



SAINT ALPHONSUS

PARISH SCHOOL

FAMILY HANDBOOK
2023-2024

5816 15th Ave NW
Seattle, WA 98107
www.stalseattle.org/school

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

Extended Care: Ext. #127
3:15pm - 6:00pm

Revised September 25, 2023

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A. MISSION & PHILOSOPHY

MISSION STATEMENT

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 STATEMENT

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

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

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
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
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
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

B. LEADERSHIP

SCHOOL ADMINISTRATION

PRIEST ADMININSTRATOR	Fr. Aloysius (Luigi) Gonzaga Ssensamba
PRINCIPAL	Nick Padnos
VICE PRINCIPAL	Sarah Delgado
PASTORAL ASST. FOR ADMIN.	Lori Corcoro
SCHOOL OFFICE MANAGER	Charleen Sweet
ADMISSIONS/COMMUNITY ENGAGEMENT	Melissa Rodriguez-Murphy

STAFF

PRESCHOOL MONTESSORI	Edal Robinston
PRESCHOOL EXPLORATORY	Kathleen Fleming
KINDERGARTEN	Jennifer Blankenship
KINDERGARTEN AIDE	Angela Trunzo
GRADE 1	Presley Neufeld
GRADE 2	Tricia Cintron
GRADE 3	Liam Braaten
GRADE 4	Claudia Duncan
GRADE 5/6 BOYS	David Ahmann
GRADE 5/6 GIRLS	Robert Marsh
GRADE 7/8 BOYS	James Tiffany
GRADE 7/8 GIRLS	Jennie Bender
MIDDLE SCHOOL MATH/STEM	Edward Palermo
LEARNING RESOURCE SPECIALIST	Melissa Chittenden
ART	Monica Wisen
MUSIC	Katie Sur
P.E.	Michelle Gallagher
SPANISH	Greg Anderson
LIBRARIAN/STEM	Melissa Rodriguez-Murphy
EXTENDED CARE/PRESCHOOL AIDES	Sosina Takele
	Yirgalem Gebreyesus
FACILITIES SUPERVISOR	Brad Marvin

SCHOOL COMMISSION

The School Commission is a consultative body to assist the Pastor and Principal in the planning and development of long-range goals, policy formation, and budgeting for the sustainability of the school and its programs. Membership is made up of a diverse group that reflects the composition of the parish and school. Commission members meet monthly in order to meet benchmarks and achieve goals.

School Commission Members

PRIEST ADMININSTRATOR	Fr. Aloysius (Luigi) Gonzaga Ssensamba
PRINCIPAL	Nick Padnos
PARENT MEMBER	Chris Hanzeli, Chair
PARENT MEMBER	Pete Noble, Vice-Chair
PARENT MEMBER	Terra Hakam, Secretary
PARENT MEMBER	Kavita Abraham, Treasurer
PARENT MEMBER	Cara Peterman
PARENT MEMBER	Adeola Mead
PARISH MEMBER	Dave Madsen

PARENTS' CLUB

All parents/guardians of St. Alphonsus Parish School are members of the Parents' Club. This organization is designed to give parents/guardians volunteer opportunities to assist in their students' education. The Parents' Club is responsible for annual fundraising, 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 volunteer hours. A list of volunteer activities is available under Parents’ Club on the school website along with the Constitution and Bylaws.

Parents' Club Officers

CO-PRESIDENTS	Maureen Endres and Lindsey Leano
VICE-PRESIDENT	Olivia Raese
SECRETARY	Frances Park
TREASURER	Susan Young
EVENT COORDINATOR	Katrina Hupp

CYO ATHLETIC ASSOCIATION

DIRECTOR	Julie Giebel
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C. ADMISSIONS & TUITION POLICIES

St. Alphonsus Parish School is a ministry of St. Alphonsus Parish. It is the school's mission to assist parishioners in their duty to educate their children in the Catholic faith. The school fulfills this mission not only through the religion curriculum, but also through the teaching of the entire academic curriculum in the context of a faith community.

NON-DISCRIMINATION

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

Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the Principal.

ENTRANCE

A child must be 3 years of age on or before August 31 for admission to preschool. A child must be 5 years of age on or before August 31 for admission to kindergarten. A child must be 6 years of age on or before August 31 for admission to grade 1.

ADMISSIONS CRITERIA

St. Alphonsus Parish School desires to offer its educational programs to every family whose values and goals for their children are consistent with those of the school. We recognize, however, that space may not always be available. Priorities for admission are as follows:

- 1. Current families with siblings already in school.
- 2. Registered families of the parish.
- 3. Out-of-parish Catholic families.

4. Out-of-parish families who are not Catholic.

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 Pastor and 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.

IN-PARISH FAMILY GUIDELINES

To fulfill the commitments of an in-parish family:

- At least one parent or guardian must be a registered parishioner in good standing at St. Alphonsus Parish.
- This parent or guardian must be registered with the parish and demonstrate regular contributions to the parish through Sunday offering envelope or online contribution for 6 months prior to registering a student at the school.
- At least one parent or guardian must be active in the life of the parish and attend Mass here regularly.

REGISTRATION

Registration of students for the next school year is taken each year in the Spring. Re-registration of children already enrolled is taken first, followed by new registrations. Priority is given to St. Alphonsus parishioners. Annual registration and continued admission at St. Alphonsus Parish School constitutes an agreement on the part of the parent/guardian and student to abide by the academic, procedural, and behavioral requirements of the school.

TUITION

Tuition is paid monthly using FACTS Tuition Management Services at the rate of 1/11 of the total amount, July-May. Families may 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 and Pastor.

TUITION ASSISTANCE

All families seeking financial aid are required to apply for the Fulcrum Tuition Assistance Grant Program. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant—all awards are made based on financial need. Applications are submitted online and necessary documentation (such as a federal tax return and W-2 form) is uploaded via the FACTS Grant and Aid website.

Click here to apply on the FACTS Grant and Aid website: <https://online.factsmgt.com/aid>

Upon submitting the Fulcrum TAP Grant application by the January due date, families may be considered to receive additional tuition assistance through St. Alphonsus Parish School. Please speak with the Principal for more information.

Guidelines

- Students must register at St. Alphonsus Parish School prior to applying for financial aid. All registration fees are non-refundable, even if aid is not granted.
- Current students have priority for financial aid, followed by St. Alphonsus Parish parishioners, and finally to new families.
- St. Alphonsus Parish School reserves the right to conduct further reviews of applicants, including verification of parish involvement and research of certain hardship cases to determine needs.
- All information received will be treated confidentially and is used only to arrive at a fair determination of financial need.
- Any money granted is subject to the number of applicants and available funding. Not all applicants will be granted financial aid.
- Financial aid is granted on an annual basis and can be discontinued at any time if the family does not abide by the criteria detailed below.
 - Parent support and school involvement
 - Demonstrated financial need
 - Academic performance of student (maintain 2.0 average)
 - Disciplinary history of student
 - St. Alphonsus family financial accounts are current, account history may be reviewed

WITHDRAWAL & REFUNDS

St. Alphonsus Parish School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Alphonsus Parish School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

Once a student is enrolled, families are financially obligated to pay July and August tuition. If a student leaves during the school year, tuition is prorated and charged to cover the amount when the student was enrolled.

Failure to meet contracted obligations may result in a change of the tuition rate to non-parishioner, holding report cards, holding progress reports, denial of future registration, and/or dismissal from school. Families with delinquencies are required to set up a meeting with the Principal.

REFERRAL PROGRAM

For years our families have been some of our best referral sources. We would like to reward those who work so hard to continue the legacy of St. Alphonsus Parish School by bringing in new families.

Families who refer new students to St. Alphonsus will receive a one-month tuition credit on their first child. Please refer to the following conditions:

- Tuition credits will be awarded per new family. This means one month of credit will be awarded per family referred. Two families mean two credits.
- A new family is one who has never been enrolled at St. Alphonsus.
- A referral form must be submitted by the current school family within two weeks of new family enrollment.
- Credits will be awarded after good standing is confirmed for both referred and referring family.
- If a family is referred by more than one family, the credit will be divided and awarded to each family equally.
- Siblings of current students are not eligible.
- All staff members are eligible to receive referral credit. Please see administration for details.
- For new students enrolling before October 1st, tuition credits will be awarded to the referring family in January.
- For new students enrolling after October 1st, credit will be awarded the equivalent of one trimester later, within the same school year.
- Credit amounts cannot exceed annual tuition rates.

A School Referral form can be found here and returned to the Main Office:

<https://stalseattle.org/school/wp-content/uploads/sites/8/2021/10/Referral-Program-.pdf>

D. ACADEMIC POLICIES

ACADEMIC EXPECTATIONS

St. Alphonsus Parish School expects that all students maintain academic standards according to our SLEs. 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.

HOMEWORK

The purpose of homework is to master basic skills through practice, prepare for the next class meeting, develop good study habits, acquaint parents/guardians with class content, and provide opportunities for independent study, research, and creative thinking. 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:** 15-30 minutes per night, in addition to independent reading
- **Grades 3-4:** 30-60 minutes per night, in addition to independent reading
- **Grades 5-8:** 60-120 minutes per night, 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 manage 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.

Tips for making 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.

GRADES

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 in specialist classes and skill and behavior related items.

HONOR ROLL

Honor Roll for grades 5-8 are published at the end of each trimester.

- First Honors: 3.7-4.0
- Second Honors: 3.4-3.69

PROMOTION & RETENTION

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

Any student 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 student 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.

For a student to participate in graduation exercises and receive a diploma, he/she must have fulfilled all requirements for completion of the 8th grade and have financial obligations to the school paid, unless other arrangements have been made with the Principal or Pastor.

ACADEMIC PROBATION

Students in grades 5-8 are required to carry a 1.8 GPA or above. Those falling below 1.8 will be placed on Academic Probation and will not be allowed to participate in certain extracurricular activities and/or field trips, as determined by the Principal under advisement from teachers. Students in grade 8 having less than a 1.8 GPA will not graduate from St. Alphonsus Parish School. Students 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 GPA.

TESTING

Students in grades K-8 take a version of the MAPs test September, January and May of each school year. 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.

ACADEMIC HONESTY

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

Examples of academic dishonesty include but are not limited to the following:

- Cheating or copying another's work on tests or quizzes. 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 or proper paraphrasing.
- Forging parent/guardian signatures on test or quizzes.

Consequences for Academic Dishonesty

1st Occurrence

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

2nd 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.

3rd 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 Parish School.

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

E. ATTENDANCE POLICIES

DAILY SCHEDULE

School begins promptly at 8:30am each day and dismisses at 3:15pm, except for Wednesdays when school ends at 2:15pm for staff professional development. Students should not arrive at the playground or school campus prior to 8:10am. Parents/guardians are requested to pick up their children by 3:25pm, unless they are participating in an after-school activity.

ABSENCES

Students must attend school regularly and be punctual. If your child will be absent or tardy, call 206-782-4343, or email csweet@stalseattle.org by 9:00am.

An absence may be categorized as **excused** or **unexcused**. Absences due to personal illness or injury, medical or dental appointments, a funeral, and up to three high school visits by an 8th grader are considered excused absences. All other absences are considered unexcused, including family vacations or other family events, more than three high school visits for 8th graders, tournaments/competitions, and suspensions. Excused and unexcused absences will be recorded separately on student report cards.

If a student is absent more than 10 days in a trimester, a parent conference will occur, and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the Principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. A child who arrives at school after 8:30am is considered tardy. Any student who arrives late must report to the office for a tardy slip before going to the classroom. Excused tardiness includes medical and dental appointments, illness with a note, and inclement weather. Parents will be notified if tardiness becomes excessive.

APPOINTMENTS

Every effort should be made to arrange medical and dental appointments for times outside of the school day. Reference the School Calendar for in-service days, holidays, and early dismissal times. If a child will

miss school for an appointment, please notify the school office at least one day in advance via email and copy your child's teacher.

VACATIONS

Vacations taken when school is in session are discouraged. Any days missed for personal vacation are unexcused absences. Reference the School Calendar for in-service days, holidays, and early dismissal times. Children miss important instruction as well as the introduction of new class material. If needed, the following procedure should be followed:

- Parent/guardians should notify the teacher, Principal, and school office of the planned absence at least two weeks prior to the absence. Parents/guardians will be responsible for seeing that all missed assignments are completed when the child returns to school.
- The teacher is not required to supply work ahead of the vacation time for the student to complete while away from the classroom.

MAKE-UP WORK

Students are responsible for all work assigned during their absence. Failure to make up assignments or tests may result in an adverse effect on grades. Arrangements may be made with the teacher to communicate electronically during the student absence. The student is responsible for finishing the work and turning it in within the appropriate number of missed days. For every day a student is absent, he/she will have the same number of days to complete assignments (e.g. if a student is out three school days, he or she will have three school days to complete the assignments.)

SIGN-OUT PROCEDURE

If a child must leave school early for an appointment, he/she must bring a written excuse to school on the day of the appointment. Children are to be picked up at the school office only. The child must sign out in the office before leaving and sign in upon returning. The parent, guardian, or delegate must identify him/herself at the school office before the child will be released.

F. DISCIPLINE CODE

RESPECT FOR THE DIGNITY OF ALL

We at St. Alphonsus Parish School are committed to providing a safe learning environment that forms virtue and upholds the dignity of all. Our goal is to educate the whole child by instilling Gospel values, cultivating the intellect, and developing the ability to make sound moral judgments.

Rights of Students

- 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.

Responsibilities of Students

- 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 complete assigned work and participate in class activities.
- Students have the responsibility to follow rules that ensure safety for all.
- Students have the responsibility to listen to others and respect their positions.

Teacher and Parent/Guardian Rights

- Teachers and parents/guardians have the right to be respected in how they are treated, spoken to, and referred to by all.
- Teachers and parents/guardians have the right to be heard.
- Teachers and parents/guardians have the right to be contacted about the students when there are issues that affect their dealing with the children.
- Teachers and parents/guardians have the right to rules, policies, and procedures that enhance their work with the children.

Teacher and Parents/Guardians Responsibilities

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

PURPOSE OF DISCIPLINE

To encourage the continued virtue formation of our students, discipline is used as a tool to:

- provide a classroom situation that is conducive to learning,
- promote a “growth mindset” for learning from mistakes, and
- help students take responsibility for their decisions and adjust future decisions accordingly.

Discipline at St. Alphonsus Parish School presupposes a joint effort of both home and school. Regarding disciplinary action, parents/guardians are asked to reserve judgment until the teacher has been contacted for further information.

At times, harm has been done to a child, class, teacher, or the school’s reputation with misinformation or partial facts that were proclaimed or acted upon without proper investigation. For this reason, parents/guardians as well as teachers are urged to bring their concerns regarding school-related incidents into proper focus by doing the following:

- LISTEN to what the students have to say, but remember it is only one side of the story.
- DISCUSS the situation honestly and calmly with the teacher and child whenever possible.
- CONFER with the Principal when the situation requires more extensive decision-making or problem-solving than can be done on the parent/teacher level.

Because students participate in a variety of activities outside of school (CYO sports, dances, extracurricular activities, and other events not supervised by school staff), St. Alphonsus Parish School

reserves the right to be involved in behavioral situations that affect relationships within the school community.

GUIDELINES FOR DISCIPLINE

Tier 1: Teacher/Staff

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

Examples

- Speaking out of turn, being off task, being out of seat or in space at inappropriate time
- Gossiping/spreading rumors
- Embarrassing or making someone look foolish
- Mocking, mimicking, name-calling, taunting
- Dirty looks
- Teasing about clothing or possessions
- Playing a dirty trick

Teacher/Staff Responsibility: Gives warning and redirects. Recovery time out of classroom if necessary.

Follow up: Call/email home if pattern emerges and teacher feels it is necessary. Making amends, loss of privileges (recess, extracurricular events, and/or use of technology).

Tier 2: Teacher/Staff and Parent

Behavior: Student behavior is moderately disruptive. Moderate verbal or motion-related issue.

Examples

- Refusing to stay in assigned area
- Spilling items/making a mess with intent to cause disruption
- Repeatedly off task or impeding ability of other students to stay on task
- Humiliating publicly, excluding from group
- Teasing about appearance
- Taking possessions
- Intimidating through notes, letters, drawings, phone calls, texts, emails, photographs, or other social media
- Pattern of Tier 1 offenses

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

Follow up: Call/email home by teacher. Greater loss of privileges, restorative justice (resolving conflict/harm by collaborating with all parties in a manner that emphasizes responsibility and forgiveness), cleaning/repairing property, possible suspension.

Tier 3: Principal, Teacher/Staff, and Parent

Behavior: Student behavior is severely disruptive. Class cannot continue if student remains in room, disruption severely impacting other students in classroom.

Examples

- Excessive shouting, screaming, or name calling to teacher/other students or staff
- Any form of physical contact with self/students/staff
- Student throws objects at another person.
- Student physically harms or intends to physically harm another person/themselves.
- Intimidating another person with mental, sexual, and/or gender harassment
- Insubordination resulting in the threatened safety of the individual or others
- Malicious vandalism or defacing of personal or school property
- Verbal threats of aggression against property or possessions
- Malicious threatening, rumor mongering, threatening with a weapon, coercion, extortion
- Pattern of Tier 1 and/or 2 offenses

Teacher/Staff Responsibility: Teacher/staff sends student to the office immediately to speak with Principal. If Principal 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 review the form.

Follow up: Call/email home by teacher and Principal. Possible suspension or expulsion, behavior contract, community service or restorative justice as deemed appropriate by Principal.

DOWN-TIME

Middle School uses lunch/recess time as down-time when students need time to think, away from their peers. This is either a result of poor behavioral choices or time to simply calm bodies and minds after a particularly rough time in class. Parents will be notified via phone or email about down-time if necessary.

BULLYING

We at St. Alphonsus Parish School are committed to making the school a safe and nurturing environment for all students. Bullying in any form will not be tolerated. Bullying is the result of someone who has a **repeated** and **systematic** pattern of hurting, frightening, threatening, or intentionally embarrassing, or excluding someone. Any of these actions is taken very seriously and will be handled according to our Guidelines for Discipline. Parental support is essential to the success of a school program that builds upon respect for each person.

Examples of bullying include:

- **Physical:** hitting, kicking, shoving, spitting, and any other form of physical violence
- **Verbal:** insults, name-calling, put-downs, persistent teasing, spreading rumors and gossip, false accusations, and threats
- **Non-verbal:** mean or threatening gestures, defacing personal property
- **Psychological:** threatening, ridiculing, humiliating, exclusion from groups or activities

- **Cyber:** using electronic devices or social media for intimidation, harassment, spreading rumors, or invasive picture posting

When children report a pattern of negative behavior perpetrated by another student or students, or report an incident that seems serious, parents/guardians should contact the classroom teacher. It is also appropriate to contact the Principal.

HARASSMENT

St. Alphonsus Parish School, in conjunction with the Archdiocese of Seattle, confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner that contributes to a positive school environment. Therefore, any form of harassment is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of an individual's race, creed, color, national origin, physical ability, mental ability, gender, or religion.

Examples of harassment include:

- **Physical:** unwanted touching, contact, assault, deliberate impeding or blocking movements, or an intimidating interference with normal study or movement
- **Verbal:** comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin, physical ability, mental ability, or religion
- **Non-verbal:** detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room
- **Sexual:** sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching
- **Written:** letters, notes, or invitations (electronic or paper) which are suggestive or hostile
- **Visual:** leering, gestures, display of suggestive objects, pictures, cartoons, posters, or drawings (electronic or paper)

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.

WEAPONS

No weapons or look-a-like objects that could be construed as weapons are allowed at school: toy swords, guns, grenades, knives, etc. are not allowed. Special permission from the Principal may be granted for use of fake weapons during supervised situations (e.g. drama productions). This policy assures and requires referral to the criminal justice or juvenile delinquency systems any student who brings a firearm to school. Expulsion will result. This policy also requires the immediate notification of parents/guardians of any student who brings a firearm to school.

SUSPENSION & EXPULSION

Major offenses may require skipping disciplinary steps and warrant immediate conference with suspension or expulsion.

Examples of serious offenses requiring immediate action:

- Use or possession of tobacco, drugs, or alcohol
- Use or possession of a weapon or explosives
- Vandalism that includes damage or destruction or defacing of school property, other people's property, or adjacent property
- Arson
- Leaving the school grounds without permission
- Fighting or mock-fighting
- Insubordination (defying school authority)
- Lying, cheating, stealing, or repeated abusive/foul language
- Repeated disruption of the learning environment
- Bullying, threat of harm, intimidation, or harassment, including cyber harassment
- Refusal to improve habitual poor behavior

Suspension: Suspension is the removal of a student from the classroom for a period of 1-5 days. It may be carried out in the school or in the home. Regular academic work is expected to be completed during this time. Suspension occurs when a negative pattern of behavior persists. Suspensions are usually imposed only as a last resort. It signifies that the child's behavior is so disruptive that the reasonable action is to remove the child from the classroom. Occasionally it is necessary to enact immediate suspension for serious offenses. If your child is suspended, you will be informed and required to confer with the Principal and teacher before reinstatement can take place.

Expulsion: Expulsion is defined as a request for the student to withdraw from the school and find educational accommodation elsewhere. Expulsion occurs only after all efforts have been made to resolve problem behavior and when, in the opinion of school authorities, the student would not benefit by remaining and/or the student's presence is detrimental to the mission of the school. Repeated offenses with no sign of improvement are an indicator of expulsion. Use or possession of drugs, alcohol, or weapons at any time may result in immediate expulsion. Any conduct that significantly damages the reputation of the school could result in expulsion.

CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter. A parent/guardian or a student other than the alleged victim may make reports. All reports of harassment, intimidation, or bullying will be taken seriously and investigated leading to potential consequences and actions following our Guidelines for Discipline. Any threat by a student to harm oneself or others forfeits student rights to confidentiality. In situations which are unsafe or in which laws are broken, school personnel may call the Seattle Police Department for support and assistance.

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.

DUE PROCESS

St. Alphonsus Parish School follows due process when there is a major discipline issue. At times, the Pastor may be called in to mediate a particular situation.

Due process:

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

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/guardian of the student. The Principal states, in the discussion with the parent/guardian, specified charges lodged against the student and notes the disciplinary action. If the parent/guardian disagrees with the decision of the Principal, they may appeal to the pastoral administrator in the following way.

1. The parents/guardians 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, 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.

G. COMMUNICATION

CALENDAR

The School Calendar is available on the school's website. It is subject to change, but not without sufficient notice. Should a change be made after the School Calendar is distributed, families will be notified.

<https://stalseattle.org/school/community-resources/calendar>

NEWSLETTER

The school newsletter, *Angels' Angle*, including school news and a 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 principle means of communication to the home from the school, Parents' Club, and other organizations. Questions regarding the *Angels' Angle* may be directed to the school office.

<https://stalseattle.org/school/community-resources/angels-angle>

WITH FACULTY

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

PROBLEM SOLVING

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the Principal be contacted.

CONFERENCES

Mandatory, formal parent-teacher conferences are held during the first trimester for grades K-8. Conferences are optional for preschool but may be requested by the teacher or parent. Times will be determined by the sign-up process with your student's teacher. Home and school have a joint responsibility for a child's development. 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 must be pre-arranged to discuss results with the teacher. Such a meeting should never be attempted during class hours or recess periods.

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.

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.

To access, choose ParentsWeb from login menu. School code: STA-WA.

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

FAMILY HANDBOOK

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 Principal in accordance with the policies and procedures of the Archdiocese of Seattle. This handbook will be made available to parents/guardians, teachers, and students 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. If changes are made, parents/guardians will be given prompt notification through the newsletter and email. Please note that this handbook does not include all school policies.

TELEPHONE

The school office telephone is a business phone and is not to be used by students except in an emergency as determined by their teacher or the school office. Forgotten lunches, homework, or supplies are not considered emergencies. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school. Phones in the classrooms are not to be used by students without teacher approval.

RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded. Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA).

USE OF STUDENT INFORMATION/PICTURES

There are occasions during the school year when pictures of students are taken and submitted for publication. Parents and guardians are asked to review and sign the school's Photograph/Video/Sound Release Form. The school will reserve the right to use student photographs and art unless otherwise directed via this form by the parent or guardian.

INCLEMENT WEATHER

All decisions to close school, or delay the start time, will be made as soon as possible by the Principal. When inclement weather makes it necessary to close the school, parents/guardians will receive notice via email, school website, and KOMO and KING websites and local TV channels. Please check early broadcasts between the hours of 6:30am and 8:00am. If 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. Otherwise, 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 from Extended Care as

soon as possible to avoid them becoming stranded at school.

H. CRISIS PLANS

SAFETY PREPAREDNESS

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 annually.

EARTHQUAKE & FIRE

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 and procedures being used will be communicated as quickly as possible to all parents/guardians.

LOCKDOWN

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 lockdown, 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.

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.

EMERGENCY INFORMATION

Each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone
- Emergency phone number of friend or relative
- Physician's name and phone
- Medical alert information

It is very important for emergency and administrative reasons that each student maintains an up-to-date address record card at the school office. Notify the school immediately if you have a change of address

and/or change of phone number during the school year. This also applies to changes in parents' work information.

I. 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.

Schools in the Archdiocese of Seattle are only permitted to accept medical exemptions for immunizations. No personal/philosophical or religious exemptions are permitted.

Students are not required to have a COVID-19 vaccination or booster for school enrollment. If students do have a COVID-19 vaccination, proof of vaccination must be submitted to the Main Office.

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.

MEDICATION

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.

Please refer to the school website under Important School Documents for Emergency Release Form and Oral Medication Policy and Form.

ALLERGIES

Student allergies must be documented by parent/guardian on each child's emergency form. Student allergy lists are made available in four different confidential school locations, including our main office,

kitchen, faculty break room and with the child's homeroom teacher. EpiPens may be stored at school with proper paperwork and signatures.

INJURIES

Minor bumps and bruises are treated in our "nurse's station" in the school office. Ice packs, Band-Aids, over-the-counter antibiotic solutions and other treatments for minor scrapes will be used. 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, both for the short and long-term.

J. EXTRACURRICULAR 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. 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 extracurricular activities can be found in the school office, on the school website, and in the *Angels' Angle*.

MIDDLE SCHOOL HOMEWORK CENTER

Homework Center is for students in grades 5-8 by teacher recommendation only. Hours will be announced during the school year. Attendance is taken, and the cost is \$7 per day.

CYO – CATHOLIC YOUTH ORGANIZATION ATHLETICS

St. Alphonsus partners with St. John Catholic School for several CYO sports. The combined team is called the St. Al/St. John Eagles.

- Fall Sports: Soccer (K-8), and Cross-Country (PreK-8)
- Winter Sports: Basketball and Volleyball (4-8)
- Spring Sports: Baseball (5-8), Girls Basketball (3), and Track & Field (4-8)

MIDDLE SCHOOL SPRING MUSICAL

Students in grades 5-8 can participate in the Spring musical, a professionally directed production that is a highlight of the school year. Auditions are held in January, and rehearsals are held after school throughout February, March, and April, with performances in May.

OTHER ACTIVITIES

Check the website or *Angels' Angle* for the availability of programs. Types of programs include Chess, Coding, Robotics, Girl Scouts, Ski Bus, Student Council (Middle School), Band/Instrument, Deanery Dances.

K. FIELD TRIPS POLICIES

Field trips are planned by the teacher to enrich the curriculum. They 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. Each field trip may include assignments to be completed. Teachers may include materials from the field trip in tests or other classroom work.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. A copy of the field trip forms can be found in the school office.

Only students currently enrolled at St. Alphonsus Parish School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Alphonsus Parish School.

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.

- The driver must be 21 years of age or older.
- 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.
- The vehicle must have a valid and current registration and valid current license plates.
- 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.
- A signed Driver Information Sheet on each vehicle used must be submitted to the office prior to the field trip.
- 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. **Unscheduled stops by parent drivers are not allowed on field trips.** 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. Staff are not permitted to drive students due to Archdiocese policies and may ride with a chaperone or drive alone to the destination.

The following minimum supervision requirement should also be maintained:

- Grades 5-8: one adult for every 10 students
- Grades 2-4: one adult for every 6 students
- Grades K-1: one adult for every 4 students

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.

L. VOLUNTEER & FUNDRAISING COMMITMENTS

FAIR SHARE

St. Alphonsus Parish School uses a Fair Share model for volunteering and fundraising, which is simple, clear, and family-oriented. Fair Share simply means that you support the school to the best of your ability through volunteering and participating in fundraisers like the Annual Fund, Auction & Gala, Jog-a-thon, and RaiseRight (Scrip). No “required donations”, no onerous tracking of hours, and no “nickel and diming” of families. Fair Share operates on the virtues of trust and honesty. We will be transparent about the needs of the school, and we trust your family will prayerfully discern how to best share your resources so school leadership can be faithful stewards of those gifts.

VOLUNTEER HOURS

The annual recommended volunteer hours per family is still 30 hours. However, hours no longer need to be tracked and logged in RenWeb, though we encourage it for your own awareness. Grandparents and extended family are always welcome to volunteer for you. Background checks and Safe Environment training remain mandatory. Learn more [here](#). If you lack time to volunteer, consider the array of fundraising opportunities.

FUNDRAISING

All our fundraising efforts are about “closing the gap” between tuition and the true cost to educate, as well as funding important special projects of the school. For the 23-24 school year, the gap between average tuition (\$9,084) and the true cost to educate each student (\$12,981) is \$3,897

A Fair Share model asks each family to consider how much of this gap (or more!) you can cover with a tax-deductible donation to the school. Going above and beyond also helps cover the gap for families in need. The total of your giving would be all the cash donations you make to the school across the Auction, Jog-a-thon, Annual Fund, etc.

Again, Fair Share means we trust you to discern with God your amount and do the very best you can in your giving. This is a constant balancing act that every family must manage on their own, according to their situation and means.

Every prayer and contribution help **close the gap!** Ask your employer about matching gifts and make St. Al’s your charity of choice! Here are the ways you can give to help close the gap.

Annual Fund: Your tax-deductible gift goes to the **Greatest Need** (e.g., teacher salaries, instructional supplies and technology, tuition assistance, extracurriculars, student support, building and maintenance). Families may make a pledge on their tuition contract or give throughout the year.

Auction & Gala: Funds support **Special Projects** to enhance the student and family experience at St. Alphonsus. Participate by buying auction tickets and/or procuring new in-demand items or services to be auctioned.

Jog-a-thon: Students and teachers run laps with cheer to support our school! Families are expected to obtain pledges from extended family, neighbors, friends, and others. Prizes are awarded to classes and students who raise the most or have the best participation.

RaiseRight (Scrip): This program is now **voluntary** but remains a convenient way to earn money for the school by purchasing gift cards for everyday needs like gas, groceries, restaurants, shopping, etc. Learn more [here](#). *Since the IRS does not consider this program a charitable gift, what you spend on Scrip would not count towards your Fair Share goal.*

OTHER EVENTS

Check the website or *Angels' Angle* for additional events throughout the year. Other events may include School Work Parties (August, January), Jog-a-thon (September), Family Fun Night (October), Bingo, Holiday Hoopla (December), Christmas Concert, State of the School Meeting (February), Junior Olympics (June).

M. TECHNOLOGY POLICIES

TECHNOLOGY

The use of the network and the internet is a privilege, not a right. Use of the network must be in support of the school's mission as a Catholic institution. Violation of our technology policies may result in loss of computer privileges and/or other disciplinary consequences. All violations will be dealt with on a case-by-case basis.

School computers and internet access are provided to assist students in their schoolwork. At the discretion of the teacher, 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.

CELL PHONES

Cell phones and electronic devices with texting and internet capabilities are managed on campus. If a student must bring an electronic device to school, the parent/guardian 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 use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited. The teacher and the Principal reserve the right to confiscate electronic devices of a student who violates these policies.

Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.

SMART WATCHES

Smart watches are not allowed at school. A smart watch is considered any device attached to the wrist that can send/receive messages, take photos, and/or receive phone calls.

ELECTRONIC DEVICES

The use of electronic communication devices during normal school hours is prohibited, unless specifically requested by a teacher or as documented in a student accommodation plan. These devices include but are not limited to digital cameras, tablets and readers, electronic games, iPods, and other hand-held games or music devices. 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, and be kept turned off and stored in the homeroom designated area when not in use. The teacher and Principal reserve the right to confiscate any electronic device from a student who violates this policy.

The use of any electronic communication device during a test shall be considered and treated as cheating.

N. UNIFORM REQUIREMENTS

St. Alphonsus Parish School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day unless otherwise informed by the school administration. Failure to cooperate with the uniform policy will result in uniform infractions. Three uniform infractions will result in the loss of a non-uniform day.

Preschool students will be subject to the same dress code as grades K-4, but certain exceptions will be made due to age and developmental level.

UNIFORM GUIDELINES

The official uniform is made up of the following items. Some pieces are only available in the Main Office or Lands' End, as noted below. All other items may be purchased elsewhere if they meet the guidelines outlined and shown [HERE](#). Samples of the approved khaki color are available in the Main Office.

St. Alphonsus Uniform Guidelines (effective 23-24 school year)		
Item	Description	Colors/Grades
Pants	Cotton twill slacks plain front (no pleats). No pocket designs, no cargo pants, no joggers, no leggings worn as pants, no contrasting top stitching. Shirts tucked in.	Navy – PK-8 Khaki – 5-8 (Navy optional)
Walking Shorts	Cotton twill shorts plain front (no pleats). No more than 4" above the back of the knee. No pocket designs, no cargo shorts, no contrasting top stitching. Shirts tucked in.	Navy – PK-8 Khaki – 5-8 (Navy optional)
Skort *	Must be pleated. No more than 4" above the back of the knee. Plaid must be purchased from Lands' End. Shirts tucked in.	Plaid or Navy – PK-8 Khaki – 5-8 (Plaid or Navy optional)
Jumper (PK-4) *	Plaid regulation jumper or Navy. Plaid must be purchased from Lands' End.	Plaid or Navy – PK-4

Skirt (5-8) *	Plaid regulation skirt only. Plaid must be purchased from Lands' End. Shorts or tights must be worn underneath all skirts. Shirts tucked in.	Plaid only – 5-8
Polo Shirts	Short or long sleeves, no emblems or markings, non-stretch fabric, no activewear. Shirts tucked in.	White or Navy – PK-8
Uniform Sweatshirt **	Crew sweatshirt with St. Al's Logo. Purchase from Main Office or Lands' End.	Navy – PK-8
Other Tops (non-Dress Uniform Days)	Cardigan knit sweaters (V or round neck), sweater vests, logo fleeces allowed on non-Dress Uniform Days (no hoodies).	Navy – PK-8
Belts	Must be worn with pants or shorts at all times. No studs, sparkles, or shoelaces as belts.	Solid Black or Brown – 2-8
Socks	Must be worn and visible above the shoes.	
Tights/Leggings	Solid Navy or White only. No patterns and no Black.	
Dress Uniform (required for all PK-8 on Mass Days, Photo Days, or as requested)	Consists of White polo shirt and Navy uniform sweatshirt. In addition, PK-4 boys must wear Navy pants and 5-8 boys must wear Khaki pants; PK-4 girls must wear Plaid jumper or Navy pants and 5-8 girls must wear Plaid skirt or Khaki pants. Shorts allowed but pants preferred. No skorts. Shirts tucked in.	

* St. Alphonsus Plaid is "White/Evergreen Plaid" available only from Lands' End.

** Rising 6th-8th graders may wear Green crew sweatshirts with St. Al's logo on non-Dress Uniform Days for the 23-24 school year. Green sweatshirts will be phased out entirely in 24-25.

ADDITIONAL DRESS AND APPEARANCE CONSIDERATIONS

- **Fit:** No form-fitting pants or yoga pants. Pants must have straight legs and be neatly hemmed. Clothing should not be excessively large or small.
- **Shorts:** For boys and girls, shorts must be no more than 4" above the back of the knee, including on non-uniform days. If shorts are less than 4" above the back of the knee, leggings must be worn.
- **Appearance/Hygiene:** Clothing must be without holes or tears. Uniform shirts will remain tucked in while in school. Students are to be well groomed at school. Students should use deodorant as needed and practice proper hygiene. Cologne and perfume should be kept to a minimum out of courtesy to others. None is to be brought to school.
- **Hoods:** Sweaters or sweatshirts with hoods are not acceptable as part of the school uniform.
- **Cold Weather:** Students may wear hooded sweatshirts or a coat over their uniform sweatshirt. During lunch and in class, students are to wear their uniform.
- **Shoes:** For safety purposes shoes must be closed toe, attached to the front and back of the foot, and have good traction.
- **Hair:** Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Boys' hair length must be off the shoulder and preferred to be off the collar. Boys must be clean-shaven. Boys and girls are to keep their hair out of their eyes. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Mohawks of any type are not allowed.

- **Tattoos/Piercings:** Students will not be allowed to have tattoos, or pierced body parts other than ears.
- **Earrings:** Tiny post earrings will be permitted only for girls, one earring per ear lobe. Hoops are not allowed for safety reasons.
- **Make-up/Nail Polish:** Make-up, colored nail polish, and body glitter are not allowed. Clear nail polish may be worn.
- **Principal:** The Principal is the final judge in determining the appropriateness of all clothing and hair styles.

NON-UNIFORM DAYS

On days designated as non-uniform days, students will be neat in appearance. Clothing must be appropriate for a Catholic school and adhere to the uniform fit guidelines. The Principal and/or Student Council will announce, in advance, any themes/colors for non-uniform days. Students should not wear non-uniform if they do not follow the theme/color guidelines. No student is required to participate in non-uniform days.

Inappropriate clothing includes, but is not limited to, clothing that is excessively tight or short, leggings/yoga pants worn as pants, sleeveless shirts or tank tops, tube tops, chains, excessive jewelry, t-shirts with inappropriate logos or advertisements, pants or shirts with holes or tears, or other clothing deemed unacceptable by the Principal. Makeup and nail polish are not allowed on non-uniform days. Students must wear shoes that allow them to participate safely in activities; socks are required.

We acknowledge that leggings/yoga pants, sweatpants, and athletic shorts may be a significant part of a student's wardrobe. On non-uniform days, athletic shorts, and sweatpants may be worn; they must fit properly and be in good condition. Leggings/yoga pants must be full-length and may only be worn under shorts/skirts/skorts; no leggings or yoga pants may be worn as pants. **Sweatshirts should not cover over shorts. For boys and girls, shorts must be no more than 4" above the back of the knee. If shorts are less than 4" above the back of the knee, leggings must be worn.**

UNIFORM EXCHANGE

Please recycle uniforms in the uniform exchange. Gently used uniforms are available to all families and are free. Contact the school office for more information.

O. GENERAL INFORMATION

ACCREDITATION/STATE APPROVAL

As an elementary school fully approved by the State of Washington and the Superintendent of Public Instruction, St. Alphonsus Parish School follows all the rules and regulations governing private schools as required by Washington state law.

St. Alphonsus Parish School is accredited by the Western Catholic Educational Association (WCEA). St. Alphonsus Parish School is a member of the National Catholic Education Association (NCEA) and the Washington Federation of Independent Schools (WFIS).

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. Current volunteers are required to take updated online training every three years.

CHILD CUSTODY AND PARENTING PLANS

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

The following comes from the Office for Catholic Schools in the Archdiocese of Seattle regarding child custody and parenting plans.

A. It is required that the custodial parent(s) provide the school administrator with an official, updated copy of the court-ordered parenting plan. The parenting plan must have a judge's signature.

B. If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the school administrator determines that such parent is volunteering in order to increase contact with the child, the principal should notify the custodial parent and have him/her settle the issue.

C. The school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours, unless officially informed in writing that a parent is not permitted to have unqualified access to the child.

D. Teachers should refer all custody disputes and issues to the school administrator.

E. Teachers and school administrators should avoid taking sides in a custody suit. Statements by school personnel should be in writing only and upon receipt of a subpoena. Written statements, verbal depositions, or testimony should confine themselves only to the facts and should not express the opinions of the teacher or school administration concerning who is the better parent. Any statements should only be submitted upon the receipt of a subpoena.

F. A subpoena is a court order to a particular person or school. When a subpoena is addressed to an individual, only that person may sign for it. The school administrator may sign for the school subpoena or their own personal subpoena. The Office for Catholic Schools must be notified if the subpoena pertains to a school or to a parish employee working in the school.

G. If legal assistance is needed and warranted, the school administrator should consult the Assistant Superintendent for Personnel, who will arrange for legal representation. The school staff should not contact the lawyer unless directed to do so by the Office for Catholic Schools. Under no circumstances

should a teacher agree to attend a deposition or provide an affidavit unless it is first cleared through the school administration and the Office for Catholic Schools.

CARE & USE OF SCHOOL PROPERTY

The school building and school equipment are the property of St. Alphonsus Parish School and parish. Use of school facilities before or after usual school hours, including the gym, library, lunchroom, and individual classrooms, must be approved both by the parish office and Principal.

Students are expected to take proper care of the building and all materials provided for their use. Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility. Books taken home must be in a waterproof backpack or book bag.

Desks are the property of the school and may not be opened without the presence or permission of the students who use them.

COVID-19

The most current information regarding health and safety guidelines can be found on the school's [COVID-19 web page](#).

DROP-OFF & PICK-UP PROCEDURES

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. The 59th Street or small north parking lot is for parishioners. If space permits it can be used by families taking their children to/from preschool. Also, it can be used before 8:00am and after 3:15pm to pick up children from Extended Care.

Family members are requested to remain outside of the building when the morning bell rings and at pick-up time, unless they have business to conduct in the school building.

In case of inclement weather (rain or temperatures below 32 degrees), students assemble in the lunchroom and parents who enter the building need to remain in the Commons or lunchroom.

Upon dismissal, 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 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 3:25pm. Dismissal is at 2:15pm on Wednesdays, and students need to be picked up or in Extended Care by 2:30pm. There is no Homework Center on Wednesdays. The school is not responsible for students loitering after school hours.

EXTENDED CARE

Extended Care is available after school for students in grades PK-6.

Hours of operation are 3:05pm-6:00pm daily, except for Wednesdays (2:15pm-6:00pm). Please refer to our school calendar for noon-dismissals and other days when Extended Care will be closed.

The fee for Extended Care is \$10 per hour for the first child in a family and 10% discount for each additional child. 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.

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.

GUM

For janitorial reasons, students are not allowed to chew gum during school hours in the building or on the playground.

LOST & 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 hot lunch program. Students can either buy 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. Parents are responsible for discussing guidelines and parameters with their children regarding the purchase of frozen treats following school lunch. Information on hot lunch and ordering can be found on the school website.

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.

RELIGIOUS EDUCATION

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 the Sacraments of Reconciliation and Holy Eucharist to be received in 2nd 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.

TAX I.D. NUMBER

#91-0577481

VISITORS

All persons visiting the school during the school day for volunteer duties or meetings are required to enter the school through the front door and to report directly to the school office after entering the building. A visitor's pass is then received. The visitor's pass must be visible and worn at all times while in the building.