



**SAINT ALPHONSUS**  
**PARISH SCHOOL**

2008-2009  
FAMILY HANDBOOK  
5816 15<sup>th</sup> Ave Northwest, Seattle WA  
98107

School Office: 206-782-4363  
8:00 am -3:30 pm

Extended Care: 206-782-7324  
7:00 am – 6:00 pm

Parish Office: 206-784-6464  
8:30 am – 4:30 pm

## **St. Alphonsus Parish School Schoolwide Learning Expectations**

### **A Graduate of St. Alphonsus School will be:**

- 1. an active faith-filled person who:**
  - a. prays formally and spontaneously.
  - b. exhibits basic knowledge of the Catholic Church teachings.
  - c. participates reverently in the sacramental life of the Church.
  - d. demonstrates compassion through service.
  
- 2. a lifelong learner who:**
  - a. thinks critically, analytically, and independently.
  - b. seeks new learning opportunities.
  - c. demonstrates problem solving skills.
  - d. strives to meet or exceed grade level expectations in all disciplines.
  - e. sets high standards for himself/herself.
  
- 3. a respectful person who:**
  - a. acknowledges the dignity of people of all races, cultures, and faith traditions.
  - b. practices conflict resolution through active listening and empathy.
  - c. practices stewardship of all God's creation.
  - d. communicates thoughts and feelings clearly.
  - e. treats other students, teachers and property with respect and kindness.
  
- 4. a person of integrity who:**
  - a. strives to do what is right and just.
  - b. accepts responsibility for personal behavior.
  - c. acts honestly and fairly.
  - d. participates as an active and involved citizen in his/her community.

**ADMINISTRATION AND STAFF**

PASTOR\	Father Ramon SantaCruz, SOLT
PASTORAL ASSOCIATE	Ms. Karen Lasko
PRINCIPAL	Mrs. Maureen Reid
DIRECTOR OF RELIGIOUS EDUCATION	Mr. Tim Simunds

**FACULTY**

PRE-KINDERGARTEN	Miss Moya Blair
KINDERGARTEN	Miss Jennifer Blankenship
GRADE 1	Ms. Kathleen Keegan-Boes
GRADE 2	Mrs. Tricia Cintron
GRADE 3	Mrs. Cheryl Kopf/Mrs. Sherry Weber
GRADE 4	Mrs. Stephanie Schmutz
GRADE 5/6 Girls	Mrs. Mary Johnson
GRADE 5/6 Boys	Mr. John Anderson
GRADE 7/8 Girls	Mrs. Barbara Pollack
GRADE 7/8 Boys	Mr. Brent Stinebrickner
MATH SPECIALIST	Ms. Christina Houpis
MULTI SENSORY LANGUAGE/MSL	Mrs. Joan Corr
ART	Mrs. Susan Ozubko
P. E.	Sr. Jessa Marie Ebuenga, SOLT
MUSIC	Ms. Megan Madigan
	Sr. Jessa Marie Ebuenga, SOLT
	Ms. Kathryn Sur
SPANISH	Ms. Claire Brannon
BAND	Mr. Ryan Lunz

**CLASSIFIED STAFF**

ADMINISTRATIVE ASSISTANT	Mrs. Charleen Sweet
EXTENDED CARE DIRECTOR	Sr. Miriam James Heidland, SOLT
EXTENDED CARE	Sr. Jessa Marie Ebuenga, SOLT
EXTENDED CARE AIDE	Mrs. Jenn Reed/Ms. Debbie Puleo
FACILITIES SUPERVISOR	Mr. Mario Lapurga
ASSISTANT CUSTODIAN	Mr. Des deCastro
HOT LUNCH COORDINATOR	Mrs. Gail Altenhofen

2008-2009

**ST. ALPHONSUS SCHOOL COMMISSION MEMBERS**

PASTOR	Fr. Ramon SantaCruz, SOLT
PRINCIPAL	Mrs. Maureen Reid
PARENT MEMBER	Mrs. Kim Serwold, Chair
PARENT MEMBER	Mr. David Hiscock, Vice-Chair
PARENT MEMBER	Mr. Doug Hunter
PARENT MEMBER	Mrs. Elaine Iuliano, Secretary
PARENT MEMBER	Mrs. Melissa Hyatt
PARENT MEMBER	Mr. Bill Jandl
PARENT MEMBER	Ms. Christy Potter
PARENT MEMBER	Mrs. Kristen Moffett
PARENT MEMBER	Mr. Peter Kelly
PARENT MEMBER	Mr. Frank Rizo

**ST. ALPHONSUS PARENTS' CLUB OFFICERS**

PRESIDENT	Mrs. Nora Coronada
VICE PRESIDENT	Ms. Kristi Bucklin
SECRETARY	Mrs. Leisa Western
TREASURER	Mrs. Deanna Gelseth

**ST. ALPHONSUS CYO ATHLETIC ASSOCIATION**

PRESIDENT	Mrs. Kari Lanser
TREASURER	Mrs. Becky Boyarro

**DAILY SCHEDULE**

8:27 AM	First Bell rings
8:30 AM	Second Bell/Flag Salute
10:40-10:50 AM	Grades 5-8 Break
10:45-11:00 AM	Grades K-4 Recess
12:00-12:20 PM	Grades K-4 Lunch
12:20-12:40 PM	Grades K-4 Recess
12:30-12:50 PM	Grades 5-8 Lunch
12:50-1:10 PM	Grades 5-8 Recess
3:00 PM	Dismissal

**Exceptions**

2:00 PM	Dismissal on most 1 <sup>st</sup> Tuesdays
12:00 PM	Dismissal on Half Days

This handbook has been compiled in accordance with the Archdiocesan policies and approved by the Pastor of St. Alphonsus Parish. All regulations and procedures for implementing these policies will be developed by the school Principal and made available to the parents/guardians, teachers and pupils at the beginning of each school year. The Family Handbook is subject to review by the School Commission. The school or Principal retains the right to amend the handbook for just cause with the approval of the School Commission, and parents/guardians will be given prompt notification through the newsletter, if changes are made. Please note that not all policies of the school are found in this notebook.

Revised August 2009.

### **ST. ALPHONSUS SCHOOL MISSION STATEMENT**

St. Alphonsus School has a long tradition of encouraging the personal and spiritual development of children while maintaining high academic standards. Our mission is to spread the Good News of Christ through Catholic Education.

The principles we are committed to are:

- Encouraging the development of mind and spirit according to the Catholic faith.
- Providing academic excellence in a Catholic environment.
- Recognizing parents/guardians as primary educators.
- Instilling in students a deep concern for the rights and dignity of the human person.
- Recognizing and developing each child's individual talents with the purpose of giving these gifts back to the world community.

### **ST. ALPHONSUS SCHOOL PHILOSOPHY AND GOALS**

St. Alphonsus School strives to create a Catholic educational community where teachers, students, and parents/guardians in a spirit of love share human knowledge, enlightened and enlivened by faith. The goals of the school flow from the fundamental understanding that this is a Catholic educational community. Because it is Catholic, St. Alphonsus School

- tries to incorporate into education the vision of faith
- Offers personal experiences in Catholic living through liturgy, sacramental life, prayer, guidance and example, as well as in service
- Provides association with families and professionally qualified faculty who have a conscious and deliberate Christian outlook on life and the world
- Develops religious understanding and provides opportunities for personal commitment to religious values
- Fosters a Christian understanding of our mutual responsibilities to each other.

In addition, because it is an educational institution, St. Alphonsus School:

- develops the basic skills, especially in the area of communication (reading, writing,

- speaking) and in quantitative thinking
- prepares the student for further education in high school
- helps each student develop a positive attitude toward lifelong education
- guides the student toward the spirit of freedom which recognizes self-discipline and personal responsibility
- helps instill a sense of responsibility to the community and the need for service to it.

Finally, because it is a community, St. Alphonsus School has both local school community and larger community goals which:

- encourage the faculty, parents/guardians, and students to achieve a mutual awareness of what it means to be members of a Christian community
- provide communal religious activities and prepares students for participation in parish life
- focus attention on the personal growth of each member of the community as a mutual concern
- fulfill a secular educational function which society has declared is essential
- provide opportunities and experiences which emphasize the heritage, the responsibilities, and the privileges of American citizenship
- provide an excellent alternative to the public school system which allows for the place of religion in formal education.

### **RIGHTS AND RESPONSIBILITIES**

- Students have the right to be treated with respect by everyone.
- Students have the right to learn in class.
- Students have the right to safety.
- Students have the right to be heard when there are needs, concerns, or sides to be presented.

#### **Student Responsibilities**

- Students have the responsibility to treat others with respect.
- Students have the responsibility to allow others to learn in class.
- Students have the responsibility to follow the rules to ensure safety for all.
- Students have the responsibility to listen to others and respect their positions.

#### **Teacher/Parents/Guardians Rights**

- Teachers and parents/guardians have the right to be treated respectfully.
- Teachers and parents/guardians have the right to be heard.
- Teachers and parents/guardians have the right to be contacted when there are issues that impact students.
- Teachers and parents/guardians have the right to rules, policies, and procedures that enhance their work with children.

#### **Teacher/Parents/Guardians Responsibilities**

- Teachers and parents/guardians have the responsibility to speak, act, and refer to one another with respect, especially in front of children.

- Teachers and parents/guardians have the responsibility to listen and attempt to understand.
- Teachers and parents/guardians have the responsibility to keep open and active the lines of communication regarding the students.
- Teachers and parents/guardians have the responsibility to support, abide, by and enforce rules, policies, and procedures of the school

### **ACADEMIC EXPECTATIONS**

It is the expectation of St. Alphonsus Parish School that all students maintain passing grades in all subjects. A student will be on time to school and to each class, be prepared with materials and assignments, submit quality work as directed by each teacher, and maintain satisfactory behavior. Students will have the necessary materials required to be a student - paper, pencils, and other school supplies suggested by the school. All students come to school ready to learn. Students must respect other students and allow them to learn.

### **ADMISSIONS**

St. Alphonsus School admits students of any race, color, or national and ethnic origin to all the privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its education policies, admissions policy, scholarship and loan programs, or athletic and other administered programs.

Students are accepted at St. Alphonsus School on the basis of (1) what the student can gain from an experience at St. Alphonsus, and (2) what the student can contribute to St. Alphonsus School.

The selection of students for membership in the student body will be with the following priority:

1. Siblings of current students in good standing.
2. Registered members of the Parish.
3. Non-Parish Catholic families.
4. Non-Parish, Non-Catholic families.

Prior to acceptance, an interview will be held with the family to acquaint them with the school policies. All students entering St. Alphonsus are accepted on a probationary basis for 90 days.

The school office should be contacted to arrange transfers or withdrawals.

### **ANTI-BULLYING POLICY**

**Everyone at St. Alphonsus Parish School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.**

**Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

**Examples of bullying include:**

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or gender
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

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

- Supervise closely students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the *Steps to Respect* program to students in grades 3-6.
- Respond quickly and sensitively to bullying reports using *Steps to Respect*.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

**Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult

**Parents/Guardians at our school will do the following things to prevent bullying:**

- Talk to your children about bullying.
- Encourage your children to report bullying.
- Report bullying to teachers or principal.

**DISCIPLINE PROCEDURE FOR BULLYING**

**Student behavioral expectations:**

Based on the greatest commandment to love one another, students are expected to show respect for God, for self, and for others.

**Staff behavioral expectations:**

Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community.

**Serious behaviors:**

Often, student misbehaviors are resolved most effectively by school staff directly responsible for supervising a group of students. However, severe misbehavior will result in the student being referred to the principal or other person in charge of corrective action. Retaliation against a student who made a bullying report will not be tolerated.

**Examples of Level 1 behaviors:**

Pushing/kicking/hitting  
Spitting  
Gossiping/spreading rumors  
Embarrassing or making someone look foolish  
Mocking or mimicking  
Name-calling  
Dirty looks  
Taunting  
Teasing about clothing or possessions  
Threatening to reveal personal information  
Publicly challenging to do something  
Defacing property or clothing  
Playing a dirty trick

**Examples of Level 2 behaviors:**

Demeaning physical acts that are not physically harmful  
Setting up to take the blame  
Humiliating publicly  
Excluding from group  
Teasing about appearance  
Intimidating telephone calls or Internet communication  
Taking possessions  
Extortion

**Examples of Level 1 consequences:**

Any of these:  
Making amends  
Loss of privileges  
Parent notified  
In-house suspension

Pattern of Level 1 offenses may result in consequences for Level 2 offenses.

**Examples of Level 2 consequences:**

Parent contacted and any of these:  
Greater loss of privileges

Repairing, cleaning or replacing item  
Writing report on the topic (race, theft, defacing property)  
School or community service  
Monetary retribution  
In-house suspension  
Short term suspension

Pattern of level 2 offenses may result in consequences for level 3 offenses.

**Examples of Level 3 behaviors:**

Physical violence/inflicting bodily harm  
Threatening with a weapon  
Malicious rumor mongering  
Threatening with total isolation by peer group  
Verbal threats of aggression against property or possessions  
Verbal threats of violence or of inflicting bodily harm  
Threats of using coercion against family or friends  
Coercion  
Aggressive or ongoing racial or sexual taunting

**ATTENDANCE**

Pupils must attend school regularly and be prompt. A written excuse must accompany a child returning after being absent or tardy. Children requiring an early dismissal must bring a written request to the office. All early dismissals will be granted from the office. Children are not allowed to leave the school grounds at lunchtime or during the school day without permission from the Principal. Any student absent a quarter of the trimester (15 days) is subject to academic review, which may result in repeating the trimester or academic probation.

The school day begins at 8:30 a.m. and closes at 3:00 p.m. Students should not arrive at the playground prior to the beginning of the school day, since there is limited supervision at that time. Parents/guardians are requested to pick up their children immediately after school closes or instruct them to proceed directly home upon dismissal. The school will not be responsible for students loitering after school hours.

Please use the large parking lot to the south of the school, or 59th Street to pick up and drop off students. When barriers are up in the parking lot and street, please do not go around them to pick up students. Before and after school care is available; see Extended Care Policy, section 2.1, General School Information.

It is imperative for parents to have their children here on time so students can get the most out of their education. Students late for school due to medical appointments need to bring a doctor's note to receive a medical tardy. A medical tardy is not counted as a tardy on the permanent record card; however, medical tardies will prevent a student from receiving perfect attendance. Perfect attendance means no absences and no tardies.

When students leave on a vacation, it disrupts their learning. The faculty encourages families to make vacation arrangements during school vacations. Teachers will not give work to students before students leave on vacation. All work presented during the time a student is gone will be placed in a folder which he or she will receive upon returning to school. The student is responsible for finishing the work and turning it in within the appropriate amount of missed days. Please send a letter to the Principal informing him of the trip at least two weeks ahead of time.

Students who are away on vacation or ill during the school year will have time to complete assignments given while they were missing from school. For every day a student is absent, he/she will have the same number of days to complete assignments. Example: If a student is out three school days, he or she will have three school days to complete the assignments.

Students will not be given an early dismissal or released to persons other than custodial parents/guardians or legal guardians without written permission from said parent or guardian. All such requests should be sent to the school office.

If your child will be absent from school, please call the school office, 206-782-4363, before 9:30 a.m. You may leave a message on the answering machine.

### **CALENDAR**

The current school calendar can be found in the Addendum section.

### **CLOSURE/DELAY**

When inclement weather makes it necessary to close the school, parents/guardians will receive notice by radio stations (KOMO, KING, KIRO) and TV channels (KOMO, KING, KIRO). Please listen to early broadcasts between the hours of 6:30 a.m. and 8:00 a.m. In an emergency schedule, we open one hour late. If it should happen that the weather turns hazardous during the school day, the parents/guardians, who are able to pick up their students early are asked to do so. For those parents/guardians who work, the students can remain in the building until regular dismissal time.

In the event of snow, Extended Care will be closed if the school is closed. If the start of the school day is delayed, Extended Care will be closed for the morning session and open for the afternoon session. If it should snow late in the day, parents/guardians are asked to pick up their children as soon as possible to avoid them becoming stranded at school.

### **COMMUNICATION**

#### **Parent Conferences**

Mandatory formal parent - teacher conferences are held during the first trimester with an optional conference in the third trimester. The home and school have a joint responsibility for a child's development. What happens to them in either place affects their total behavior. Individual parent-teacher conferences are one of the most satisfactory means of establishing this cooperation.

### **Progress Reports**

Frequent communication between home and school is encouraged regarding your child's academic progress. A report of the student's progress will go home each mid-trimester to keep the families informed of student progress. Parents/guardians are encouraged to confer with teachers if these reports warrant their concern. Appointments should be prearranged. Such a meeting should never be attempted during class hours or recess periods. Conferencing with teachers or the Principal should not occur while individuals are doing before or after school supervision.

### **Family Envelopes**

A manila Family Envelope will be sent to each family every other week on Tuesdays via the youngest child. The envelopes are to be returned the next day. The envelope is the principal means of communication to the home from the school, Parents' Club, and other organizations. Please impress upon your children the need for being conscientious in delivering the envelope to you. Many times you will be asked to sign various notices and return them to school. Please cooperate in doing this promptly. It will save follow-up calls. Paperwork may be returned to the office in the Family Envelope.

Teacher newsletters and family envelopes can be used by individuals to publicize events or opportunities; however, we reserve the right to edit such announcements and we normally do not accept flyers advertising for-profit ventures. For determination of what would be acceptable, contact the school office. All enclosures must be approved by the Principal. For the sake of the school office, individuals are asked to submit family envelope materials by noon on Monday.

### **DISCIPLINE**

Discipline at St. Alphonsus School presupposes a joint effort of both home and school. It should be considered an aspect of moral guidance and not a form of punishment.

Guidelines for effective discipline: "DISCIPLINE" means all forms of corrective action other than suspension, required withdrawal, or expulsion. It shall include the right of a teacher to exclude a student under the teacher's immediate supervision from his/her individual classroom instruction or activity area for all or any portion of the balance of the school day. It shall also mean that a student may be excluded from any other type of activity conducted by or on behalf of St. Alphonsus School.

As teachers, we have an obligation to educate the whole child. We are preparing the child not only for the present but also for the future.

The purpose of discipline is:

- to provide a classroom situation that is conducive to learning, and
- to promote character training and redirect disorderly tendencies.

It is based on the fundamental Christian principle of respect for the person of Jesus Christ in each individual. Should a student choose to disregard consistently these principles,

parents/guardians will be involved in cooperative remedial action after the school has attempted corrective discipline.

If, after concerted effort on the part of the parents/guardians and school, there seems to be no indication of behavior modification on the part of the student, suspension, required withdrawal, and/or expulsion will be considered.

With regard to disciplinary action, parents/guardians are asked to reserve judgment until the teacher has been contacted for further information. Teacher authority can be only as effective as the backing received from home. Continued refusal to support the school in its disciplinary action can only be destructive to the student and lead to real questions as to the justice and value of continued enrollment in St. Alphonsus School. For major disciplinary action, parents/guardians are contacted by mail and/or phone. Students may also be asked to call parents/guardians regarding the reason for discipline.

### **DISCIPLINE POLICY**

Students will be given the following:

- Notification of their behavior in violation of school policy and its consequence.
- An opportunity to present their side of the situation.
- An impartial hearing.

The following procedure is to be used when a child's behavior is considered serious. A "Serious" behavioral problem exists when minor misbehavior becomes a pattern (e.g., repeatedly misbehaves in class, repeatedly criticizes other students), or individual incident is of concern (e.g., hitting others, using disrespectful or abusive language).

1. Reprimand:     A. Review rule with child.  
                      B. Send note to homeroom teacher.
  
2. Warning:        A. Repeat 1 A and 1 B.  
                      B. Notify parent/guardian.
  
3. Conference:    A. Repeat 1 A and 1 B.  
                      B. Parent conference with appropriate teacher(s) to discuss  
                          problem and propose solution.  
                      C. Notify principal.
  
4. Suspension:    A. Send child to principal's office with a note.  
                      B. Child given disciplinary action notice.  
                      C. Parents/guardians/guardian contacted.  
                      D. Length and type of suspension to be determined by the principal  
                      E. Conference with principal.  
                      F. Supervised action plan.

5. Required Withdrawal (voluntary departure of the student from the school).

6. Expulsion (Required departure of the student from the school).

Note: St. Alphonsus School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in many ways, including intimidation or harassment, with or without weapons. Major offenses may require skipping disciplinary steps and warrant immediate conference with suspension, required withdrawal, or expulsion, these include but are not limited to:

1. Smoking on parish property.
2. Use or possession of drugs or alcohol.
3. Malicious and serious destruction of parish property or that of another student.
4. Leaving the school grounds without permission.
5. Fighting.
6. Insubordination (defy school authority).
7. Abusive/foul language.
8. Stealing.
9. Vandalism, which includes damage, destruction, or defacing school property.
10. Repeated disruption of the learning environment.
11. Arson.
12. Harassment/threat of harm/intimidation.
13. Possession of weapons. It is a violation of school policy and/or Washington State law for any person to carry onto school premises, school-provided transportation, or facilities while being used by the school:
  - any firearm; or
  - any dangerous instrument or any kind such as a sling shot, laser light, sand club, blackjack, billy club, metal knuckles, or any knife; or
  - any device commonly known as "nun-chu-ka" sticks: consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope, or other means; or
  - any device commonly known as "throwing stars" which are multi-pointed, metal objects designed to embed upon impact; or
  - any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air: carbon dioxide, or other gas; or
  - any disabling or incapacitating items such as electronic stunning/shocking devices, mace, pepper gas, etc.;
  - any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire, such as explosive material, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or
  - any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly

thought of as a deadly or dangerous weapon, such as a starter pistol, flair gun, cayenne pepper, ice pick, elongated scissors, or a straight razor; or

- any object which looks like a weapon, such as a toy or "dummy" gun, knife, or grenade.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration, i.e., call the police, parents/guardians.

The above list of offenses and other inappropriate behavior will not be tolerated at St. Alphonsus School.

### **APPEAL PROCEDURE**

The sole authority to suspend and/or expel a student shall be vested in the principal or the principal's designee in the principal's absence. When the principal decides to suspend or expel a student, he/she notifies the parent or guardian of the student. The principal states, in the discussion with the parent or guardian, specified charges lodged against the student and notes the disciplinary action. If the parent or guardian disagrees with the decision of the principal, they may appeal to the pastoral coordinator in the following way.

1. The parents/guardians or guardian must make their appeal to the pastoral coordinator in writing within five school days of the suspension/expulsion.
2. The pastoral coordinator will confer with the parents/guardians or guardian, principal, and other parties at his discretion.
3. The pastoral coordinator's decision will be final.
4. The principal has the right to exclude the student from school during the appeal.

### **DROP OFF/PICK UP**

Please use the large parking lot to the south of the school, to pick up and drop off students. When barriers are up in the parking lot and street, please do not go around them to pick up students. Please do not use 59<sup>th</sup> street or the north parking lot. Before and after school care is available-see Extended Care Policy.

### **EMERGENCY**

In the event of a lock down, parents/guardians will be notified through the family phone tree. Instructions will be given as to when and how students can be picked up from school.

Students have been instructed as to the proper safety precautions in the event of an EARTHQUAKE. Students will remain at school until parents/guardians come for them. If you have made arrangements, please let us know. If you cannot get through to the school for whatever reason, please call our earthquake contact person, Mr. Skip Bonuccelli, at 1-509-327-9575 (email [sbonuccelli@dioceseofspokane.org](mailto:sbonuccelli@dioceseofspokane.org)). Mr. Bonuccelli is principal of St.

Charles School in Spokane, Washington. When school must be closed or dismissed early for reasons other than emergencies, parents/guardians will be notified by means of written communication sent home with their child(ren).

**Earthquake/Emergency - Materials**

A student earthquake supply list can be found in Addendum 7. A copy of the Earthquake/Weather/Emergency Information and student release form is in Addendum 3.

**EXTRA-CURRICULAR ACTIVITIES**

Studies have shown that involvement in outside school activities can have a positive impact on a student's academic achievement as well. It is important for a parent and child to discuss seriously the commitment of each activity and to make decisions that will not overload the student, causing a decline in academic performance or emotional well being.

**Altar Servers**

Boys in grades 5 - 8 have the opportunity to serve at our Lord's altar.

**CYO Athletics**

St. Alphonsus and St. John's Parishes have a merged Athletic Association. Children of both parishes are actively encouraged to participate. The Parish may offer the following sports through the Catholic Youth Organization.

Soccer Grades	K-8	Fall
Cross Country	Grades K-8	Fall
Basketball	Grades 4-8	Winter
Volleyball	Grades 5-8	Spring
Track	Grades 4-8	Spring

**Drama**

A play is performed by students in grades 5 - 8 in the spring of each year. Students must try out for the part they desire in the production.

**Student Council**

Students in grades 5, 6, 7, and 8 may be involved in the Student Council.

**EXTENDED CARE**

St. Alphonsus offers a before and after school program for students in grades PK - 6. Hours of operation are 7:00 A.M. to 8:25 A.M., and 3:00 P.M. to 6:00 P.M. daily, and (2:00 p.m. to 6:00 p.m. on most 1<sup>st</sup> Tuesdays of each month). The last day of Extended Care will be on June 13<sup>th</sup> (11:00 A.M. to 6:00 P.M.) Please see Addendum 8 for the Extended Care Program fees. TAX I.D. #91-0577481.

**FERPA**

St. Alphonsus School follows the Family Educational Rights and Privacy Act (FERPA). See Addendum 1 for the complete policy.

## **FIELD TRIPS**

Teachers may plan an educational outing for enrichment purposes. There will be definite assignments to be completed. Teachers may include materials from the field trip in a subject's test. A written consent form must be signed and returned by the parent or legal guardian. Permission via the phone is not acceptable. It is understood that the school is not liable for accidents occurring on field trips. Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Bus transportation is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. However, there are times when private passenger vehicles will be used for field trips.

If a private passenger vehicle is used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid current license plates.
4. The vehicle must be insured for the following minimum limits:  
\$100,000 per person/\$300,000 per occurrence.  
A copy of the insurance limits must be on file in the school office.
5. A signed Driver Information Sheet on each vehicle used must be submitted to the office prior to the field trip. A copy of this form can be found in Addendum 5.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. Every student must have and use his/her own seat belt while riding in cars on field trips. Unscheduled stops by parent drivers are not allowed on field trips. The following supervision requirement should also be maintained; there should be one adult for every ten students. A copy of the field trip forms can be found in Addendum 6.

## **FUNDRAISING**

There are four main fundraising opportunities at St. Alphonsus:

**Auction:** One casual, family evening, one more formal event, both usually held in November. Every family is expected to help by procuring at least \$200 worth of items to be auctioned off.

**Jog-a-thon:** At least \$100 in pledges is expected.

**Scrip:** Probably the easiest fundraiser, just buy gift cards for stores where you already shop; \$100 per family/per month is expected.

**Gift of Giving:** Each family is expected to participate in the annual fund drive to the best of its ability.

## **GRADES**

### **Grade Structure**

Students in grades 1 - 3 will receive: Q - Quality Performance, S - Satisfactory and N - Needs Strengthening, as indications of achievement. The Kindergarten report card will follow the same guidelines but will be different from 1 - 3 grade report cards. Students in grades 4 - 8 will receive the traditional A, B, C, D, and F designations. Each student will receive a mark for effort in each academic area in addition to the achievement grade.

### **Honor Roll**

Honor roll for grades 5, 6, 7, and 8 are published at the end of each trimester:

3.7 – 4.0	First Honors
3.4 - 3.69	Second Honors

### **Report Cards**

Trimester report cards are issued at the end of each term. We encourage you to discuss these reports with your child(ren) and to work cooperatively with teachers in their efforts to help students develop their potential.

### **Promotion**

Pupils are promoted once a year in June. Promotion is based on the student having fulfilled the requirements of the grade.

Any pupil may be required to repeat the work of a grade whenever, in the judgment of the Principal and the teacher and in communication with the parent/guardian, it would be to the student's educational advantage to repeat rather than be promoted to the next grade.

Whenever a pupil is in danger of retention, his/her parents/guardians will be advised of the situation at least three months prior to the end of the school year. If a student is promoted against the recommendations of the school professionals, the school will keep the documentation signed by the parents/guardians and school.

In order for a student to participate in graduation exercises and receive a diploma, he/she must have fulfilled all requirements for completion of the eighth grade and have tuition obligations paid, unless other arrangements have been made with the Principal or Pastor.

Students in grades 5, 6, 7, and 8 are required to carry a 1.8 grade average or above. Those falling below 1.8 will be placed on Academic Probation. Students in grade 8 having less than a 1.8 grade average will not graduate from St. Alphonsus School. Students who are placed on Academic Probation will have six weeks to improve their grade average. Students may be asked to leave the school if they fail to raise their grade average.

## **Middle School Policy on Academic Dishonesty**

St. Alphonsus expects that a student's work will reflect his/her individual and independent effort.

Examples of behavior that constitutes academic dishonesty include, but are not limited to the following:

- Providing, receiving or using information in order to respond to test or quiz questions. This includes discussing the nature of the test questions during the test with other students, or discussing the test with students who have not yet taken the test.
- Providing or copying information on assignments that were meant to be independently done.
- Copying papers or assignments from the Internet, books, or other sources. Such copying, known as plagiarism, includes reproducing even parts of sentences word for word without using quotation marks.
- Forging parent/guardian signatures on test or quizzes.

Consequences for academic dishonesty:

First Occurrence

- No credit (0) for test or assignment that was to be independently done.
- Parents contacted.

Second Occurrence

- No credit (0) for test or assignment that was to be independently done.
- Parent conference required.
- Additional consequences may include suspension and reduction in grade for the trimester.

Third Occurrence

- No credit (0) for test or assignment that was to be independently done.
- Parent conference required.
- Additional consequences may include suspension and failing grade for the trimester.
- May be grounds for dismissal from St. Alphonsus.

Note: Each occurrence, whether it takes place in the same class or a different class, is considered cumulative for the year.

## **HARASSMENT**

Harassment is defined as:

- Conduct, including that which contains sexual matter or suggestion, which would be offensive to a reasonable person.
- Threatening to impose adverse employment, academic or disciplinary or other sanctions on a person, unless favors are given.

Harassment includes, but is not limited to the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, racial or gender based slurs or unwanted sexual advances, imitations, or comments such as jokes or comments about sex or explicit invitations to have sex. This includes remarks about a person's body by actions such as whistling, gawking or commenting on body parts, pro or con, including obscene gestures or comments.
- Visual contact such as derogatory, sexually oriented, or threatening posters, photography, cartoons, drawings, or gestures. Displaying sexually suggestive or threatening objects, photographs or cartoons.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of gender, sexuality, or attempt to intimidate.
- Threats and demands to submit to sexual requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
- Retaliation for having reported harassment.

Reports of harassment will be held confidential to both the student reporting and to the student accused. A parent/guardian or a student other than the alleged victim on the student's behalf may make reports.

Our school feels strongly that any means of intimidation, whether of a verbal, physical, or emotional nature, can be equally harmful/damaging to the inherent dignity of any individual and will not be tolerated.

## **HOMEWORK**

The purpose of homework is to enable the students to enrich their courses through the use of independent references, to master basic skills through practice, to develop good study habits, to acquaint parents/guardians with what their children are learning in school, and to retain class work through review. Parents/guardians are encouraged to provide for their children an environment free from distraction and conducive to study habit formation. Teachers will inform parents/guardians of repeated failure to turn in homework assignments or not completing or meeting class requirements.

### Recommended Time Allotments

Kindergarten: homework one night per week

Grades 1-2: optional homework; not to exceed one half hour in addition to independent reading

Grades 3-4: 1 hour per night, nightly, in addition to independent reading

Grades 5-8: 2 hours per night, nightly, in addition to independent reading

Parents/guardians are advised that these allotments are approximations of time to be given daily to homework. Assignments may warrant more or less time than that given in the allotment schedule above.

Students are occasionally given long-range projects and assignments. It is the student's responsibility to delegate his/her time wisely in these situations to ensure that he/she does not suffer the consequences of "letting it slide." All assignments class and home are to meet high standards of neatness and accuracy. Students are required to do all written assignments. Late, assignments, except for excused absences, may receive less than full credit.

The following tips should help to make homework time rewarding for all:

- Help your child see homework as a necessary and valuable activity.
- Set up a well supplied, comfortable and distraction free place for you child to work. (A telephone and television are generally not considered good study aids).
- Set a homework time. It will help your child recognize it as a priority.
- Reinforce the idea that homework is a student's personal responsibility
- When your child asks for help, make sure you both understand the assignment - and its purpose; give just enough help to get the student started.
- Assist your child in organizing all homework and necessary supplies the night before in a designated place.

### **HOURS OF OPERATION**

The school day begins at 8:30 a.m. and closes at 3:00 p.m. Students should not arrive at the playground prior to 8:10 a.m., since there is limited supervision at that time.

Parents/guardians are requested to pick up their children immediately after school closes or instruct them to proceed directly home upon dismissal. The school will not be responsible for students loitering after school hours.

### **LOST AND FOUND**

All articles of clothing, supplies, and personal belongings are to be marked with the owner's name. Lost and found items may be claimed in the office or the lost and found bucket in the small lunchroom. Unclaimed items are periodically given to the needy.

### **LUNCH**

St. Alphonsus offers a modified hot lunch program. Students must either buy their lunch, bring their lunch, or go home. Those going home for lunch must have made prior arrangements with the Principal. All lunches must be eaten in the lunchroom except for special occasions such as parties or picnics. The cost for lunch is \$2.25-regular, \$3.00-super, \$36.00-reg.card, \$48.00-super card. Also available is milk for \$.25, juices-.75, water-.50, and ice cream-.75.

### **MEDICAL CONCERNS**

#### **Immunization**

In accordance with state law, each child entering the school system must be in a state of immunity to measles, diphtheria, tetanus, poliomyelitis, hepatitis, and rubella, either by

reason of having had the disease, in the case of measles, or as the result of an accepted course of immunization. The parent or guardian of a child entering St. Alphonsus School must present evidence of immunity. Exceptions to this requirement, by state law, are made in special circumstances. Failure to comply with the immunization requirements may result in exclusion from school on the order of the State Board of Health. Immunization records are updated at the beginning of every school year. As of April 1, 1995, forms MUST be on file the first day of school. Additional immunization for measles must be administered prior to entering 6th grade.

### **Health**

Parents/guardians have the final responsibility for the health of the student. The school will provide guidance on health matters if requested, or if, in the judgment of the Principal, it is necessary for the child's educational wellbeing.

A child who is taken ill or is injured during the school day shall be evaluated by the Principal or other designated person to determine whether the child needs to be sent home.

Parents/guardians are responsible for providing transportation home. A sick child may not remain at school. Parents/Guardians are asked not to send sick children to school.

Emergency health forms must be completed and on file for all students, to ensure proper parental/guardian contact in cases of emergency. Forms need to be in the office by the end of the first week of school. Please see the Addendum 4. The school also has a specific oral medication policy. See Addendum 3.

Emergency treatment for ill or injured children will be given.

However, the administration of medications at school is not allowed except for special cases upon written requests of parents/guardians and private physician and approved by the Principal. This includes aspirin and cough drops. No child may self-medicate. Medications will be kept in a locked cabinet in the office.

Written permission from the parent/guardian or family physician is required for any child not to participate in any form of physical education or sport.

### **PARENTS CLUB**

The Parents' Club is an organization developed to give parents/guardians opportunities to assist in their students' education. The Parents' Club is responsible for an annual amount of fund raising, which goes directly into the budget. Meetings are held once a month and parents/guardians are encouraged to be present. Guest speakers are often asked to be present and general business is always shared. Attendance at these meetings counts towards your commitment hours. Please see the Addendum section for the Parents' Club Constitution and bylaws.

### **PARTIES**

Invitations to private parties are not to be distributed at school unless everyone is invited; either all the boys or all the girls or both. Please use the mail or telephone to make these

arrangements. Hurt feelings result when it is obvious that some children are not included in an invitation.

School parties are held at teacher's discretion in consultation with the Principal. The Principal is the final authority for approval of school-sanctioned parties.

### **PRINCIPAL'S EXPECTATIONS**

Formation of Character:	To greet and care for each other; To pray with and for each other; To love God above all and one's neighbor as one's self;
Responsibilities/Rights:	To learn and to teach; To serve and to be served; To care for others and be cared for by others; To treat others and be treated by others justly;
Academic Qualities:	To come to class prepared and on time; To complete assignments neatly to the best of one's ability; To participate in class; To leave class only with the teacher's permission.

### **RELIGION**

In order to foster the habit of daily prayer in our lives, the school day begins and ends with a prayer. We are each encouraged to use these and other opportunities to recall God's blessings and the need of God's presence everywhere.

- Students attend all-school Mass at least once a week
- Religion is taught regularly as part of the school curriculum. The textbooks used are approved by the Catholic Schools Office of the Archdiocese of Seattle.
- Sacramental preparation follows Archdiocesan policy that Sacramental preparation occurs on the parish level, supplemented by instruction in the classroom. The current norm is for First Penance and First Eucharist to be received in second grade.
- The Sacrament of Reconciliation is made available to the students twice during the school year, Advent and Lent. This should not take the place of the students receiving this sacrament on their own or with family.

### **SCHOOL COMMISSION**

The School Commission consists of men and women of the school organized to advise the Principal and Pastor in implementing action programs and involving itself in policy-making regarding the school itself. The School Commission is also responsible for updating and publishing the school's Long Range Plan. Please see the Addendum section for the School Commission Constitution.

### **SCRIP**

Scrip is a fundraising activity of the Parents' Club. Scrip, or gift cards, is available in the

school office and in the church after weekend Masses. It is available for most local retailers. There is no cost to the buyer, but the school receives a percentage of the purchase. Families are asked to purchase a minimum of \$100 per month.

## **TECHNOLOGY**

School computers and Internet access are provided to assist St. Alphonsus students in their schoolwork. No student may use computers without teacher supervision. Websites accessed on the Internet must be appropriate for a Catholic school and relevant to the student's schoolwork. The use of email and instant messaging by students is prohibited on school computers unless specifically directed by a teacher. Violation of this policy may result in loss of computer privileges and/or other disciplinary consequences.

## **TESTING**

The students in grades 3, 4, 5, 6, 7 and 8 will be taking the Iowa Test of Basic Skills (ITBS) in the spring of each school year. The ITBS is a standardized test based on national norms. They are only one measure of a child's academic achievement. Complete results will be made available to parents/guardians.

## **TUITION**

Before entering St. Alphonsus School, registration fees must be paid for each student. The tuition is to be paid in monthly payments using SMART Tuition Management Services at the rate of 1/11 of the total amount per month, July - May. Payments are due on the first of each month. A late payment fee of \$10.00 will be charged for payments arriving after the 20th of the month. A student may not re-enter or re-enroll in school until all past due bills are paid in full, unless other arrangements have been made with the Principal or Pastor. The school operates with funds from tuition, fees, and special donations by means of parish subsidy. Families are expected to maintain their tuition payments as scheduled and their financial support of the parish as well. Families who do not qualify for the contributing parishioner's rate pay the out-of-parish and non-Catholic rate. Sacrificial Giving Cards must be renewed yearly to continue to receive the in-parish rate.

The Parish Secretary (784-6464) records Parish contributions. SMART Tuition Management Services (1-800-762-7803) records all payments to the school. SMART will send out a statement once a month. Families are asked to keep their own accurate records. Questions about church contributions or school payments should be directed to the church or SMART respectively.

## **UNIFORM**

Students of St. Alphonsus School will wear the official St. Alphonsus uniform. Each student has the responsibility to be neat in appearance at all times. Students are to be in uniform unless a non-uniform day is designated by the principal. Parents/guardians will be called if their student is out of uniform and students will be given a certain number of days to comply with the policy. If, after this period, the student still fails to comply with the policy, parents/guardians will again be contacted to take the student home. **NO UNIFORMS ARE**

## **REQUIRED FOR STUDENTS IN PRE-KINDERGARTEN.**

### **Girls:**

Blouses: White regulation blouse (long or short sleeves, button down the front, pointed collar) or white knit golf type shirt (no emblems or markings, pointed collar) or white turtleneck. Material should be opaque and pockets are optional. If undershirts are worn, only unmarked white undershirts are allowed under the white blouse. Sweaters: Navy blue cardigan knit sweater (V or round neck), knit pullover, sleeveless sweater vest, or St. Al's sweatshirt. Skirts/skorts: Navy blue regulation skirt or skort (number of pleats optional, no buttons below the waistband). Skirt/skort length is no shorter than one inch above the knee or no longer than one inch below the knee. Slacks/shorts: Navy blue cords or navy blue twill slacks or navy blue walking shorts. No pocket designs, no cargo pants, and no contrasting top stitching. Girls in junior high only have the following options added to their uniform choices: St. Al's Jr. High green sweatshirt, khaki skirt or skort, khaki twill slacks, and khaki walking shorts. No pocket designs and no contrasting top stitching (no cords in khaki). Khaki skirts/skorts, slacks and shorts may be purchased **ONLY** through The Dennis Uniform Store, Nordstrom, Eddie Bauer, Land's End, or the J.C. Penney Uniform Catalog. No other khaki color will be permitted.

### **Boys:**

Shirts: White regulation shirt (long or short sleeves, button down the front, pointed collar) or white knit golf type shirt (no emblems or markings, pointed collar) or white turtleneck. Pockets are optional. If undershirts are worn, only unmarked white undershirts are allowed under the white shirt. Sweaters: Navy blue cardigan knit sweater (V or round neck), knit pullover, sleeveless sweater vest, or St. Al's sweatshirt. Slacks/shorts: Navy blue cords or navy blue twill slacks or navy blue walking shorts. No pocket designs, no cargo pants, and no contrasting top stitching.

Boys in junior high only have the following options added to their uniform choices: St. Al's Jr. High green sweatshirt, khaki twill slacks, and khaki walking shorts. No pocket designs and no contrasting top stitching. Khaki slacks and shorts may be purchased **ONLY** through The Uniform Store, Nordstrom, Eddie Bauer, Land's End, or the J.C. Penny Uniform Catalog. No other khaki color will be permitted.

**All please note:** Any shade of blue, darker than royal blue, will be considered to be navy blue. Shorts are all required to be "walking short" length. Walking short length is no shorter than one inch above the knee and no longer than knee length.

### **P. E. Shoes**

All students will be required to have a pair of P. E. shoes. These are to be "Ked" type shoes - inexpensive canvas shoes that lace up. They will be stored in the gym and worn only for gym activities. Please be sure to mark with name in permanent ink. Shoes need to have non-marking soles.

### **Special Considerations:**

- Blue jeans and khaki jeans are not acceptable.
- Hair should be clean, combed and neatly trimmed. Students must have a natural hair color while attending St. Alphonsus.
- Clothing should not be excessively large or small for the size of the student. Pants need to be neatly hemmed. White shirts will remain tucked in while in school.
- All pants (blue & khaki) must have straight legs; no flared pants are allowed.
- Students will not be allowed to have tattoos, wear gang wear, or pierce body parts other than ears.
- Students must not wear sagging pants; Belts need to be worn with looped pants.
- Tiny post earrings will be permitted only for girls, one earring per ear lobe.
- Make-up and body glitter are not allowed. Clear or sheer nail polish may be worn.
- Students need to wear shoes that will allow them to participate safely in the classroom and on the playground. For safety purposes shoes must be attached to the front and back of the foot and have good traction.
- Students need to be in full uniform (sweatshirt or sweater) for special Masses designated by the principal.
- The principal will be the final judge in determining the appropriateness of all clothing and hair styles.

### **Exceptions**

Non-Uniform Days or excused by the Principal. Extenuating circumstances (parents/guardians must send a note to the Principal explaining the circumstances).

### **Non-Uniform Days**

On days designated as non-uniform days, students will be neat in appearance. Clothing must be appropriate for a Catholic school. Inappropriate clothing includes, but is not limited to: tank tops, tube tops, chains, excessive jewelry, T-shirts with logos or advertisements, and pants or shirts with holes or tears or other clothing deemed unacceptable by the principal. Shoes that allow students to participate safely in activities should be worn.

### **Purchasing Uniforms**

It is recommended that uniforms be purchased via either French Toast catalog or at the Dennis Uniform Store. Our school will receive 5% of net sales from any French Toast orders placed on [www.frenchtoast.com](http://www.frenchtoast.com) or via telephone at 1-800-373-6248. Our source code is QS477WU. Catalogs are available in the school office. The Dennis Uniform Store is located at 12608 Interurban Ave. South, Tukwila, 206-431-2000, [www.dennisuniform.com](http://www.dennisuniform.com). Our code number at Dennis Uniform Store is XTA340. Either will insure that color, style and dimensions are the same. However, please feel free to acquire uniforms from other sources for the blue pants and shorts and from Eddie Bauer, Nordstrom, Land's End, or the J.C. Penney catalog so long as they meet the standards outlined. St. Al's sweatshirts can be purchased through the school.

### **VOLUNTEER HOURS**

Parents/guardians carry the obligation of being the fundamental educators of their children. By choosing St. Alphonsus School for your children, you have asked us to share that

responsibility with you. To make St. Alphonsus a better place for our children, parental awareness and support of programs and activities aimed at improving the spiritual, academic, social, and physical growth of our children is vital.

Each family is required to donate 30 volunteer hours or "buy out" at \$15.00 per hour. Parent hour commitment calendars should be turned in at the school office once per month via the family communication envelope. Please see the Addendum 11 for a list of volunteer activities.