

PARENT HANDBOOK 2014-2015

PHILOSOPHY

St. Alphonsus School, established in 1889, is a community where each child integrates Catholic teachings with the culture and traditions of the family, meets the needs of the neighborhoods, and works justly for the good of the whole.

St. Alphonsus School lives the Gospel message of Jesus Christ through a challenging educational program which is cognizant and encouraging of each child's abilities and capabilities while providing for academic achievement and personal success. The use and implementation of the Guidelines of the Diocese of Pittsburgh and the Standards of the State of Pennsylvania determine the curriculum.

MISSION



ST. ALPHONSUS SCHOOL

St. Alphonsus School offers the parish and surrounding communities a dynamic educational program that is deeply rooted in Catholic tradition and philosophy. We actively teach our students to be contemporary Christians and tomorrow's leaders.

WE BELIEVE:

- ◆ Children have the right to learn their Catholic faith and the responsibility to do their part to build the Kingdom of God as they live that faith in action.
- ◆ A Catholic educated student lives the Gospel by participating in service projects that benefit those in need.
- ◆ Christian values and ethical conduct are an intrinsic part of a child's development.
- ◆ St. Alphonsus School serves the community at large through a safe and healthy environment that promotes acceptance of one another's differences in a diverse and changing world.
- ◆ Each child must be taught to be respectful and compassionate of all. Children are the community's most valuable asset because each child possesses inherent worth.
- ◆ Catholic Education is a shared responsibility of the school, the student, the family, and the church community.
- ◆ Parents, the first educators of their children, recognize and support the teacher as the professional leader.
- ◆ Today's teaching must incorporate knowledge of current textbooks and personal experiences supported by grade level appropriate technology.

Dear Parents,

This handbook contains the answers to questions you either have or will have as we work our way through the 2014-2015 school year regarding procedures at St. Alphonsus School.

I encourage you to read the handbook and refer to it often so that you and your child/ren will have a happy and successful year.

Sincerely,

Mr. Robert Reese

ARRIVAL

Professional supervision of students begins at 8:15 AM. Any child dropped off at school before this time must report to the Morning Care Program. provided by the Administration. Morning announcements begin at 8:37 A.M. Instruction begins at 8:45 AM.

ABSENCE/ATTENDANCE

Every student of compulsory age is required to be present at daily class. Students who are absent for more than 30 days during the academic year may be denied academic promotion. Upon their return to school following an illness or extended absence, students will be expected to make up all work missed during their absence. This will be done at the discretion of the teacher and within a reasonable amount of time. If an extended absence of THREE days or more is inevitable due to health problems, parents may request assignments.

When requesting homework, you must email your request to your child's homeroom teacher by noon on the second day of absence. The teacher will check messages at the end of the day and have materials ready for you by noon of the third day. Parents may pick up homework assignments and books at the school office.

IN CASE OF ILLNESS

When reporting absences, e-mail the school office (panfang@stals.org) between 8:15 and 9:00 A.M. EACH day of illness. **When returning to school, a written excuse from parents/ guardians stating the reason for the absence must be presented.** This excuse (forms available on our website) should be in an envelope and addressed to the homeroom teacher. The written excuse is kept on file for the entire school year.

EARLY DISMISSAL

If a child is to leave school before the regular dismissal time, s/he must bring a note from the parents stating the time of dismissal. (One note is needed for each child in the family who will be leaving early.) The parent or authorized person must meet the child/ren in the office and sign the child/ren out. No child will be permitted to leave the school without a parent unless the parent stipulates such in writing.

FACULTY MEETINGS

On faculty meeting days, the children have school in the morning. Dismissal for bus children (whose districts provide service) begins at 11:35 followed by car riders (notes indicating who is being transported are required). Dates of faculty meetings are included on the yearly calendar and again on the monthly calendars.

TARDINESS

Any time the child reports to school after the 8:35 bell, the parent must sign the student in at the office, and place their lunch order (if purchasing a school lunch). Excessive tardiness will result in requiring students to make up the "lost" time.

VACATION

Vacations are not to be scheduled throughout the school year. However, if the family situation demands it, the parents are to notify the principal and the teachers involved one week prior to the vacation. Teachers are not expected to send work home.

Upon return, the child is responsible to go to the teacher(s), get the assignments and make up all work and tests. If a vacation is scheduled during Terra Nova testing, the tests will not be rescheduled.

ENROLLMENT/WITHDRAWAL

Students entering St. Alphonsus:

Immunization records must be complete before any child may enter school.

Students enrolling in the Preschool program must be 3 or 4 years of age by 9/1.

Students enrolling in the Kindergarten program must be 5 years of age by 9/1.

Parents are required to sign a release of records form from the transferring school, complete a school application form and remit the non-refundable registration fee. In May a payment of \$200 per K-8 family or \$100 per preschool (only) family will be required as a commitment deposit and applied to the August tuition balance. If withdrawn after the due date, the payment will be non-refundable.

Students withdrawing from St. Alphonsus:

Sign a release of records form.

Return all books and materials.

Clear financial account.

CURRICULUM

Academic excellence is achieved through the goals and objectives of the school. Along with the academic subjects of reading, math, science, social studies, spelling, English, phonics and handwriting, our curriculum includes daily religion classes. The Good Samaritan Program which encourages “service” is an integral part of the religion curriculum. In addition specialists teach the disciplines of art, music, computer, library science, and physical education for all students in K/1 - Grade 8 and Spanish for Grades 7 and 8. Informal Spanish (lessons by parents fluent in Spanish or teachers employing Espanol Para Ti) are provided for students in K - Grade 6. Instrumental music is an option for interested students in Grades 4 - 8. Time afforded every subject area is in keeping with the standards of the State of Pennsylvania.

LITURGY

Most of our school liturgies are held at 9:00 AM. Specific grades are assigned to plan and attend a liturgy each week. Family members are encouraged to attend the celebrations as well. Special All School liturgies will be scheduled monthly throughout the school year based upon the church’s liturgical calendar. Specific dates and times will always be included on our monthly calendar.

LIBRARY

Each student will be given opportunities to borrow books from our school library. S/he may borrow one book for one week. A fee will be issued for late books. Parents will be billed for any lost or damaged books.

TEXTBOOKS

All non-religious textbooks are provided through government funds, Acts 90 and 195. The amount that is allocated to each school for textbooks is a set dollar amount, per child, that is determined by the Commonwealth of Pennsylvania. Since textbooks are so very expensive, each child is required to cover the book with a clean cover, care for the book, and carry the books to and from school in a bookbag/backpack. Payment is required for any book that is lost, destroyed, or damaged in any way. Because government monies are used to purchase texts, a signed form acknowledging these educational monies is required to be on file for each family.

FIELD TRIPS

Although field trips are educational in nature, class trips will be scheduled at the discretion of the teachers.

C-MITES

Children in Grades 5 and 6 who have a 95th percentile or higher on the standardized testing in Reading, Language, Science, Math or the Composite are eligible to take a C-Mites Talent Search Test. This test is designed for 8th graders. Results of the testing will determine whether the child will have the opportunity to participate in the C-Mites Summer Program sponsored by Carnegie Mellon University. A fee is required.

TALENT SEARCH

Students in Grades 7 and 8 who have a 95th percentile or higher on the standardized testing in Mathematics, Verbal or Composite are eligible to participate in the Johns Hopkins Talent Search. The purpose of the Talent Search is to identify, assess, and recognize the academic abilities of highly capable students. A fee is required.

SPECIAL SERVICES

The following services are provided for the student by both state and federal programs:

Remedial Math Remedial Reading
Speech/Hearing/Language Therapist
School Counseling

includes Individual and Group Counseling (requires parental permission
except for one time if deemed necessary by the building administrator.)

School Nursing Services

Classroom Developmental Guidance Lessons (part of the school counseling program)

At St. Alphonsus School, we value the personal and social development of your child as much as their academic growth and success. Throughout the school year, our School Counselor from the Allegheny Intermediate Unit will be visiting classrooms to present lessons based on the American School Counselor Association (ASCA) standards. ASCA standards address the Career, Academic, and Personal/Social development of all students. If you have any questions, please feel free to contact Mr. Reese or the School Counselor.

SCHOOL RELATED PROGRAMS

In addition to the excellent academic program at St. Alphonsus School, the following opportunities are also available:

Altar Servers Athletics Band Forensics
Choir Cantors Chess Good Samaritan Junior Librarians Junior Tech
Liturgy Instrumentalists P.J.A.S. Scout Programs
Student Council Yearbook

These programs are supplementary to the regular school program and should never precede school responsibilities. Children are expected to conduct themselves at these programs, as they would in any classroom situation. In the above programs (with the exception of scouts) students must maintain a minimum grade average of "C" on their report cards.

TESTING

St. Alphonsus administers the Terra Nova Standardized Test to students in Kindergarten-Grade 8 and its In-View Component to students in Grades 2 - 8. This test is usually scheduled during the month of April.

The Acre Test (standardized religion test) is administered to students in Grades 5 and 8.

A Writing Assessment is completed annually by all students in K-Level 8

CONFERENCES

Parent Teacher Conferences will be held three times throughout the year: November, January and March/April.

Telephone conferences are another possible way for teachers and parents to maintain good communication for the benefit of the child. If you wish to set up a phone conference with a teacher, please email them with your request. It is possible for teachers to have a conference during the school day but **ONLY** with a specific appointment, due to their teaching schedules. Remember, we are here to help your child.

Please, do not contact any teacher at home.

REPORT CARDS

Academic grades may be monitored by parents through Option C. Report cards are distributed quarterly to students in Grades 1 – 8: November, January, March and June. Kindergarten children receive report cards in January, March, and June.

HOMEWORK

Homework is a very important part of your child's overall academic and character growth. Therefore, we expect children to take pride in their work and to promptly turn in work. When homework is more than one day late, the "zero" grade will not be changed or altered.

Some homework is given every day. Homework assignments are not always written. Study/ memorization are frequently assigned along with research for long-term projects. Beginning with second grade, children are to keep an Assignment Notebook (provided at the beginning of each school year by the PTG) in which homework assignments are written.

It is recommended that home study time should meet the following requirements:

K, Grades 1 and 2	10-30 minutes
Grades 3-5	40-60 minutes
Grades 6-8	70-90 minutes

REMEMBER, SOME ASSIGNMENTS ARE LONG RANGE AND ARE NOT MEANT TO BE COMPLETED IN A SINGLE EVENING. However, if your child is spending excessive time at homework, call the teacher for clarification and assistance.

COMMUNICATION

MONTHLY INFORMATION

Pertinent information for each month's activities will be prepared and forwarded to you via e-mail. (E-mail attachments can be printed at home.) Sometimes notices will be sent home with the **YOUNGEST** child in the family. As you receive information from the school, please be attentive to R.S.V.P. dates. Information will also be available on our web site.

ACTIVITIES

All children attending regular after school activities (athletics, scouts, etc.) must have a note stating specifically the activity, the date, and the plan for pick-up. If this is an ongoing weekly or monthly activity, one note will suffice for the year. Please notify the teacher if and when there is a change.

EMERGENCY PROCEDURE CARDS

These cards enable the school to contact you should the need arise during the school day. Please list at least two or three names (in order of preference) of people (other than parents) who, in your absence, can be reached in case of an emergency. It is imperative that these people are available and have transportation during the day.

Should there be a change of address, telephone number, or e-mail addresses, it is critical that you notify the school. When giving the address, include the name of a street or road and the zip code. Also, if you have a new or unlisted phone number, please inform the office.

DISTRIBUTION OF MATERIALS

All materials that will be distributed to school children must be screened and approved by the principal before distribution. This will assure open communication between the administration and community/church groups and committees.

CANCELLATIONS/DELAYS

In case of severe weather conditions or other emergencies, announcements will be made on KDKA TV or radio, 1020 AM and WPXI, Channel 11, and by email. If St. Alphonsus, Wexford is not announced, it can be assumed that school will be in session. Our email to you will clearly state DELAY or CANCELLATION.

If YOUR particular school district has a delay in bussing or YOUR particular school district cancels classes for the day, that means they will not provide bussing. If St. Alphonsus, Wexford, has not been announced for delays or cancellations, you then have the option of driving your child/ren to school and picking them up at the end of the day. If your child is not in school when St. Alphonsus School is in session, he/she will be marked absent.

NOTE: In case of an early, unexpected dismissal from school due to inclement weather or another emergency, you will receive a call and email from St. Alphonsus School, as well as find an announcement on our website and on the radio/T.V. It is imperative that you have an emergency plan in place for your child/ren to follow with which they are comfortable and certain.

FINANCIAL ACCOUNT

Tuition payments will be managed by St. Alphonsus School Office in conjunction with Smart Tuition. Because of the importance of maintaining a continuous cash flow to meet on-going school expenses, it is necessary that the payments be consistent. Smart Tuition will issue notices, invoices, and reminders based on the payment plan chosen by each family.

In May a payment of \$200 per K-8 family or \$100 per preschool (only) family will be required as a commitment deposit and applied to the August tuition balance. If withdrawn after the due date, the payment will be non-refundable.

FUNDRAISING

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate a minimum of 10% of the total operating budget. Parents are, therefore, expected to participate in the Manna program and the PTG initial fundraiser, plus support and volunteer for the Harvest Home Dinner and Festival. Choosing to pay a fundraising fee is an option.

VOLUNTEERS

At St. Alphonsus School, parents play an integral role in the education of their children through the Parent-Teacher Guild, athletics, fundraising, homeroom parents, cafeteria workers, library aides, and field trip chaperones. Although this partnership is invaluable to the success of our school, parents must present a copy of their child abuse and criminal clearances, be registered on the Diocesan database, have read the Code of Pastoral Conduct and completed Protecting God's Children before they can be involved in our school activities.

When bringing items to the school for your child/ren, once the day has begun, the items must be dropped at the office, not at the classroom.

HEALTH and SAFETY

Our school is serviced by a registered nurse employed by Pine-Richland School District. All state mandated health services are fulfilled at St. Alphonsus School.

It is recommended that your child be kept at home if s/he appears to be ill. If your child becomes ill during school hours, the teacher will send the child to the office and the child's temperature will be taken. If there is no fever, the child rests for a few minutes then returns to class. If there is a fever, the appropriate school personnel will phone the parents at home or work. If parental contact is unsuccessful, other contacts listed on the Emergency Information Card will be called until arrangements can be made with someone to come for the sick child.

Basic first aid will be administered if any child is injured at school. If further treatment is necessary, a parent/guardian will be notified and asked to transport the child home.

When the Pine-Richland School District nurse is present, medical discretion will be used before parental contact is made. Otherwise, the above policy will be followed.

Please do not send children to the school office with illness or injury that has not occurred on school property.

MEDICINE

It is recommended that parents administer medication at home. When this is not possible, the Pine-Richland School District's medication policy requires that medication (prescription and over-the-counter) be brought by parent/guardian to school in the original container or prescription bottle with written permission from the physician. Forms for this purpose are available on the school web site.

Parents/guardians of students who require medication to be kept with them should contact the school office.

SAFETY DRILLS

Fire Drills are held monthly. Exit directions, posted in prominent places in each room, are to be followed. Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal.

Lock Down Drills, Evacuation Drills, and Weather Emergency Drills are also included in the safety procedures for the children.

Students and teachers must follow the policies governing emergencies for everyone's safety. The teachers will regularly review all safety procedures with students. Parents and volunteers that are present during these drills are expected to comply with procedures and instructions. Silence is to be maintained at all times.

SECURITY

All doors to the school will be closed and locked during school hours. Parents and visitors must use the buzzer at the main entrance to gain access to the building, report directly to the school office, and sign in before proceeding.

VISITORS

Any person who is not a student of St. Alphonsus School is a visitor. All visitors must report to the school office. **NO ONE** may go to a classroom or a child's locker unless permission is given at the school office first. For safety reasons and so that instruction time is not interrupted, parents are not to visit the classrooms for short conferences or to ask questions. Please contact the teacher to set up a time to meet.

LUNCH PROGRAM

A hot lunch, including milk, is available to all students each day. Parents pay into their child's account so funds are available to cover the cost of lunch (\$2.75) on any given day. Serving our hot lunch program depends upon volunteers. Each family will be asked to work at least five times a year (or be responsible for obtaining a substitute). Although this is an inconvenience for some, we need everyone to do his/her part to make the program successful. If you are unable to work on your scheduled day, you may either obtain a replacement or send the \$15. reimbursement fee with your child so a paid substitute can be assigned. Throughout the lunch period, LUNCH MONITORS care for the children and attend to their needs.

The lunch program is operated in accordance with the U.S. Department of Agriculture, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion or national origin.

LOST AND FOUND ARTICLES

All lost and found articles should be brought to the office. A "Lost and Found" box is located near the library. To avoid LOST items, please mark all personal belongings. At the end of the month, children will be reminded to claim "lost" items. At report card time, unclaimed clothing will be washed and given to the less fortunate.

OUT OF UNIFORM/DRESS UP/DRESS DOWN DAYS

These days usually occur once a month to celebrate a holiday or to raise money for a particular, designated charity. Dress down attire must be clean and neat and appropriate for school (length of shorts and choices of tops); sweatshirts and t-shirts must be age appropriate and not offensive. Children must dress as directed or wear the school uniform.

PARENT TEACHER GUILD

The purpose of this organization is to advance the Catholic education and welfare of our school children. It further exists to promote better understanding between parents and the school and to provide special extra-curricular education programming for the children and/or parents. The PTG is an extremely vital organization at St. Alphonsus. Through it you can be as involved and active as you wish to be.

The PTG Board for the 2014-2015 School Year is:

President:	Mrs. Kelly Maddigan
Vice President:	Mrs. Michele Mitchell
Secretary:	Mrs. Mary Kim
Treasurer:	Mrs. Beth MacDonald

PHONE

If the situation warrants it, students may use the school office phone to call home. Forgotten homework, articles, gym clothing, band instruments, etc. do not constitute an “emergency”. Although some students carry cell phones for safety purposes, cell phones may never be used during the school day. Any outgoing phone calls for students must be made from the office. No parent may call a child during the day via a cell phone. **All communication must be through the school office.** If a child carries or chooses to use a cell phone during the day, the phone will be kept in the office.

PLAYGROUND

All students will go outside for lunch time recess unless it is raining or VERY cold. This brief period of time is good for everyone. PLAYGROUND MONITORS care for the children on a daily basis. They determine the inappropriate behaviors of the children and direct them accordingly. Children are expected to play fair, to be respectful of one another and the Monitors, to take turns, to never bully, and to accept the consequences of their actions.

SCHOLARSHIP MONIES

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used and assessed by an independent evaluator. This one application is used for Scholastic Opportunities Scholarships and the Bishop’s Education Fund. Applications must be obtained at the office and filed by March 15.

SCHOOL PHOTOS

Students have individual and class photos taken annually. Parents are under no obligation to purchase these pictures. A retake date is arranged for students who are absent or whose pictures are unsatisfactory.

STATIONARY SUPPLIES

School supplies that are to be purchased at school can be purchased at the school office when it opens in August.

TRANSPORTATION

BUS

While riding the bus, children are to **remain seated** with arms and head inside the bus. When space is needed, the driver will direct the students to sit three in a seat. General rules apply to all:

NO EATING! NO THROWING OF OBJECTS! NO LOUD TALKING!
NO IPODS/CDS/CELL PHONES! NO CHANGING OF SEATS!
NO FIGHTING! NO INAPPROPRIATE LANGUAGE! NO STANDING!

Consequences for misbehavior will be in accordance with the policy of the student’s particular school district.

Students may ride busses in their own school district only. In order to ride another child’s bus (in the same district), the student must bring a note from the parents to the office. This note must be signed by the office before any student will be permitted to ride another bus.

If a child misses the bus, s/he must report to the office. The child will call home to make arrangements for pick-up before 3:30 PM. If pick-up is after 3:30 PM, the child may be claimed at Extended Day. The regular Extended Day fee will apply.

CAR RIDERS

Private car riders are dismissed before bus riders at approximately 3:05 PM. Parents are encouraged to wait at their vehicles and meet their child at the guardrail. Since all children will be moving to cars, it is **STRONGLY** recommended that no car leave the property until everyone is safely inside a vehicle.

For the safety of all, the speed limit on the property should **NEVER EXCEED 5 MPH**.

Students not picked up due to delay will be taken to the office. Any student not picked up by 3:30 will be signed into the Extended Day Program.

GENERAL EXPECTATIONS AND RESPONSIBILITIES

Each student attending St. Alphonsus School carries with him/her the responsibility to present him/herself in a way that enhances the common good of the community. First and foremost, we ask students to present themselves as faith witnesses throughout the school day

SCHOOL WIDE GUIDELINES FOR ALL STUDENTS

1. For your safety and well-being, obey all bells and all rules.
2. Follow directions the first time they are given.
3. Respect others by keeping hands, feet and objects to yourself at all times.
4. Sit in your seat with feet on the floor.
5. As you move from class to class, **WALK QUIETLY**.
6. Complete homework properly and on time; have the courage to take a zero rather than copy another's work.
7. Avoid calling out or disrupting class at any time; raise your hand to speak.
8. Use respectful language.
9. Resolve conflicts peacefully; refrain from physical confrontations.
10. Report incidents of Bullying to a Teacher/Principal/Adult so action can be taken.

Before School

1. Report to your assigned classroom upon arrival (car riders to Morning Care if before 8:15 AM)
2. Engage in quiet conversation
3. Prepare for the day by observing the 8:25 AM quiet study time.

In School

1. Walk quietly through the halls in a single file line.
2. Use appropriate language at all times.
3. Follow the dress code for school days and dress down days.
4. Respect school property and the property of other students
5. Have a note from the parent/guardian when changing your mode of school transportation.
6. No gum; no cell phones; no texting; no cameras
(Immediate detentions will result because disregarding these rules is intentional!)

In the Classroom

1. Follow the classroom rules of each teacher.
2. Work to the best of your ability.
3. Be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time by speaking with the teacher/s.
4. Have a respectful attitude toward teachers and one another.
5. Be responsible for classroom and personal supplies.
6. Be honest in all communications.
7. Use computers and school equipment appropriately.
8. Use only your own supplies. Taking books and supplies of other students is not permitted.

During Lunch

1. Ask for assistance by raising your hand.
2. Eat lunch before requesting to purchase a snack.
3. Clean your place, push in your chair, dispose of recyclable materials and garbage properly, and stack your tray.

During Recess

1. Obey playground monitors at all times; be courteous and prompt in following directions.
2. When outside, stay outside and do not re-enter the building except for an emergency.
3. Display good sportsmanship and exercise self-control.
4. Stop playing when "time" is indicated.
5. Walk quietly to your designated line when recess is over.
6. **Line up, two by two, in homeroom lines.**

After School

1. Follow dismissal procedures.
2. Private car riders must fall in line going to the side entrance.
3. Bus riders must line up in silence in the lobby as their bus is called and follow the guides.
4. Sign in at Extended Day if not picked up by 3:30 PM.

Bus

1. Sit in your assigned seat engaged in quiet conversation.
2. Seat belts MUST be used if available.
3. Follow the directives of the driver.
4. Children are to be seated with head, arms, and hands inside the bus, using the seat belts when provided.
5. Disciplinary notices given by drivers for misbehavior will be forwarded to parents via their child. Three notices or severity of misbehavior will result in suspension from the bus for 1 - 5 days.

At Athletic Events and Assemblies

1. Practice good sportsmanship as spectators and participants; school rules apply (no sitting on sills, etc.).
2. Show respect towards coaches, referees, and visiting teams.
3. Maintain an appropriate silence during special performances.

POLICIES

ENROLLMENT POLICY

The criteria for enrollment in St. Alphonsus, Wexford, is as follows:

- Families who have siblings in St. Alphonsus.
- Families who are enrolled in St. Alphonsus Parish.
- Families who have relocated to this area.
- Families from surrounding parishes without schools.
- Families who are Catholic attending public-private schools.
- Families who are non-Catholic and attend public-private schools.

SCHOOL DISCIPLINE POLICY

All children are expected to comply with school regulations regarding dress code, playground conduct, preparation for class, bus conduct, school conduct, absences and tardiness and the general school rules. The manner and respect taught at home are extended to the school community which includes faculty members, priests, cafeteria workers, volunteers, playground parents, custodians, aides, bus drivers, visitors, and all children. Above all, children must be taught to respect themselves, their materials, the school, the possessions of others, and the property they have for their use.

St. Alphonsus School reserves the right to discipline students who, through their lack of responsibility, in behaviors, comments, class clowning, and poor attitudes, infringe upon the rights of others in the school community. It is expected that parents will be supportive of the teachers/school in these matters.

A School Discipline Plan is in effect which increases the communication between the school and the parent regarding their child's life at St. Alphonsus School. St. Alphonsus School is a happy school with a relaxed discipline. To help each student learn and to develop good Catholic, Christian principles, we are listing three rules that every student in every grade will be expected to follow.

Rules to be observed by all:

1. Show respect in attitude and behavior:
 - a. for myself;
 - b. toward adults and all those in authority;
 - c. cooperate with other students;
 - d. care for school and personal property;
 - e. use appropriate language
2. Create an atmosphere conducive to learning:
 - a. regular and punctual attendance;
 - b. dress appropriately;
 - c. walk and speak quietly in the halls;
 - d. keep hands, feet, and objects to myself;
 - e. treat others in a courteous manner; always greet others;
 - f. use only your books and materials; don't help yourself to others' belongings.
3. Perform to the best of my ability:
 - a. Complete and turn in all work;
 - b. Be responsible for work missed when absent or at an activity by talking with the appropriate teacher(s);
 - c. Take pride in the neatness of all work;
 - d. Follow directions at all times;
 - e. Be attentive to the teacher; do not disrupt other students when learning.

CONSEQUENCES are a natural result flowing from each student's right and responsibilities.

Grades 1 - 3

1. Verbal warning
2. Time out minutes determined by grade level
First - 5
Second and Third - 7
During Time Out, complete the Think Sheet. Take the form home and have it signed by a parent. In order to return to class, the Think Sheet must be submitted to the teacher.
3. Parent is contacted by the homeroom teacher (call made as soon as possible) within the school day. Teachers who had difficulty with a particular student are also encouraged to call. Leave a detailed message if the parent is not available.
4. Continuing offenses will result in the child being sent to the office. Principal contacts parents resulting in a phone conference or a face to face conference.

Grades 4 - 5 - 6

Code of Conduct

1. Personal Responsibilities (4 checks equal a detention)
2. Violations/Infractions (3 checks equal a detention)
3. Serious Offenses (Principal / Student / Parents)

Detention: 7:45-8:20 AM Wednesday morning

(Three detentions within a nine week period = In-School Suspension)

Late arrival of 5 minutes or less will make up the time missed during recess.

Late arrival in excess of 5 minutes equals another detention.

Grades 7, 8

All academic and classroom behavior concerns will be addressed by individual subject area teachers with appropriate consequences.

Detention Notice for Disrespect of Self, Others, School

Detention: 7:45 - 8:20 AM Wednesday morning

(Three detentions within a nine week period = In-School Suspension)

Late arrival of 5 minutes or less will make up the time missed during recess.

Late arrival in excess of 5 minutes equals another detention.

The Discipline and School Policy, Substance Abuse Policy, Weapon Policy and Networked Information Resources Acceptable Use Policy each has its own consequences.

These policies are specifically addressed in the Parent and Student Handbooks.

CODE OF CONDUCT GRADES 4, 5, 6

Week of _____

Name _____ Homeroom _____

1. Personal Responsibilities:

	M	T	W	Th	F
Dress Code					
Homework					
Being Prepared for Class					
Other					

1 -- Four checks equal a detention

2. Violations/Infractions:

	M	T	W	Th	F
Disrespect to Others/Defiance					
Class Disruptions					
Inappropriate Language					
Roughhousing					
Loitering					
Other					

2 -- Three checks equal a detention

3. Serious Offenses:

	M	T	W	Th	F
Fighting/Threats - (written/verbal)					
Stealing/Cheating/Lying					
Vandalism					
Possession of Prohibited Items					
Harrassment/Bullying					
Other					

3 -- Serious Offenses will be Handled on an Individual Basis by the Principal.

LOSS OF THIS CARD RESULTS IN AN AUTOMATIC DETENTION

Parent Signature _____

Student Signature _____

(Detention 7:45-8:20 AM the following Wednesday _____)

All academic and classroom behavior concerns in Grades 7 and 8 will be addressed by each individual subject area teacher with appropriate and specific consequences.

DETENTION NOTICE
for disrespect of SELF, OTHERS, SSCHOOL
(Grades 7 and 8)

Student's Name _____
has been assigned detention.

DATE: Wednesday, _____, 7:45 A.M.

- _____ Repeated warnings and disregard of rules
- _____ Bullying, harassing, or demeaning others
- _____ Lying, cheating or stealing
- _____ Physical interactions: fighting and/or threatening another
- _____ "Book dropping"
- _____ Intentional misuse of property/vandalism of any type
- _____ Electronic devices at school and in use
- _____ Possession of drugs, sharp and inappropriate items
- _____ Inappropriate behaviors with adult supervisors/monitors
- _____ Other

_____.

(Parent Signature)

*Three detentions within a nine week period will result in an in-school suspension.

REWARDS

Chance Tickets - given by any teacher to any student.
(Chance tickets may be deposited in each child's homeroom ticket jar
for a chance at a weekly dress down day.
One "chosen" lucky ticket will merit a monthly surprise.)

INFRACTIONS – Purposefully walking into another student, taunting another, name calling or egging another on, is BULLYING which leads to fighting. Treating another as an outcast and attempting to enlist others to do the same may result in suspension. Students involved in fighting (true physical confrontation) or proven to have instigated a fight will be suspended from school following a meeting with parents.

DETENTIONS – Detentions are the end result for lack of student responsibility, disrespect, poor attitude, poor choices, or disruptive behaviors. School detentions, when received, MUST be served BEFORE SCHOOL regardless of transportation difficulties or parent agreement. Any action that requires the sole concern of the teacher's time is considered to be disruptive behavior and will result in a process that will lead to a detention and, possibly, to a loss of extra curricular activities. Late arrival of 5 minutes or less will make up the time missed during recess. Late arrival in excess of 5 minutes equals another detention.

Three school detentions within a report period will result in an in-school suspension.

SUSPENSION AND EXPULSION – Any behavior or language that is directly contrary to our philosophy, that is blatantly and continually displayed, will result in removal from St. Alphonsus School. Serious and consistent infraction of the rules can result in suspension for 1 – 10 days and/or expulsion depending upon the circumstances, the offense and the frequency of any infraction.

SUBSTANCE ABUSE POLICY

The schools of the Diocese of Pittsburgh, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner.

It is, therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored event.

Violations of this policy may result in the following consequences:

- a. Appropriate disciplinary response consistent with our philosophy;
- b. Notification of parent/guardian;
- c. Notification of municipal authorities when appropriate;
- d. Suspension or expulsion from school;
- e. Referral of student to appropriate drug and alcohol agency.

This policy will be implemented through the cooperative efforts of Administration, faculty, Student Support Team, parent/guardian, staff, student and community.

WEAPONS POLICY

No weapon may be brought onto school property or into the school building. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, fire arm or instrument capable of inflicting bodily injury. A person in possession of a weapon on school property violates state criminal statutes and school regulations and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police will be called.
3. The student will be expelled.

NETWORKED INFORMATION RESOURCES ACCEPTABLE USE POLICY

St. Alphonsus School supports access to information resources, the development of appropriate skills to analyze and evaluate these resources, and the training and practice of using our school intranet, the Diocesan Intranet, and the global Internet as resources.

Students are responsible to follow the school rules for good behavior and communication on the computers. Users are expected to exhibit a socially acceptable manner at all times while utilizing technology.

Users shall be responsible for damages to hardware and software resulting from deliberate or willful acts.

- Violations may result in a loss of access to the internet and/or local network.
- Additional disciplinary action may be determined in regard to inappropriate behavior.
- When/if applicable, law enforcement agencies may be involved.

PHOTOGRAPHS

Some teachers take photographs of students at work. Sometimes local newspaper photographers enhance an article with photos of our school children. If you do not want your child included in such photographs for the newspaper or our web page, indicate your wishes in writing to your child's homeroom teacher.

UNIFORM POLICY

All uniform apparel is available through the uniform supplier **Schoolbelles**. Clothing purchased elsewhere must be **exactly** like those available through the uniform company in **style and color**. **Students wearing unacceptable clothing and shoes will be asked to call home for a change of clothes.**

BOYS:	Pants:	Navy or Khaki (not stone) dress pants
	Shirt:	White or Christmas red knit shirt with collar and three buttons White or Christmas red turtleneck shirts
	Undershirts	If visible, must be plain white
	Sweaters:	Red crew neck/v-neck pullover, varsity cardigan or v-neck vest
	New! Fleece:	Navy with St. Alphonsus logo (from Schoolbelles)
	Sweatshirts	Red sweatshirt with St. Alphonsus logo (must be purchased from Schoolbelles)
	Socks:	Solid navy, black or white; must be seen above the ankle
	Shoes:	Casual shoes or athletic shoes. No boots, slippers or any shoes deemed inappropriate by the administration or faculty may be worn
	Belts	Solid color navy, black, or brown
	GIRLS:	Pants:
Plaid:		Jumper; skirt; split skirt (no shorter than three inches above the knee)
Navy:		Navy uniform compliant skirt (no shorter than three inches above the knee)
Shirt:		White or Christmas red knit shirt with collar and three buttons White Oxford (button-down collar) or Peter Pan collar White or Christmas red turtleneck shirts
Sweaters:		Red crew neck/v-neck pullover, varsity cardigan or v-neck vest;
New! Fleece:		Navy with St. Alphonsus logo (from Schoolbelles)
Sweatshirts		Red sweatshirt with St. Alphonsus logo (must be purchased from Schoolbelles)
Socks:		Solid navy, black or white; must be seen above the ankle Solid navy, or white knee socks, tights or leggings
Shoes:		Casual shoes or athletic shoes. The shoes must fully cover the heel. No boots, slippers or any shoes deemed inappropriate by the administration or faculty may be worn.
Belts		Solid color navy, black or brown

SHORTS For boys, navy or khaki solid color dress uniform shorts may be worn in the months of August through October as well as April, May, and June. Girls may wear navy or plaid shorts during the months listed; split skirts and appropriate skorts may be worn throughout the year.

PRESCHOOL

Preschool children may wear good, casual playwear.

GYM WEAR (Boys and Girls)

Kindergarten,

Grades 1 - 3 On gym day, students should **wear to school** athletic tennis shoes, appropriate pants/shorts, and uniform top. Blue sweat pants or blue athletic shorts are encouraged! Students MAY NOT wear skirts, jumpers, or dresses.

Grades 4-8 On gym day, students should **bring** appropriate athletic wear to school using a gym bag. This athletic wear includes athletic/basketball style shorts, T-shirt, and athletic tennis shoes. Cold weather clothes will be used in cold months (sweat pants and sweat shirt). Bringing non-aerosol deodorant is encouraged!

The dress code for Physical Education class is to encourage personal decency in dress and ease in movement. Gym clothes must be appropriate in order to participate in class! Items may be purchased through the uniform company or any other clothing store. Thank you for your cooperation.

PERSONAL APPEARANCE POLICY AND UNIFORM CODE

Students are expected to come to school clean and well-groomed. The following standards will help ensure that each student meets the personal appearance policy:

All shirts must be tucked in at all times

Pants must be worn at waist level

Sweatshirts and sweaters must have a shirt or blouse underneath

Hosiery may only be worn in 7th and 8th grades

No tight fitting clothes - including dress down days

No jackets or hats may be worn during the instructional day

Boys may not wear pierced earrings

Excessive make-up and/or jewelry are inappropriate for girl in Levels 7 and 8.

Hair spray may not be brought to school.

No long-drop earrings are permitted

No make-up allowed by students in grades K-6

“Spirit wear” items may NOT be worn as part of the uniform except for specific days

Hair must be well groomed, not covering the ears or eyes, and no longer than collar length for boys

DRESS-DOWN DAYS

These days are designed to give students a day when they can be out of uniform. Casual clothing such as jeans, sweatshirts and T-shirts are permitted as long as they meet the criteria of the dress code policy. Cutoffs, excessively loose or tight fitting pants or shorts, any clothing with holes, or tear-away pants are all violations of this policy. Advertising or logos should be age-appropriate (i.e. no beer, rock bands, etc.) Students who prefer to dress-up (i.e. skirts, dresses, holiday attire, etc.) are welcome to do so. Hats, sunglasses or other paraphernalia are not permitted unless approved by the principal. In keeping with the Personal Appearance and Uniform Code, the administration reserves the right to enforce style, color and length. Shoes, even on Dress Down Days, must be safe. That is, they need to have a front and back that keep the shoe attached to the foot.