are not allowed.

#### Jumper and Skirts

- Navy blue, khaki color, Belair plaid (Merry Mart Uniforms), or hunter/classic navy plaid (Land's End).
- Must be worn at waist level at all times.
- Must be within 3 inches above the knee.

#### Socks

- Solid white, navy blue, gray, or black.
- A small insignia or logo are permissible.

#### Footwear

- Closed toe and closed heel shoes.
- Flip flops, jellies, or sandals are not allowed.

#### Jewelry

- Minimal earrings, necklaces, and rings are allowed.
- Only ears may be pierced.

#### Hats

- Hats only allowed to be worn outside when weather permits.

#### Hair

- Hair should be worn clean, neat, and a natural looking color. Principal will have the sole discretion to require a student to change his/her hair to comply with this policy.

### **Physical Education Dress Code**

Students will bring to school and take home all gym clothes on the days that physical education is scheduled.

All students must wear athletic shoes that can be tightened.

Grades 5K – 4:

- Uniform must be worn during physical education.

Grades 5 – 8:

- Knit shirt, t-shirt, or polo-type shirt.
- Sweatpants.
- Athletic shorts.
- Leggings that are calf length or longer. The entire legging must be opaque and with no transparent or cut-out sections.
- Stud earrings only.
- It is recommended that parents provide a carrying bag for gym clothes.

### **Non-Uniform Dress Code**

Clothing other than uniforms may be worn by students on:

- Last Friday of each month.
- Award for participation in school fundraisers.

- Field Trips, unless otherwise specified.
- Birthdays. If the birthday does not fall on a school day, the student may notify the teacher and select another day.
- Picture Day.
- At the Principal's discretion.

All items must be within Catholic tenets. In addition to items permitted as part of the uniform, the following clothing items are allowed:

- Jeans.
- Athletic wear.
- T-shirts and sweatshirts.
- Spaghetti straps or sleeveless shirts when worn with appropriate, modest cover at all times.
- Leggings that are calf length or longer. Posterior must be completely covered by a long top, shorts, skorts, jumper, or skirt. The entire legging must be opaque and with no transparent or cut-out sections.
- Clothing must have non-offensive pictures, writing, emblems, or insignias.
- Midriff must be covered at all times.
- All items must match uniform lengths.
- Must be worn at waist level at all times.

### **Scouting Days**

Members of Boy Scouts including Cub Scouts or Girl Scouts may wear the scouting uniform on den, pack, troop, or patrol meeting days for which the student is a member.

### **Non-Compliance with the Dress Code**

The principal and teachers will enforce compliance to the dress code. The student may be required to change into different clothing either with spare clothing stored in the health room or with a change of clothing brought by a parent/guardian or designee. Borrowed clothing must be laundered and returned within one week.

Failure of students to comply with the dress code undermines the educational environment at St. Alphonsus. Further discipline may occur per the school discipline policy.

revised 10/29/2019

## **ST ALPHONSUS SCHOOL WELLNESS POLICY (adopted 2010)**

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Also, good health fosters student attendance and education. With the future in mind where obesity rates have doubled in children and tripled in adolescents over the last two decades, (with physical inactivity and excessive —calorie intake the predominant causes), St. Alphonsus is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of the St. Alphonsus School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and others interested in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grades 5K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs and will provide clean, safe, pleasant settings, and adequate time for students to eat.
- Our school will provide nutritional education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

To achieve these policy goals:

I. School meals will be appealing and attractive to children, be served in clean and pleasant settings, meet nutritional requirements, offer a variety of fruits and vegetables; serve only low-fat (1%), 2% and fat-free milk and ensure that half of served grains are whole grain. The lunch program should engage parents and students, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal program in order to identify new, healthful, and appealing food choices.

II. St. Alphonsus will provide students with at least 20 minutes to eat and will make every effort to schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 10:30 a.m. and 1p.m., will try to avoid scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities; and will schedule lunch periods to follow recess periods (in elementary grades).

III. St. Alphonsus will strive to meet the nutrition standards for foods and beverages sold individually (i.e. foods sold through fundraisers, school stores, etc.)

- **Beverages allowed:** water or seltzer water, sports drinks, ice tea; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; unflavored or flavored low-fat or fat-free and 2% fluid milk and nutritionally-equivalent non dairy beverages (to be defined by USDA);
- **Beverages not allowed:** any type of soft drink

**IV.** To support children's health and school nutrition education efforts, St. Alphonsus fundraising activities will encourage healthy options when available. St. Alphonsus will encourage fundraising activities that promote physical activity.

**V.** Parents are encouraged to make thoughtful choices when sending snacks for the school day. Snacks should make a positive contribution to children's diets and health, with an **emphasis on serving fruits and vegetables as the primary snack** and water as the primary beverage. St. Alphonsus will work toward disseminating a list of healthful snack items to teachers, after school program personnel, and parents.

**VI.** St. Alphonsus will encourage healthy foods or beverages for use as rewards. We will discourage items that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment.

**VII.** For celebrations, St. Alphonsus will strive to encourage families to send healthy snack alternatives or consider one of the following ideas:

- donate a book or game for birthdays
- ask about teacher's wish list.

**VIII.** For school-sponsored events (such as, but not limited to, athletic events, dances, or performances), foods and beverages offered or sold at school-sponsored events outside the school day, will offer balanced offerings and healthy alternatives.

**IX.** St. Alphonsus School aims to teach, encourage, and support healthy eating by students. We will provide nutrition education and engage in nutrition promotion at each grade level.

**X.** St. Alphonsus will work towards the nationally-recommended amount of daily physical activity (i.e. at least 60 min/day) and help students to fully embrace regular physical activity as a personal behavior. Toward this end, students need opportunities for physical activity beyond physical education class, therefore:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities,
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate (periodic movement breaks)

**XI.** St. Alphonsus will support parents' efforts to provide a healthy diet and daily physical activity for their children. We encourage parents to pack healthy lunches and snacks.

**XII.** School-based marketing will be consistent with nutrition education and health promotion. As such the school advises limiting food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).<sup>8</sup> School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited.

The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

**XIII.** St. Alphonsus highly values the health and well-being of every staff member and will plan and implement staff wellness activities. In implementing activities, staff input will be solicited.

**XIV.** St. Alphonsus will provide all students in grades 3K-8, including students with disabilities, special health-care needs, and in alternative educational settings, with 90 minutes a week at the middle school level and 2 periods a week at the elementary level of daily physical education for the entire school year. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

- All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- The school is encouraged to offer extracurricular physical activity programs. The school will try to offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### **XVI. Monitoring and Policy Review**

A baseline assessment of St. Alphonsus' existing physical activity environments will be conducted. This policy will then be reviewed annually.

## **HOT LUNCH PROGRAM**

St. Alphonsus School provides a nutritious hot lunch along with an ala carte menu. The ala carte program is available to students in grades 4-8. Students' purchases will be deducted from their family account, and parents will be notified when the balance is getting low. We encourage student participation in this program.

The lunch menu is available on the school website and as an attachment in the electronic mailings. Lunch money is paid directly to the lunch program and tracked daily.

If students take hot lunch, we ask that they make an effort to eat the food and drink the milk they take each day. We ask you to work with us in discouraging food waste. Students are offered a variety of food items daily.

There is a peanut-free lunch table in the cafeteria. No one may eat foods containing peanut products at this table.

### **Cold Lunch**

Students taking cold lunch may purchase a half-pint of milk for a nominal cost.

### **School Snacks**

Students may bring a **healthy** snack to eat at school during break times indicated by the classroom teacher. Chips, candy, bakery items are not included in the healthy category. Fruit cups, raw veggies, fresh fruits, yogurt, etc. are encouraged. **Parents, please be aware of common allergies, such as a peanut allergy, when providing snacks for classmates.** Contact your child's teacher for more information.

### **Lunchroom—Acceptable and Expected Behavior**

Good manners must be followed so that food may be enjoyed in an atmosphere that is relaxing and pleasant for everyone. The lunchroom should be a place where respect, responsibility, and kindness are shown. Students must comply with the Lunchroom Behavior Expectations which follows. Parents will be contacted concerning serious problems.

- **Courtesy** – The lunchroom supervisor is a good helper and is hired by the school to help enforce acceptable and expected behavior. The lunchroom supervisor is in charge of the lunchroom and is in charge of you! Disrespect for the lunchroom supervisor will not be tolerated.
- **Voices** – The lunchroom is a place of respectful volume of table conversation . . . talking to those around you in a normal tone of voice is appropriate.

- **Visiting Friends** – As in any public eating place, one does not walk around and visit from table to table.
- **Food Throwing**- is not acceptable behavior and will be reprimanded.
- **Taking/Touching Food From Others** – For the safety and well-being for all of our students touching and taking other people’s food is not acceptable. Continuous violations may lead to loss of lunchroom table time.
- **Food Waste** – Food that is on our tray or in our cold lunch should be eaten – not thrown away.
- **Lunch Trays** – Trays should be placed in designated areas and all non-food items in garbage containers.
- **Spills and Splatters** – Spilled milk and trays are cleaned up by the student.
- **Tidiness** – Each student should leave his place clean and ready for the next group.
- **No Hats** – Hats should be carried by students. Do not place hats on the table while eating. Put the hat on a coat hook provided in the hallways or in your lap.
- **No Toys** – Stuffed animals, basketballs, footballs, etc. should be left in the classroom, in the classroom basket, or on the designated shelves in the lunchroom. No toys may be on the tables.

## **CONDUCT AND DISCIPLINE**

One of the most important facets of education involves the learning of an inner discipline and the wise use of privileges. At all stages of their development, young persons need to experience privileges and self-control. In keeping with the philosophy of our school, we attempt to help students develop the kind of discipline which will help them grow in freedom and responsibility.

Attendance at school constitutes, in effect, a contract or an agreement. The school agrees to furnish the expertise and environment for learning, and the student agrees to do his/her part to ensure that these are maintained. Parents agree to enforce school rules. This involves rights as well as responsibilities.

School desks and lockers, being school property, may be searched by the School Principal if circumstances warrant such a search. No notice need be given to the student. Students may be asked by the School Principal to empty their pockets, purse, or backpack if circumstances warrant it.

It is the student's responsibility to follow these expectations. Failure to comply with these rules will result in the following sequence of actions:

### **Discipline**

Students, both individually and in groups, will comply with school regulations and will recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority will constitute sufficient cause for disciplinary action.

When, in the judgment of a teacher, an individual or a group effectively challenges the authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher will report such activity at once to the Principal, who is empowered to institute appropriate corrective and/or disciplinary action.

Each student should have the right and be encouraged to express individuality in school as long as the conduct does not intrude upon and endanger the liberties of others – especially upon the right of peers to receive instruction.

The school's responsibility for helping each pupil to develop unique abilities to the maximum must be emphasized. A rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program is desirable and recommended.

Whenever a student's conduct is such that it endangers the property, health, or safety of others or disrupts the learning environment, action deemed appropriate by school administrators may be taken to restrict his/her right of school attendance.

### **Terminology**

A. **Probation** – A conditional enrollment during a trial period.

A student may be placed on probation for a trial period by the School Principal. The principal may set conditions for release from probation after conferences discussing the offense are



held with the student's parents or guardian and relevant school personnel. The Principal's decisions are final.

All new students are on probation for the first semester.

**B. Suspension** – A temporary termination of enrollment until stipulated conditions are met.

Suspension is justified only in unusual circumstances and is normally an in-school suspension.

Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-School Suspension may be directed for varying lengths of time, but will not exceed three days. In-school suspension conditions are to be determined by the School Principal. In-school suspension students remain the responsibility of the school.

Out-of-School Suspension is considered a rarity and is the responsibility of the Principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice will allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

**C. Expulsion** – As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion will be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well-articulated in this handbook.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

For specific expulsion procedures see the St. Alphonsus Expulsion Procedures.

## **BULLYING POLICY** *Revised 4/11/11*

We, at St. Alphonsus School and Parish, are committed to making our school a safe and caring school for all students. We treat each other with respect, and will refuse to tolerate bullying in any form during the school day or during any school-sponsored activity on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. Bullying is repeated behavior and involves an imbalance of power. This behavior goes against the fundamental tenet of “Love your neighbor as yourself” and destroys respect for the dignity of the student. It undermines the Catholic atmosphere of the school and deprives the student of a safe and caring learning environment.

### Bullying Definition

Our school defines bullying as an overt act or acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student. This includes cyber-bullying. The acts are repeated against the same student or adult over time. Bullying includes but is not limited to:

- physical intimidation or assault
- extortion
- oral or written threats
- teasing
- threatening looks, gestures, or actions both sexual and non-sexual
- cruel rumors/gossip
- false accusation
- social isolation
- derogatory comments
- racial slurs
- being threatened or forced into actions against one’s will
- exclusion

### Staff Responsibilities and Intervention

Staff at our school will do the following things to prevent bullying and to help children feel safe at school:

- Closely supervise all students in school areas and on the playground
- Watch for signs of bullying and intervene when it happens
- Teach Second Step in grades K-2 and Steps to Respect in grades 3-5
- Respond quickly and sensitively to reports using the bullying report process and coaching models of our program

- Take seriously families' concerns about bullying
- Provide immediate consequences for retaliation against students who report bullying

All school staff members who observe or become aware of acts of bullying must address the situation and, if severe or persistent, will report these acts to the building principal. They should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

Students at our school will adhere to the following behaviors to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refrain from watching, laughing, or joining in when someone is being bullied; instead, the student will report the bullying to the nearest staff member.
- Try to include everyone in play, especially those who are often left out

#### Investigation of Complaint

Once a serious complaint has been reported, the principal will investigate to determine if bullying has occurred. The investigation may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation. There will be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact, a determination of whether acts of bullying were verified, and, when acts were verified, a recommendation for intervention, including disciplinary action.

#### Consequences of Actions

Once the investigation is complete, the school principal will determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn alternative behaviors, and stop the bullying.

### Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts will be issued age-appropriate consequences such as:

- Performing some type of community service within our School/Parish
- Community service may include but is not limited to, tasks in the classroom, cleaning up building or the school and parish grounds
- Offering amends to the child(ren) who are victims of the acts
- Making amends will include, but is not limited to, writing a letter of apology to the child, apologizing to the child, or performing other acts or restitution

Punitive action may include but is not limited to the loss of recess, detention, in-school suspension, at home suspension, being removed from class for a specified period of time, or expulsion in extreme cases.

Parents of all disciplined children will receive written notice of the type and duration of the disciplinary action. Depending upon the severity of the situation, the administrator may advise that a student/family obtain professional counseling, develop a supervision plan with the parents, and notify law enforcement in the most severe cases.

### Educational Measures

The faculty of St. Alphonsus will include in their curriculum an education program about the harm, culture, and injustice caused by bullying into their curriculum. *Second Step* and *Steps to Respect* along with the Religion Program are the basis for educating students in anti-bullying behaviors.

If after investigation, acts of bullying against a specific student are verified, the principal will notify the parent or guardian of the victim of such findings. The statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, will not be disclosed to the parents or guardian of the victim, except as provided by law.

### **Disclosure**

The policy will be discussed annually with grades 4K-5 and printed in grade 6-8 Agendas. The policy will be included into the School Handbook and available for view on the website. The School will also provide a copy of the policy to any person who requests it.

### ST ALPHONSUS SCHOOL UNIVERSAL EXPECTATIONS

	Cafeteria	Hallway	Playground	Classroom
<b>Kindness And Unity</b>	"Leave no trace"  Good Manners (Please and thank you)  Treat the staff with respect	Hold the door  Help others  "Leave no trace"  Treat the staff with respect	"Leave no trace"  Kind words/ kind actions  Invite others to play  Treat the staff with respect	Respect others  Respect property and equipment  "Leave no trace"  Treat the staff with respect
<b>Justice (Fairness)</b>	You brought it- you eat it	Going to your spot  Staying in your spot  Silent waves	If someone is unsafe, tell an adult  Include others	Raise your hand  Leave a picked up classroom at the end of the day
<b>Temperance (Self-Control)</b>	Level 3 voice  Sit in seat properly  Respect school property	Hands to self  Quiet feet  Quiet from door to door (Level 1)  Be a leader even when you think no one is watching	Follow the rules of the game  Be aware of others  Use equipment properly	Be a leader even when you think no one is watching  Wait for your turn to speak
<b>Blessed are the Peacemakers</b>				

### OTHER SCHOOL RULES

Possession, sale, and/or use of tobacco products, smoking materials, alcohol, inhalants, or drugs are prohibited on the parish premises, or at any school-sponsored function on or off

campus. Students who violate this rule may be asked to withdraw from school, or be suspended or expelled. In addition, the police will be involved in violations of this policy.

Any objects such as laser pointers, firecrackers, lighters, matches, squirt guns, etc. which are dangerous or disruptive to the educational process are not permitted. Articles will be confiscated immediately and disciplinary measures appropriate to the nature of the object will be taken. Students are not to bring hair spray (clear or colored) to school. Scented deodorant, perfume, or cologne is also prohibited in the classroom due to the allergic reactions they may cause.

The act of fighting, assault, verbal threats, menacing/teasing behavior that may cause fights, and/or possession of a weapon will not be tolerated. These actions may be cause for suspension from school and other possible disciplinary action including expulsion. A referral may be made to the police department.

Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Behaviors that could be considered as harassment are displaying of offensive centerfolds/posters ... inappropriate gestures, touching, or grabbing ... sexual remarks or jokes ... threats or pressure for unwanted sexual activity. When sexual harassment is reported, appropriate disciplinary action will be taken, which may include a referral to the police department.

Since many serious accidents may be caused by throwing snow, snowballs, or ice, students may not throw, kick, or in any way direct snow, snowballs, or ice in any direction, even if not intentionally directed at another person. This includes any part of the parish property or during any school function, such as a field trip off campus. Students who violate this rule will receive a detention and/or other disciplinary measure.

Language, both verbal and nonverbal, that is abusive, obscene, profane, or racially/sexually derogatory is considered abuse and will not be tolerated. Verbal abuse will be given appropriate consequences.

Students share in the stewardship of parish resources. They are responsible for the classrooms, lockers, school equipment, or other parish property by treating it with respect. Anyone damaging parish property will be required to pay for the repairs. If the student does not make restitution, the parent or legal guardian will be held liable. Further disciplinary action may be taken by the administrator based upon the seriousness of the damage.

Taking another person's property without that person's permission is stealing, which is a serious violation. Restitution is required as well as other disciplinary measures, which can

include suspension or expulsion. This rule includes theft of parish equipment, money, or any other item not belonging to a student.

### **Archdiocesan Policies**

Rules Approved: 3/2/90 Archdiocese of Milwaukee

Rev. 5/1/01, 5/04/04

Policy #5144

### **Drug and Alcohol Possession** – Policy #12

The possession, use or sale of any illegal drug, including alcohol, by any student is not permitted in school or on the school premises at any time.

### **Drug and Alcohol Regulation**

1. Any student "selling" illegal drugs, including alcohol, will be brought before the authorities and, if guilty, will be immediately expelled.
2. Any student on a first offense possessing or using any illegal drug, including alcohol, will be immediately suspended pending a parent-school conference. The suspension is not to exceed (3) three school days. (Wis. State Statute) Parents are required to make arrangements for professional treatment, as deemed necessary by the Principal, before the student returns to school. Further verification of attendance of such program may be requested by the school.
3. Any student on a second offense possessing or using any illegal drug, including alcohol, will be expelled from St. Alphonsus School.

Policy approved 6/11/86; revised 5/17/89; 6/17/93

## **COMPLAINT AND CANCELATION PROCEDURES**

Concerning Parish Personnel, Policies, and Procedures of St. Alphonsus Congregation.

### **Introduction**

Whenever a dispute exists for Employees, Parishioners, Parents or others concerning the interpretation or application of personnel policies or procedures of the Parish (or contract wording for contract employees), the following procedure will be implemented:

### **Level One: Verbal Appeal**

Any person who has a concern/problem will discuss that concern/problem within 14 calendar days after he/she knows or should have known of the cause of the situation with the person most responsible in that area of concern (i.e., Christian Formation person, committee chairperson, maintenance person, music person, pastor, Principal, teacher, etc.). The person should clarify the concern and see if possible solutions may be reached to the satisfaction of all. If this is attained, the process ends.

If there is not resolution, the person may continue to Level Two.

### **Level Two: Written Appeal to the Supervisor**

The person will, within 14 calendar days, submit a letter to the supervisor. This letter is to include the following:

- The nature of the concern/problem
- The procedure or employee with whom the concern/problem exists
- All factual data, which the person deems appropriate
- Recommendations for appropriate resolution of the concern/problem

The supervisor will meet with the parties in an attempt to reach a consensus resolution of the matter.

Within 7 calendar days of the receipt of the notification letter and after the meeting, the supervisor will provide a written response. At the time of resolution, a statement of resolution will be prepared and signed by both parties and a copy filed in the appropriate file.

For concerns/problems in which the Pastor/Administrator is the immediate supervisor, proceed to Level Three.

If the concern/problem is with the Pastor/Administrator, the letter will be directed to the Archdiocesan Vicar for Clergy Personnel.

If there is no resolution, the person may continue the process to Level Three.

### **Level Three: Written Appeal to the Pastor/Administrator**

The person will within 7 calendar days submit a copy of the letter describing the concern to the Pastor/Administrator. Once that letter is received, the Pastor/Administrator will attempt to resolve the situation in one of the following three manners:



- 1. The Pastor/Administrator will convene the parties and attempt to reach a mutual agreement.
- 2. The Pastor/Administrator may direct the Parish Complaint/Conciliation Committee (see Level Four) to proceed with a review of all the details of the concern/problem and submit their recommendation of the resolution to him.
- 3. The Pastor/Administrator may contact the appropriate Archdiocesan Office for assistance in resolving the matter. If requested, a mediator may be assigned to assist the parties in resolving the dispute. The cost for services by the mediator, if any, will be paid by the parish as pre-authorized.

Within 7 calendar days of receipt of the notification letter, the Pastor/Administrator will provide a written response. At the time of resolution, a statement of resolution will be prepared and signed by both parties and a copy filed in the appropriate file.

If one or several of the above procedures have not resulted in a resolution of the concern/problem, the person may continue to Level Four.

#### **Level Four: Further Appeal to the Archdiocesan Office for Conciliation**

The request for a further hearing may be made through the Archdiocesan Office for Conciliation. Upon written request of all pertinent written materials, that Office will assess the need to schedule a hearing and, if necessary, to convene that hearing at a mutually convenient time and place for discussion and resolution of the concerns with all of the parties involved.

Parish employees who are within Archdiocesan Policy guidelines are to refer to Policies 4135.4 and 1312. A copy of policy guidelines is located in the Parish Office.

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### **Expulsion Procedures**

1. The actions and procedures for probation, suspension, or expulsion will be published in the school handbook.
2. Actions taken to suspend or expel students will be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians will be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an

expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity, and procedures should be clearly identified in the school handbook.

4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
  - Expel
  - Suggest other disciplinary actions in lieu of expulsion
  - Exonerate the student of any wrongdoing
5. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### **Appeal**

The student, or his or her parent or guardian, may, within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

### **Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools**

- Insure that elements of the Suspension Policy as outlined in P&R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese.
- The Expulsion Hearing Committee is composed of 3 – 4 people. Choose members from various sources within the parish – former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good “fit” for the situation. One of these hearing committee members needs to chair/facilitate the hearing, not the pastor.
- An expulsion hearing is not a legal proceeding; therefore, neither party may have an attorney present during the hearing.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to a maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process along with the supportive documentation & rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.

- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5 – 7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date & time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).

Be sure the right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144)

### **Rights and Responsibilities of Parents**

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to the policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.