



SAINT ALPHONSUS

PARISH SCHOOL

2019-2020
FAMILY HANDBOOK

School Office: 206-782-4363
8:10 am -3:30 pm

Extended Care: Ext. #127
7:00 am – 6:00 pm

Parish Office: 206-784-6464

5816 15th Ave Northwest, Seattle WA, 98107; www.stalseattle.org

This handbook has been compiled in accordance with 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 in accordance with the policies and procedures of the Archdiocese of Seattle. This handbook will be made available to parents/guardians, teachers and pupils at the beginning of each school year. The Family Handbook is subject to review by the School Commission. The Principal retains the right to amend the handbook for just cause, with the approval of the Pastor and advice from the School Commission. Parents/guardians will be given prompt notification through the school newsletter and email, if changes are made. Please note that this handbook does not include all school policies.

--Revised August 1, 2019.

PARISH & SCHOOL ADMINISTRATIVE TEAM

Father Richard Klepac
Pastor

Mrs. Kathleen Daspit
School Principal

Mrs. Lizzy Scholz
Parish Assistant

Mrs. Charleen Sweet
School Office Manager

ADMINISTRATION

PASTOR	Father Richard Klepac, SOLT
PASTORAL ASST. FOR ADMIN.	Mrs. Lizzy Scholz
PRINCIPAL	Mrs. Kathleen Daspit
SCHOOL OFFICE MANAGER	Mrs. Charleen Sweet

FACULTY

PRESCHOOL	Miss Edal Robinson
	Miss Kelsey Sweet
	Mrs. Carin Brown
KINDERGARTEN	Miss Jennifer Blankenship
GRADE 1	Mrs. Sarah Delgado
GRADE 2	Mrs. Tricia Cintron
GRADE 3	Miss Leslie Hartje-Dunn
GRADE 4	Mrs. Claudia Duncan
GRADE 5/6 GIRLS	Mrs. Mary Johnson
GRADE 5/6 BOYS	Mrs. Jamie Walker
GRADE 7/8 GIRLS	Mrs. Barbara Pollack
GRADE 7/8 BOYS	Mr. Paul Swanson
RESOURCE SPECIALIST	Mrs. Suzie Alan
ART	Mrs. Monica Wisen
MUSIC	Mrs. Katie Sur
P. E.	Miss Michelle Gallagher
SPANISH	Mrs. Lori Wilbur

CLASSIFIED STAFF

ADMISSIONS COORDINATOR	Mrs. Jenny Horstmann
DEVELOPMENT DIRECTOR	Mrs. Kaitlin Andrews
EXTENDED CARE DIRECTOR	Miss Kelsey Sweet
EXTENDED CARE AM ASSISTANT	Mrs. Donna Peterson
EXTENDED CARE PM ASSISTANTS	Mrs. Yirgalem Gebreysus
	Mrs. Sosina Takele
	SOLT Sisters
FACILITIES SUPERVISOR	Mr. John Altenhofen
EVENING CUSTODIAN	Mr. Joe Wetzel
HOT LUNCH COORDINATOR	Mrs. Gail Altenhofen
LUNCH/RECESS SUPERVISOR	Mrs. Lisa Macomber
PRESCHOOL ASSISTANTS	Mrs. Sosina Takele
	Mrs. Yergalem Gebreysus

ST. ALPHONSUS PARISH SCHOOL COMMISSION MEMBERS

PRINCIPAL	Mrs. Kathleen Daspit
PASTOR	Fr. Richard Klepac, SOLT
PARENT MEMBER	Mr. Brian Horstmann – Chair
PARENT MEMBER	Mrs. Ashley Dixon – Vice Chair
PARENT MEMBER	Mrs. Christine Cavanaugh - Secretary
PARENT MEMBER	Mrs. Maura Cannon - Treasurer
PARENT MEMBER	Mrs. Melanie Rolls
PARENT MEMBER	Mr. Carlos Walker
PARISH MEMBER	Mr. Ed Garrett
PARISH MEMBER	Mr. Sam Dang

ST. ALPHONSUS PARENTS' CLUB OFFICERS

Mrs. Elizabeth Miller
Mrs. Amanda Daylong
Mrs. Chris Cairnes
Mrs. Elizabeth Powell
Mrs. Sarah Michael
Mrs. Heather Lakefish

ST. ALPHONSUS CYO ATHLETIC ASSOCIATION

DIRECTOR	Mrs. Julie Geibel
----------	-------------------

DAILY SCHEDULE for K – 8

8:22 AM	First Bell rings
8:25 AM	Second Bell/Morning Prayer
10:00-10:15 AM	Grades K-4 Recess
10:15-10:30 AM	Grades 5-8 Recess
12:05-12:25 PM	Grades K-4 Lunch
12:25-12:45 PM	Grades K-4 Recess
12:10-12:25 PM	Grades 5-8 Recess
12:25-12:45 PM	Grades 5-8 Lunch
2:20-2:35 PM	Grades K-2 Recess
3:05 PM*	Dismissal

PRESCHOOL SCHEDULE

8:15 AM	Morning Session Begins
11:15 AM	Preschool Lunch
11:45 AM	Lunch end/Clean up
12:00 PM	Afternoon Session Begins
3:05 PM	Dismissal

***Exceptions**

2:15 PM	Dismissal on Wednesday
12:00 PM	Dismissal on Half Days

ST. ALPHONSUS MISSION & VISION STATEMENTS

MISSION

St. Alphonsus Parish School is dedicated to the formation of the whole child through academic excellence in a welcoming, faith-filled community based on Catholic traditions and values.

VISION

We aspire to teach as Jesus taught, encouraging each student to reach their God-given potential as grace-filled servant leaders.

ST. ALPHONSUS SCHOOLWIDE LEARNING EXPECTATIONS (SLE's)

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. contributes time, talent, and treasure to the community through Christian service

Habit of Mind: Responding with Wonderment and Awe

2. a lifelong learner who:

- a. demonstrates critical and analytical skills
- b. demonstrates creative problem solving skills
- c. meets or exceeds grade level expectations in all disciplines
- d. creates and evaluates standards for himself/herself in all disciplines

Habit of Mind: Remains Open to Continuous Learning.

3. a person of integrity who:

- a. demonstrates accountability for personal behavior and conscience formation
- b. acts honestly and fairly according to gospel values and Catholic Church teachings
- c. chooses to behave in a right and just manner

Habit of Mind: Managing Impulsivity.

4. a respectful person who:

- a. treats people of all cultures and faith traditions with dignity and kindness
- b. practices stewardship of all of God's creation
- c. practices conflict resolution through active listening, clear communication and empathy

Habit of Mind: Listens with Understanding and Empathy.

ACADEMIC EXPECTATIONS

It is the expectation of St. Alphonsus Parish School that all students maintain academic standards according to our SLE's. 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. All students come to school ready to learn and perform to the best of their ability. Students must respect other students, appropriately supporting them through collaborative projects and allowing them to learn.

ADMISSIONS

“A Catholic school will accept any child for whom an appropriate program can be designed and implemented following its prescribed local enrollment procedures. Each child is to be considered for admission based upon his/her emotional, academic and physical needs and the resources available to the school in meeting those needs. The local school site determines continued enrollment based on these factors.” --Policies and Procedures Handbook of Office for Catholic Schools

St. Alphonsus Parish School takes into account all items submitted with the enrollment application. We do not discriminate on the basis of race, color, national or ethnic origin and admit students based on how well the school can provide for each specific student's needs academically, socially, emotionally, physically, and spiritually.

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.

Annual registration and continued admission at St. Alphonsus Parish School constitutes an agreement on the part of the parent and student to abide by the academic, procedural, and behavioral requirements of the school. The St. Alphonsus Pastor and School Principal have the right therefore to review the progress of each family with a view toward determining continued participation in St. Alphonsus Parish School. Any student or family who, by their words, actions, or attitudes violates school or Archdiocese policy may be asked to remove themselves from the St. Alphonsus Parish School community.

The school office should be contacted to arrange transfers or withdrawals. The original enrollment fee of \$250 is non-refundable. Please see “TUITION” for more information.

ANTI-BULLYING POLICY

Policies related to bullying and harassment are determined by the archdiocese and supported by our school policies and procedures. The Ensuring Student Welfare and Safety Manual from the Office for Catholic Schools states the following in chapter 4 section 7:

Prohibition: Harassment, intimidation, and/or bullying of any student by any person is prohibited. When the aggressor is an employee or other adult associated with the school or Archdiocese of Seattle, Policies 1.7 and 3.35 apply.

Behaviors: “Harassment, intimidation or bullying” means (1) any intentionally written message or image – including those that are electronically transmitted – (2) verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the message, image, or act:

- A. Physically harms a student or damages the student’s property;
- B. Has the effect of substantially interfering with a student’s education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing, or other apparel, socioeconomic status and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action (s).

Threats: Any threat by a student to inflict harm to self or others must be taken seriously and addressed promptly. Threats should be reported immediately to the Principal, who will decide if police support or notification is needed and will notify the police when necessary. If a student is threatened, becoming a potential victim to that threat, the Principal or Principal’s designee shall notify the student’s parent/guardian promptly.

Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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
- Electronic or Cyber harassment or intimidation, including unwanted or hurtful photographs and/or words displayed through texts or other electronic communication.
- 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 Seattle Archdiocese adopted *Virtus* program to students in grades K-8
- Respond quickly and sensitively to bullying reports
- Take seriously families' concerns about bullying
- Notify the School Principal and look into all reported bullying incidents
- Assign consequences for bullying based on the school's discipline code
- Provide immediate consequences for retaliation against students who report bullying

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

- Abide by our SLE's, mission & vision
- 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/harassment, suspected or actual, to an adult

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

- Talk to your children about bullying
- Support school SLE's, mission & vision
- Encourage your children to report bullying, suspected or actual
- Report bullying to teachers or Principal immediately

DISCIPLINE PROCEDURE FOR STUDENTS:

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.

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 (see sign-out procedures below). 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 8:25 a.m. and ends at 3:05 p.m. except for Wednesdays when school ends at 2:15 p.m. Students are marked tardy if they are not in line at the 8:25am bell. Students should not arrive at the playground or school campus prior to 8:10.

Parents/guardians are requested to pick up their children immediately after school closes. Middle school students may be instructed to proceed directly home upon dismissal. Elementary students must be picked up by their parent/guardian each day, unless accompanied home by their middle school sibling. Preschool students can only be picked up by a middle school sibling and a signed note by the parent must be on file in the office. Students need to be picked up by 3:15 p.m. unless they are participating in an afterschool activity. Students may not play on the playground after school without adult supervision. Students are expected to check-into extended care if they are not picked up by 3:15. Dismissal is at 2:15 p.m. on Wednesdays and students need to be picked up or in Extended Care by 2:30. There is no Homework Center on Wednesdays. The school is not 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. Before and after school care is available; see EXTENDED CARE POLICY.

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. A middle school student who is tardy 5 times in a trimester will receive a lunch/recess detention. Parents of primary students who are tardy 5 times in a trimester will be contacted by the Principal and may be requested to conference in order to strategize solutions.

When students leave on vacation, it disrupts their learning. The faculty encourages families to make vacation arrangements during school vacations. Teachers are not required to 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. Arrangements may be made with the teacher to communicate electronically during the student's absence. 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 teacher, Principal, and school office, informing him/her of the trip at least two weeks ahead.

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. In order to take a student out of school, for any reason, the custodial parents/guardians or legal guardians must come into the school office to sign the student out. Upon returning during school hours, the custodial parents/guardians or legal guardians must come to the school office to sign the student back in.

If your child will be absent or tardy, call 206.782.4343, or email csweet@stalseattle.org by 9 AM.

BACKGROUND CHECKS

All volunteers must have a completed background check on file. All volunteers with unsupervised interaction with students must have completed the Safe Environment Training program through the Archdiocese of Seattle. All Field Trip drivers, coaches, and club moderators must have completed the Safe Environment Training. For more information and to register for Safe Environment classes go to www.virtusonline.org

CALENDAR

The current school calendar can be found on the school website, www.stalseattle.org.

CELL PHONES

Student cell phones and electronic devices with texting and internet capabilities are not allowed during school hours, unless otherwise stated by the teacher or Principal. If a student must bring an electronic

device to school, the parent must submit a written justification to the homeroom teacher, and the device must be kept turned off and stored in the teacher designated area during school hours. The Principal reserves the right to confiscate personal use electronic devices of a student who violates this policy.

CLOSURE/DELAY

All decisions to close school, or delay the start time will be made as soon as possible, by the school Principal. When inclement weather makes it necessary to close the school, parents/guardians will receive notice by radio stations (KOMO, KING, and KIRO) and TV channels (KOMO, KING, KIRO) via email and the school's website. Please listen to early broadcasts between the hours of 6:30 a.m. and 8:00 a.m. 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

Communicating with your child's teacher

Teacher email address and telephone numbers are located on the school website: www.stalseattle.org. Parent questions, comments or concerns regarding student behavior and academic expectations begin between our parents and teachers. Our school policy is that teachers will reply to parent email or phone messages within one school day.

Parent-Teacher Conferences

Mandatory formal parent - teacher conferences are held during the first trimester for Kindergarten through 8th grade. Home and school have a joint responsibility for a child's development. Guidance and support in either place affects their growth academically, socially, emotionally, and spiritually. Individual parent-teacher conferences are one of the most satisfactory means of establishing this cooperation. Times will be determined by the sign-up process with your student's teacher.

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 must be pre-arranged to discuss results with the teacher. Such a meeting should never be attempted during class hours or recess periods. Conferencing with teachers or the Principal should always be pre-arranged to maximize discussion time and ensure availability of requested parties.

School Communication

The school newsletter, the *Angel's Angle*, including school news and message from the Principal, will be sent electronically to all community members each week. Occasionally, due to the type of information going home, additional emails, and paper communication will be sent. Please inform the office of changes to personal information to ensure communications are received by all in a timely manner. The school newsletter is the primary means of communication to the home from the school, Parents' Club, and other organizations. Questions regarding the *Angel's Angle* may be directed to our Development office.

DISCIPLINE

Discipline at St. Alphonsus Parish 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 Parish School.

St. Alphonsus Parish School educates the whole child and in turn we look for ways students can develop their social, emotional, spiritual, and behavioral skills in addition to academics. We are preparing the child not only for the present but also for the future as a whole person in Christ.

The purpose of discipline is:

- to provide a classroom situation that is conducive to learning, and
- to promote character development.

Discipline decisions are based on the Schoolwide Learning Expectations, as well as the mission and vision of the school. It is our goal to assist students and parents in understanding why specific behaviors are taking place, what the root cause of the behaviors are, and what we can do to form new habits/behaviors/skills to create a positive outcome going forward.

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. 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 Parish School. For major disciplinary action, parents/guardians are contacted. 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.

St. Alphonsus Parish School Behavior Management Plan:

Tier 1: Teacher or Staff Respond

Behavior: Student behavior mildly disruptive. Mild verbal or motion related behavior issue.

Examples: student speaks out of turn, student off task, student out of seat or in space when not he/she shouldn't be at that time

Teacher/Staff Responsibility: give warnings and follow normal classroom/playground management plan. Teacher may have student take a time out in classroom or just out in the hallway.

Follow up: call/email home if pattern emerges and teacher feels it is necessary.

Tier 2: Teacher and Office Staff Respond

Behavior: student behavior is moderately disruptive. Moderate verbal or motion behavior: running, spilling items/making a mess with intent to cause disruption, repeatedly off task or impeding ability of other students to stay on task

Examples: student empties desk on floor or spills materials on purpose, student talking or goofing off during group or individual work time after being told a few times to refocus, student refuses to stay in assigned area

Teacher/Staff Responsibility: Teacher can send student to office for five-minute cool down or quick talk with Principal. Teacher can send student out to the hallway for a five-minute cool down (only if student has not done this prior that day)

Follow up: Call/email home by teacher

Tier 3: Principal Responds:

Behavior: student behavior is severely disruptive. Excessive shouting, screaming, or name calling to teacher/other students or staff. Any form of physical contact with self/students/staff. Class cannot continue if student remains in room, disruption severely impacting other students in classroom.

Example: student throws objects at another person. Student physically harms or intends to physically harm another person/themselves. Student has been a continuous disruption and all other classroom management procedures have not worked that day/class period. Student calls you or another student a profane name or shouts profanity (or similar language) in the classroom.

Teacher/Staff Responsibility: Teacher/staff should send student to the office immediately to speak with the administrator. If administrator is not available someone in the office will have the student fill out a reflection form and inform the Principal as soon as possible to speak with student and go over form.

Follow up: Principal will follow-up with teacher and call/email home. Student will be assigned community service time as Principal deems appropriate.

Examples of Tier 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
- Playing a dirty trick

Examples of Tier 1 consequences:

- Making amends
- Loss of privileges
- Parent notified

Examples of Tier 2 behaviors:

- Setting up to take the blame
- Humiliating publicly
- Excluding from group
- Teasing about appearance
- Intimidating notes, letters, drawings, phone calls, texts, emails, photographs or other social media
- Taking possessions

- Pattern of Tier 1 offenses

Examples of Tier 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
- Lunch or other detention (loss of field trip, time before or after school, etc...)
- In-house suspension
- Short term suspension

Examples of Tier 3 behaviors:

- Pattern of Tier 1 and/or 2 offenses
- Physical violence/inflicting bodily harm
- Intimidating another person with mental, sexual and/or gender harassment
- Repeated use of profanity directed at others, or our school
- Insubordination resulting in the threatened safety of the individual or others
- Threatening with a weapon
- Malicious rumor mongering
- Malicious vandalism or defacing of personal or school property
- 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
- Extortion
- Aggressive or ongoing racial or sexual taunting

Examples of Tier 3 consequences

- Meeting with parents and:
- Short Term and/or Long Term Suspension
- Requirement of a counselor assessment
- Requirement of counseling
- Behavior contract
- Expulsion

Note: St. Alphonsus Parish 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 or use of tobacco 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, including electronic and cyber harassment
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. Alphonse Parish 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 administrator in the following way.

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

DROP OFF/PICK UP - See Traffic Flow map, available on the school website www.stalseattle.org

Please use the large parking lot to the south of the school, to pick up and drop off K-8 students. When barriers are up in the parking lot and street, do not go around them. The 59th St. or small north parking lot is typically for parishioners. If space permits it can be used by families taking their children to/from preschool. Also, it can be used before 8am and after 3:05PM to pick-up children from extended care.

ELECTRONIC DEVICES

Students are discouraged from bringing mobile phones, digital cameras, music players, electronic readers, tablets, and other electronic devices to school unless specifically requested by a teacher or as documented in a student accommodation plan. Unless otherwise stated, devices are not to be used while students are on campus, from drop-off until pick-up each school day. If a student brings electronic devices to school they must follow teacher directed classroom guidelines. Devices must be kept turned off and stored in the homeroom designated area when not in use. The teacher and/or Principal reserves the right to confiscate any electronic device from a student who violates this policy.

EMERGENCY

Students, faculty and staff have been instructed as to the proper safety procedures and precautions in the event of school Lockdowns, Earthquake and Fire. Safety procedures and drills, including full-school evacuations are practiced monthly. Emergency procedures are reviewed periodically throughout the school year.

The main purpose of a LOCKDOWN is to get students, staff and any volunteers in the school to a safe and secure area in response to a situation that is potentially dangerous or harmful. Situations that might result in a lockdown include downed electrical wires, a burglary in the community, or an intruder on campus. In the event of a lock down, parents/guardians will be notified via email and/or the website.

Students may not be released during a lockdown. Instructions will be given electronically as to when and how students may be picked up from school.

In the event of an EARTHQUAKE or FIRE, students will remain at school until parents/guardians come for them, or per other arrangements as documented on the student emergency form.

Other emergencies may arise and decisions for proper procedure will be determined by the Principal or other individual in charge. Situation details and procedures being used will be communicated as quickly as possible to all parents/guardians.

EXTENDED CARE

Extended Care is available before and after school for students in kindergarten through 6th grade. Preschool students can be in Extended Care after school only. Hours of operation are 7:00 A.M. to 8:20 A.M., and 3:05 P.M. to 6:00 P.M. daily, and (2:15 p.m. to 6:00 p.m. on Wednesday). Please refer to our school calendar for noon-dismissals and other days when extended care will be closed.

Families who plan on using Extended Care on a regular basis need to pay a \$25 registration fee and complete a Registration form and an Extended Care Emergency Form. Please check with the office for current Extended Care rates/fees.

Extended care is a student and family privilege, not a right. Students are held to the same expectations in Extended Care as during the school day. Failure to follow expectations may result in exclusion from extended care.

EXTRA-CURRICULAR ACTIVITIES

In addition to regular school offerings, St. Alphonsus Parish School hosts a variety of after school clubs and activities. All students in good standing are invited to participate in the activities/clubs of their choosing. Some activities/clubs may require additional fees. Registration and payment may vary from group to group.

Students may be prohibited from participating or may be removed from participating in extracurricular activities due to unacceptable academic standing and/or unacceptable behavior as determined by the Principal under advisement from the teachers and club leaders. Information on extra-curricular activities can be found in the school office, on the school website (www.stalseattle.org), and in the *Angel's Angel*.

FERPA

St. Alphonsus Parish School follows the Family Educational Rights and Privacy Act (FERPA).

FIELD TRIPS

Teachers may plan an educational outing for enrichment purposes. Activities and trips outside the classroom are intended to supplement and enhance current class curriculum. Each field trip may include assignments to be completed. In addition, teachers may include materials from the field trip in tests or other classroom work. The length of the field trip can vary based on destination and purpose. In some cases such as camps, field trips may require overnight stays. Complete details will be provided prior to each trip.

In order for students to participate in field trips, 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, behavioral, or administrative requirements.

Metro, charter, or other bus transportation will be used whenever possible for field trip transportation. 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.
6. Field trip drivers and chaperones must have a completed background check on file and be in compliance with the Safe Environment Training requirements of the Archdiocese.

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 driver or chaperone needs to carry a copy of the emergency form for the children they are driving/chaperoning. These forms must be returned to the teacher at the conclusion of the field trip. By Archdiocese rule, drivers and/or chaperones are not allowed to bring along other siblings, children or minors. Sole focus of the driver and/or chaperone must remain on the St. Alphonsus classroom students participating in the field trip. Staff are not permitted to drive students due to Archdiocese policies, and may ride with a chaperone or drive alone to the destination.

Every student must have and use his/her own seat belt while riding in cars on field trips. Local or state laws regarding car or booster seats must be followed. **Unscheduled stops by parent drivers are not**

allowed on field trips. The following minimum supervision requirement should also be maintained: 5-8th grades - one adult for every ten students; 2nd - 4th grades – one adult for every 6 students; K-1st – one adult for every four students. A copy of the field trip forms can be found in the school office.

FINANCIAL SUPPORT OF THE SCHOOL

In addition to tuition, every family has a contractual obligation to support each of the following:

Auction

Held annually in November. Each Kindergarten through 8th grade family is expected to help by procuring at least \$200 worth of new in-demand items, services or cash to be auctioned. A minimum of 5 hours dedicated to auction is also required. For preschool families, the requirements include \$100 in procurements and 2 ½ volunteer hours.

Jog-a-thon

\$125 in pledges is required for each family.

Scrip

\$1500/yr in purchases is part of the contractual obligation. For preschool families, the obligation is \$750/yr.

Annual School Fund

Our goal for the Annual Fund is for 100% participation by our school families, at a level comfortable for each family. Suggested donation begins at \$125 minimum.

GRADES

Grading

Students in grades K - 4 will receive standards based grading: **4** – Area of excellence – exceeds grade level expectations. **3** – Area of competence – Meets grade level expectations. **2** – Area of development – Not currently meeting grade level expectations. **1** – Area of concern – Below grade level expectations.

Students in grades 5 - 8 will receive the traditional A, B, C, D, and F designations, with standards based grading for skill and behavior related items.

RenWeb

RenWeb is our electronic student academic information system. All teachers use RenWeb to document and manage student progress and achievement. Middle school parents can connect to teachers in real-time using the internet and our parent viewer capabilities. This allows parents to follow their children's progress and achievement. RenWeb works as a traditional gradebook as well as a calendar of assignments, class expectations and due dates. Teachers may email full-class messages using RenWeb class rosters. Office staff and administration will also use RenWeb for emergency or other important communication. It is essential that all families maintain current contact information in

this system. All student and family information is protected and kept confidential by parent passwords.

Honor Roll

Honor roll for grades 5-8 are published at the end of each trimester: 3.7 – 4.0 First Honors; 3.4 - 3.69 Second Honors. Honor roll recipients are announced at an Honor Roll breakfast shortly after the end of each trimester.

Report Cards

Trimester report cards are issued at the end of each term. Report cards are issued in paper or electronic formats depending on the time of year. 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 their current 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. 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 have both the parent/guardian and the school officials sign a form to this effect. The school will keep this documentation on file in the student's record.

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 financial obligations to the school 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 and will not be allowed to participate in certain extra-curricular activities and/or field trips as determined by the Principal under advisement from teachers. Students in grade 8 having less than a 1.8 grade average will not graduate from St. Alphonsus Parish 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, reduction in grade for the trimester, and/or community service time.

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 websites, 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 may make reports. All reports of harassment will be taken seriously and investigated leading to potential consequences and actions following our discipline policy.

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: 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 rushed, last minute work. All assignments done in class and at home are to meet high standards of neatness and accuracy. 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 your child to work.

- 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 to turn in at school and necessary supplies the night before in a designated place.

HOURS OF OPERATION

The school day begins at 8:25 am and ends at 3:05 pm. Dismissal on Wednesdays is at 2:15 pm to allow for staff professional development. Students should not arrive at the playground prior to 8:10 a.m., since there is limited supervision at that time, and should be accompanied by an adult at all times if on the playground after 3:05pm.

INFORMATION BOOKLET

A concise list of family obligations, opportunities, activities and other school information may be found in our annual Information Booklet. It is a great source to find answers and solutions to “everyday life” at St. Alphonsus.

LOCK DOWN PROCEDURES

The school has specific lockdown procedures. If a significant threat outside is reported, school students, staff, and visitors find a safe location inside the building and hide behind locked doors until further instructions are given. All exterior doors to school buildings remain locked on the outside at all times but further measures may be taken, such as locking classroom doors and offices, turning off lights, and closing blinds. Staff and students are trained on these procedures throughout the year.

LOST AND FOUND

As a precautionary protocol, all articles of clothing, supplies, and personal belongings are to be permanently marked with the owner's name. Lost and found items may be claimed from the bins in the Commons. Unclaimed items are periodically donated to local charities.

LUNCH

St. Alphonsus offers a modified hot lunch program. Students can either buy their lunch or bring their lunch. All lunches must be eaten in the lunchroom except for special occasions such as special events supervised by staff or specific clubs such as study hall. Lunch is available for purchase through the office in full card (15 lunches) or individual meal increments. Families may purchase regular lunch or super lunch sizes. Milk tickets are sold through the main office for students who are not buying lunch from the school. Some frozen treats are also available. Parents are responsible for discussing

guidelines and parameters with their children regarding the purchase of frozen treats following school lunch. Lunch purchases can be done through FACTS. Treat purchases must be done with cash.

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 Parish 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. Please refer to the school website under Important School Documents for Emergency Release Form and Oral Medication Policy and Form, www.stalseattle.org.

The administration of medications at school is not allowed except under submission of our Authorization For Administration Of Oral Medication At School form, which must be signed by both the Parent/guardian and family physician. This includes aspirin and cough drops. No child may self-medicate. Medications will be kept in a supervised cabinet in the office.

Student allergies must be documented by Parent/guardian on each child's emergency form. Student allergy lists are made available in four (4) different confidential school locations, including our main office, kitchen, faculty break room and with the child's homeroom teacher. Epi pens may be stored at school with proper paperwork and signatures.

Minor bumps and bruises are treated in our "nurses' station" in the school office. Ice packs, Band-Aids, over-the-counter antibiotic solutions and other treatments for minor scrapes will be used. Each and every head injury is documented and Parents/guardians are informed.

Written permission from the parent/guardian or family physician is required for any child to be held from participation in any form of physical education or sport for short and long-term timeframes.

PARENTS CLUB

All parents and guardians of St. Alphonsus students from preschool through 8th grade are members of the Parents' Club. The Parents' Club is an organization developed to give parents/guardians volunteer opportunities to assist in their students' education. The Parents' Club is responsible for annual fund raising, which goes directly into the school budget. Meetings are held once a month and parents/guardians are encouraged to be present. Guest speakers are frequently invited, and general business is always shared. Attendance at these meetings counts towards your commitment hours. A list of volunteer activities is available under Parents' Club on the school-side of the website along with the 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 email or phone 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.

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 God's presence everywhere.

- Students attend all-school Mass at least once a week
- Religion is taught regularly as part of the school curriculum.
- Sacramental preparation follows Archdiocesan policy that Sacramental preparation occurs in conjunction with the Parish. The current norm is for First Reconciliation and First Eucharist to be received in second grade.
- The Sacrament of Reconciliation is made available to the students throughout the school year. This should not take the place of the students receiving this sacrament on their own or with family.

SAFETY AND SECURITY

The safety and security of students, staff and adults on campus is a shared responsibility. All Archdiocese and local and state requirements for school safety are followed. In addition, our school alarm and communication systems are designed for protecting and keeping our children, faculty and community safe. Every faculty and staff member has the opportunity and expectation of maintaining certification in CPR and First Aid.

SCHOOL COMMISSION

The School Commission consists of men and women of the school and parish, organized to advise the Principal and Pastor in implementing programs and policies regarding the school. The School Commission is also responsible for updating and publishing the school's Long Range Plan. Please see School Commission on the school website for more information www.stalseattle.org.

SCRIP

Scrip is a fundraising activity of the Parents' Club. Scrip, gift cards supporting our school, are available in the parish office, in the church after weekend Masses, and before and after school according to the set schedule. Individuals purchase gift cards from participating retailers in person or online. The school receives a percentage of each gift card purchase at no additional cost to the buyer. Kindergarten through 8th grade families are expected to purchase a minimum of \$1500 per year. Preschool families are expected to purchase a minimum of \$750 per year.

TAX I.D. NUMBER

#91-0577481

TECHNOLOGY

School computers and internet access are provided to assist St. Alphonsus students in their schoolwork. Students may use personal devices to take notes in class with teacher supervision and a signed Acceptable Technology Use form on file. Our "Watchguard" filter is set to limit student internet access to sites appropriate for a Catholic school and relevant to the student's schoolwork. The use of email by students is prohibited on school computers unless specifically directed by a teacher. Violation of our technology policies may result in loss of computer privileges and/or other disciplinary consequences.

TESTING

The students in grades K-8 will be taking a version of the MAPs test October and April of each school year. With potential for January option. The MAPs test is a standardized test taken by all Catholic schools in the Archdiocese of Seattle, and is based on national norms. Complete results will be made

available to parents/guardians.

TUITION







Tuition is paid monthly using FACTS Tuition Management Services at the rate of 1/11 of the total amount, paid July - May. Some families choose to pay tuition in full at the beginning of each year. Families may select the day of the month when payments are due. A late payment fee of \$50.00 may be charged for any missed payments. 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 in-parish rate, pay the out-of-parish rate. Sacrificial Giving Cards and other requirements as listed in our registration materials must be renewed annually to continue to receive the in-parish rate. Failure to meet contractual obligations can result in holding report cards and/or progress reports. Families who are experiencing problems in meeting their financial obligations are welcome to meet with the Principal to discuss potential solutions.

Tuition will be prorated and refunded if families exit the school mid-year but no refunds will be issued for July and August. These are planning months and help us secure enrollment numbers for fall preparation. Families that enroll will pay an enrollment fee and will be expected to pay July and August payments unless the school is notified in writing prior to the third week of June.

UNIFORM

Students at St. Alphonsus will wear the official St. Alphonsus school uniform every school day unless otherwise informed by school administration. Preschool students will be subject to the same dress code as K-4 but certain exceptions will be made due to age and developmental level. Students need to be in full uniform (including sweatshirt or sweater) for Mass.

SCHOOL UNIFORM GUIDELINES

	5th Grade - 8th Grade Boys	5th Grade - 8th Grade Girls
	Khaki twill pants* Khaki twill walking shorts* Navy bottoms are also allowed	Khaki twill pants* Khaki twill walking shorts, skort, or skirt* Navy bottoms are also allowed
	White polo (long or short sleeve) Dark green polo (long or short sleeve)	White polo (long or short sleeve) Dark green polo (long or short sleeve)
	Green St. Al's uniform sweatshirt Green or White cardigan*(non-mass days)	Green St. Al's uniform sweatshirt Green or White cardigan*(non-mass days)
	Kindergarten - 4th Grade Boys	Kindergarten - 4th Grade Girls
	Navy twill pants* Navy twill walking shorts*	Navy twill pants* Navy twill walking shorts, skort, or skirt* Navy twill jumper/dress
	White polo (long or short sleeve) Navy polo (long or short sleeve)	White polo (long or short sleeve) Navy polo (long or short sleeve)
	Navy St. Al's uniform sweatshirt Navy or White cardigan*(non-mass days)	Navy St. Al's uniform sweatshirt Navy or White cardigan*(non-mass days)
	* Items may be purchased at vendors of your choosing but style, fabric, and color of items must visually match those of the "standard uniforms" pictured on our website.	

Additional Uniform Guidelines:

Not Our Uniform: Blue jeans, khaki jeans, athletic shorts, basketball shorts, sweatpants, yoga pants, leggings worn as pants, St. Al's spiritwear (even if it has our logo), sweaters or sweatshirts with hoods.

Appearance & Hygiene:

- 1.) Clothing must be without holes or tears. Girls hair should be clean, combed and neatly trimmed as to not cover eyes or face. Hair styles and accessories must not be a distraction to others. Students must have a natural hair color while attending St. Alphonsus. Boys hair should be clean, combed and neatly trimmed as to not cover eyes or face. Boys hair length must be off the shoulder, and preferred to be off the collar. Hair styles and accessories must not be a distraction to others. Students must have a natural hair color while attending St. Alphonsus.
- 2.) All pants must fit at the waist; sagging pants are not permitted; belts should be worn with looped pants. Uniform shirts will remain tucked in while in school.
- 3.) Students will not be allowed to have tattoos, or pierced body parts other than ears. Tiny post earrings will be permitted only for girls, one earring per ear lobe. Make-up, colored nail polish and body glitter are not allowed. Clear or sheer nail polish may be worn.

Sweaters/Sweatshirts: Navy blue cardigan knit sweater (V or round neck), knit pullover, sleeveless sweater vest, logo fleece are all allowed on non-mass days. St. Al's uniform sweatshirt or logo sweater vest is allowed on mass days. No hoodies. Students may wear hooded sweatshirts or a coat over their uniform sweatshirt in cold weather seasons while outside. During lunch and in class students are to wear their uniform.

Skirts/Skort: Skirt/skort length must be long enough for students to appropriately bow at mass or climb stairs without issue. Decisions of length are up to teacher and Principal.

Slacks/shorts: No pocket designs, no cargo pants, no yoga pants or leggings worn as pants, and no contrasting top stitching. Shorts are all required to be "walking short" length. Walking short length must approach the knee.

Socks, tights or leggings: are required and need to be solid navy blue or white, with no logos or designs. Leggings must be ankle length and worn as tights, not pants. Middle School can also wear dark green in addition to navy. Patterns or other colors are not permitted.

Uniform Colors: Any shade of blue, darker than royal blue, will be considered to be navy blue. Families who are unsure about colors are welcome to reference photos on our website or check with the school office.

Shoes

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 closed toe, attached to the front and back of the foot, and have good traction.

All students will be required to have a pair of P. E. shoes that have non-marking soles. Students may choose to wear their P.E. shoes on the days they have P.E. class, or they may bring them to school. Parents/guardians may request that P.E. shoes be stored in the student's cubby or backpack and worn only for gym activities.

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: sweatpants, yoga pants or other form-fitting pants, leggings worn as pants, athletic shorts, tank tops, tube tops, chains, excessive jewelry, T-shirts with logos or advertisements deemed inappropriate for a Catholic school setting, pants or shirts with holes or tears, and other clothing deemed unacceptable by the Principal. Shoes that allow students to participate safely in activities must be worn. Socks are required.

USE OF SCHOOL GROUNDS

Our campus is open from 8:10am to 3:05pm Monday through Friday. Students are allowed to use the playground and to be on campus no earlier than 8:10am. Students may use the playground after school with parent supervision or if officially registered and under the supervision of Extended Care. Students are not permitted in classrooms before or after school without approval and supervision of a staff member.

During and outside of school hours students and their families are expected to be a positive example

for the community, showing the same respect for equipment, buildings, etc...that they normally would, based on our SLE's, mission, and vision at St. Alphonsus Parish School. Outside of school hours anyone using any church or school space should adhere to posted rules and children should always be accompanied by an adult.

USE OF STUDENT INFORMATION/PICTURES

St. Alphonsus Parish School follows all Washington State and Federal privacy laws regarding protection/privacy of student and family information. Student names are never published in public settings, such as the school website or on social media. Families with concerns about event or marketing related photos can opt their student(s) out by visiting the school office and filling out a form.

VOLUNTEER HOURS

By choosing St. Alphonsus Parish School for your children, you have asked us to share the responsibility of educating your student(s) with you. To make St. Alphonsus a better place for our children, parental awareness and support of programs/activities is vital. We ask that each family find ways to participate in an ongoing manner, both as a part of our overall community and as a way to support the efforts directed toward each student's development. As a result, each family is required to donate 30 volunteer hours or **"buy out" at \$30.00 per hour**. Five of the 30 hours should be dedicated to the auction. Parent volunteer hours should be entered through the parent portal in RenWeb.