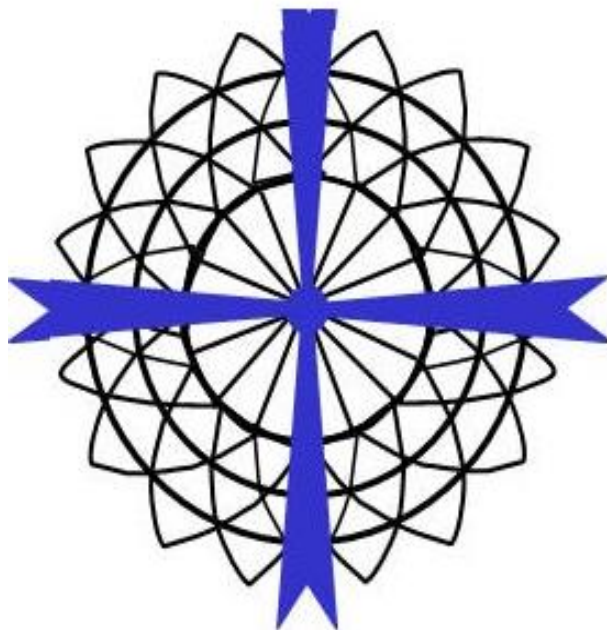


St. Alphonsus Liguori Catholic School

PARENT / STUDENT HANDBOOK
2017-2018



*Like the patterns of a kaleidoscope,
our students are unique and ever-changing.*

Pastor
Fr. Mike Moroney

Principal
Dr. Cynthia Ryals

St. Alphonsus School

13940 Greenwell Springs Road, City of Central, LA 70739
Telephone 225- 261-5299 FAX 225-261-2795 Cynthia Ryals, Ed.D., Principal

Dear Parents and Students,

Welcome to St. Alphonsus School. We are pleased to have you as part of our school family - a family with a long and proud tradition of serving the students and parents of this community.

Building on the tradition of Christian formation and academic excellence, we have great expectations for the school. Each year, school goals are set and we expect to accomplish them by building a solid program, strong in both faith development and academics. It will take the commitment of the entire school community to be of service to each other and solid in our unity to achieve the best for the children.

The success of the school year depends greatly on effective communication and cooperation between the home and the school. In today's fast-paced lifestyle, this is a challenge. The Kaleidoscope Connection (a weekly school bulletin for families) is available on the school web site every Thursday (www.stalphonsusbr.org). Here you can view pictures of school events in color, print a hardcopy, and if you choose, have a file set on your home computer to save these announcements for future reference. This process makes school information available to all parents at the same time, whether out-of-town or for those living as separate households. There is also on the web site a directory with teacher email addresses for questions, comments, and conference requests. Parents can also view academic test schedules on the teacher pages.

St. Alphonsus School is a blending of perspectives from the administration of the school and parish, faculty and support staff, an active school board and Home and School Association, and an athletic program under the management of an athletic director. This blending produces a school culture rich in diversity and unique in its application. The result is a balanced, well-rounded school environment with a positive effect on school life.

Being a school of excellence is something of which to be proud. Please come and work with us as we continue to maintain a foundation of faith for our children. Be there in support and encouragement as we press forward in use of the latest technology. Help us as we challenge our children to always do their academic best. An exceptionally solid school never stops building and it never remains static. Help us build fellowship and friendship as we continue in the quest for the attainment of the ultimate goal - students who are challenged to do their best.

God has bestowed many blessings on this school: years of fine traditions and learning, people who truly love this school community, and a uniqueness that very few schools have in this modern world. Let us hope that these blessings become opportunities for us to share of ourselves in the love and service of our Lord and in the education of His children.

In Christ,
Cynthia Ryals, Ed.D.
Principal

Handbook Review

Parents,

This handbook was written in order to create a safe, Christian environment for our children. It is included on the school website as a service to provide you with pertinent information on policies and procedures. It is our agreement for the time your child is in attendance at the school. The Principal is the final recourse and reserves the right to revise this handbook with the approval of the Pastor and School Board. Parents will be given prompt notice of any changes to this handbook.

St. Alphonsus Catholic School is a parochial school within the Diocese of Baton Rouge and the State of Louisiana. Not only the school policies and procedures outlined in these pages, but also those set forth by the Diocese and the State are to be observed by all members of the school community

It is your responsibility to read this handbook and to be informed of its contents. It is also necessary that you take the time to discuss this handbook's provisions with your children and to help them understand the mission of the school and the rules and regulations that flow from that mission.

Once you have reviewed and discussed this handbook with your child, please sign the "Parent-Student Handbook Agreement Form" on the last page of the handbook and return it to the homeroom teacher with your child. In doing so, you indicate that you agree to observe all the rules and regulations of St. Alphonsus Catholic School. Remember, for future reference, your source to access this handbook is the school website at www.stalphonsusbr.org.

In Christ,

Cynthia Ryals, Ed.D.
Principal

Mission Statement

The mission of St. Alphonsus Catholic School is to provide a faith-filled education which promotes academic excellence for each student.

Motto

Forming Faith and Future.

Philosophy

Together, the parents, faculty, and church community of St. Alphonsus School facilitate the development of the whole child: spiritually, intellectually, physically, socially, and culturally. The school environment is intended to nourish a faith life that is rooted in the knowledge of Catholic doctrine, an appreciation for prayer, and a willingness to serve others. In this climate, each child is recognized and responded to as an individual with unique possibilities. Through a curriculum designed toward academic excellence, the faculty guides students to maximize their individual learning potential and to develop creative interest, thus celebrating the diversity of our students. In support of this endeavor, St. Alphonsus School pursues the role of educational leadership in today's changing world. It is hoped that through this educational process, we will be developing strong individuals who will become devoted citizens of the home, school, church, and civic community, prepared to go forth to give witness to a belief in Christ and to respond to the larger community in a spirit of peace and justice.

Accreditation and Accountability

St. Alphonsus Catholic School is a member of the National Catholic Education Association (NCEA) and is approved and accredited by the State of Louisiana. St. Alphonsus School is also accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI), through AdvancED. The school adheres to all policies contained in the Administrative Manual of the Diocese of Baton Rouge that is available for review at the school office.

The school's curriculum is prescribed by the Office of Education for the Diocese of Baton Rouge, and is in accordance with state regulations. The school abides by all regulations pertaining to the health and safety of our children. There are regular inspections for asbestos, health practices, and procedure drills for fire, weather, and crisis safety. The Asbestos Plan and other safety reports are available in the school's main office.

School Policies and Regulations

Admissions

Criteria for Acceptance

St. Alphonsus School is an accredited, co-educational elementary school for grades pre-kindergarten through grade eight. St. Alphonsus School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. They do not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, this school, in the Diocese of Baton Rouge, does not subject any person, on the basis of sex, exclusion from participation in, or deny the benefits of, or subject to discrimination any education program or activity, except as permitted under said Title IX.

Finally, as a school in the Diocese of Baton Rouge, adoption of the imperatives of the Family Educational Rights and Privacy Act as amended is implemented, and information is available to parents and students concerning their rights under this amendment to Title VI of the Civil Rights Act of 1964.

Parents, both Catholic and non-Catholic, are expected to demonstrate clearly their support of Catholic education. This support includes, but is not limited to:

- the identification of parents as financial contributors to their parish/church,
- the expectation that tuition will be paid in a timely manner,
- the commitment by the parents/guardians to support the requirement of service to the school,
- the participation of parents in their church community.

All students who are enrolled must follow the religion curriculum, live Christian values, participate in the liturgical life of the Church, and salute and recite the Pledge of Allegiance.

Acceptance Priorities

St. Alphonsus Catholic School is committed to continuing a legacy of excellence in religious and academic education in a nurturing environment that fosters self-discipline. In considering students for admission to the school, young people who can benefit from and contribute to the religious and academic mission of the school are sought.

The admission policy is designed to flow from the school's mission statement, to address student readiness, to provide for effective monitoring, to include minority outreach, and to develop structures for attracting qualified students to the school.

Parents who seek a Catholic education for their child(ren) will enter into a contractual agreement with St. Alphonsus Catholic School. The parent of a student who accepts admission agrees to abide by school rules covering all areas of the student's development as stated in the Parent-Student Handbook and other communication from school officials. Parents are expected to cooperate in a positive manner with administrators, teachers, staff members and all members of the school community.

The school principal serves as Admission Director and chair of the Admission Committee made up of the assistant principal, the guidance counselor, and teachers as needed for screening. This committee makes all admission decisions including students. The principal, as Admission Committee chairperson, makes admission reports to the School Board to provide updates on enrollment for the current school session as well as for the coming school year after registration. These reports inform the board about admission practices and ensure that the admission policy is applied as written. The Admission Committee offers admission only to those students who, in their judgment, can succeed in the curriculum designed for students at St. Alphonsus School. Candidates for kindergarten admission must successfully complete readiness testing administered by school personnel.

New Admissions

Parents requesting admission to St. Alphonsus School for their children must complete an application packet and attend a parent/student interview with a member of the Admissions Committee. The application packet must be complete before the interview is scheduled. Students are not considered registered at the school until the interview is complete. St. Alphonsus Catholic School offers admission to qualified students regardless of race, gender, ethnicity or national origin. The application packet must include:

- Payment of the non-refundable registration fee (This fee is refundable only if the student is not accepted to the school.)
- A completed St. Alphonsus School registration form.
- **Original or notarized documents of the following: birth certificate, social security card, and immunization records / health card.**
- Previous school academic records including the report cards from all prior schools of attendance, discipline record from school of transfer on school letterhead, absentee record if not included on the report cards.
- Sacramental records (Baptism, Reconciliation, First Eucharist, and Confirmation documentation, if applicable.)
- Legal documents as to custody of the child, court approved guardianship or tutorship, or court approved visitation rights, if applicable.
- All standardized test scores (national or state testing scores, including LEAP test results)
- All behavioral or abilities testing results showing identified exceptionalities. (ADD/ADHD, dyslexia, learning disabilities, etc.)
- Health information needed for the safety or care of the child during the school day (ex.: diabetes, epilepsy, allergies, asthma).
- Readiness testing by St. Alphonsus School staff, if necessary
- Any other action the principal deems necessary to make a valid judgment as to the student's potential success at St. Alphonsus School.

Conditions for Continued Enrollment

1. All new students are accepted on a probationary basis and remain as such for a full year. During the probation, the student's records are reviewed for academic success and disciplinary behaviors. Withdrawal of the child may be necessary if the school cannot meet the child's needs.
2. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.

Pre-Kindergarten Admissions

A child must be three (3) years old on or before September 30th to be eligible for pre-kindergarten 3, and four (4) years old on or before September 30th to be eligible for pre-kindergarten 4. Every child in the 3 year old class must be **fully potty-trained and out of diapers and pull-ups. Your child must be able to communicate with an adult that he or she has to go to the restroom.**

- An occasional "accident" is understandable; however, if your child repeatedly has accidents, you will be called to come to school to change him/her.
- The issue of potty training can be stressful on a child and by forcing a child to become potty trained, permanent emotional damage could occur. Therefore, if within the first three weeks of school your child does not seem to be potty trained, we will ask that you remove your child from the program.

Kindergarten Admissions

A child must be five (5) years old on or before September 30th to be eligible for kindergarten. Candidates for kindergarten admission must successfully complete readiness testing administered by school personnel.

Re-Registration

All current students are considered eligible for continued enrollment unless their parents have otherwise been notified. Only when re-registration is complete, including payment of the re-registration fee, is the student placed on the next year's rolls. Current students are re-registered in January of each year through the following process.

- Payment of the non-refundable registration fee.
- Completion of an update of registration paperwork online or through a printed copy of the paperwork obtained through the school office.
- Completion of the Tuition Payment Option form.

Custody of Children

The school presumes that both biological parents have access to their children unless one parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court- certified copy of the court order. Copies of legal documents as to custody of the child, court approved guardianship or tutorship, or court approved visitation rights, if applicable, must be on file in the school office. Custody matters are to be settled off campus.

Admission Guidelines

As prescribed by Diocesan policy, in those cases in which the number of applicants exceeds the number of positions available, priority for admission will be given in the following order:

- Students presently in attendance and their siblings whose parents actively support the school,
- Children of St. Alphonsus School personnel whose parents actively support the school,
- Children of registered St. Alphonsus parishioners who actively participate in parish life and financially support the church parish through the use of tithing envelopes or ACH debit.
- Children of parents who are registered in St. Alphonsus Parish.
- Children of parents registered in a Catholic church parish outside the school district who have the written consent of their pastor.
- Students of other religious affiliations whose parents agree to allow their children to participate fully in the school's religious education program, including attendance at Eucharistic celebrations and liturgical services, with the exception of actual reception of the sacraments.

Tuition

St. Alphonsus School's tuition, fees and registration costs are set each year by the School Board and communicated at the time of registration. Tuition and Fees are charged to help cover the cost of operating St. Alphonsus Catholic School. The help of our parents, alumni, and St. Alphonsus Church parish with fundraising activities is also essential to meet the budgetary needs of the school, since tuition and fees only cover a percentage of our expenses. In January, the Tuition & Fee Schedule will be published providing all cost for the upcoming academic year. The amount is based on the cost of educating a student. Parents are financially responsible for books and school resources issued to their children and all damage done to the property of the school and others.

Tuition Discount

A family's tuition rate status will be based on their record of tithing to our church parish for the previous calendar year (January 1 - December 31). Families who are registered and active members of St. Alphonsus Church and tithe at least \$300 per year shall receive the "In Parish" rate which includes a \$400 discount from the "Out of Parish" rate

Registration Fee

A registration fee, will be assessed to each student during the re-enrollment period for the academic year. The registration fee is non-refundable in accordance with the Diocese of Baton Rouge policy, unless the student is not accepted to St. Alphonsus Catholic School.

Tuition and Student Fees

In an effort to maintain the fiscal operations of St. Alphonsus School the School Board has provided the following three (3) tuition & fee payment options:

- Option #1: Payment in full on or before May 15th each year.
- Option #2: Semi-Annual payments through electronic transfer (ACH) on May 15th & Nov 15th.
- Option #3: Monthly payments through electronic transfer (ACH) on the 15th of each month beginning in May for student fees and June through April (skipping for tuition (skipping January to pay registration)).

At the beginning of the academic year, a student will not be considered as registered if student fees and monthly tuition amounts for May, June and July are not paid in full by the day ***before*** the first day of school.

Tuition & Fee Account – 30 Days Past Due

If a student's tuition account becomes 30 days past due:

- The student is subject to suspension from classes and/or extracurricular accounts.
- St. Alphonsus reserves the right to suspend parent(s)/guardian(s) from the ACH program and require that tuition be paid in full for the remainder of the academic year.
- The parent(s)/guardian(s) will be notified by the Principal of St. Alphonsus School of such actions.
- See, also; *Delinquent Payment Policy* below.

Should a parent fail to make alternative arrangements:

- The Principal welcomes parents throughout the school year to discuss in advance of delinquency conditions that may prevent them from fulfilling their obligation to pay tuition. Tuition assistance may be considered. St. Alphonsus School is committed to assisting in providing a plan that will work best for the family's particular situation.
- Students and/or siblings of students with an outstanding tuition balance, including students who are siblings of graduated students with an outstanding tuition balance, may not register for the following academic year.
- Parent(s)/guardian(s) of returning students who, during any prior year, have a student tuition account that has, at any time, become 30 days past due or has had two or more NSF items, may be subject to the following:
 1. Permanent suspension from the ACH program;
 2. May be asked to find other funding sources;
 3. May be required to pay tuition in advance for the year.

Parent(s)/guardian(s) are liable for any collection costs, court costs and legal fees incurred by the school to collect delinquent accounts.

Tuition Withdrawal Refund Policy

Student fees & tuition payments begin on May 15th each year. If there are circumstances in which a student must withdraw from St. Alphonsus School, prior to the first day of school all student fees & tuition paid will be refunded. If the student is withdrawn during the school year tuition will be refunded on a prorated daily basis. Student fees are not refundable after the first day of school. All financial obligations must be satisfied and all books returned before a tuition refund may be granted. Parents should contact the office as soon as possible to complete all necessary paperwork. Please allow up to two weeks for a tuition refund.

Delinquent Payment Policy

Applies to all payments made to St. Alphonsus Catholic School, including any program, club or organization of St. Alphonsus Catholic School.

ACH draft and/or check payment is returned by the bank:

- There will be a \$25.00 fee for all checks/drafts that are returned by the bank.
- Returned item amounts must be paid by money order within 15 days of the date of the returned bank item.
- If not paid within the above stated time frame, student(s) will not be permitted to attend school until payment is made.
- After a family's second bank returned item, the school will no longer accept checks/drafts for payment. Money orders made payable to St. Alphonsus Catholic School will be required.
- If the family's second bank returned item is for Registration, Student Fees and/or Tuition, payment option plans will no longer be offered to the family and the balance for the current academic year will be required to continue the student's enrollment.

Arrival / Dismissal

Arrival

Supervision of students begins at 7:45 AM, unless prior notice is given. Students are not to arrive on campus before 7:45 AM unless they are registered for and attending the A.M. Extended Care Program. Any student who is present in the school building or on the grounds before supervision of students begins will be placed in the a.m. Extended Care Program and parents will be billed for the service. Once on campus, students are to report to the Family Center and are to sit in their assigned class lines and are not to be out of this assigned area without permission of a duty teacher. Students are not allowed in classrooms before morning assembly unless accompanied by a teacher or with a classroom pass. The principal or his/her designee will begin the assembly at 8:10 AM. Students arriving after 8:10 AM are considered tardy. Please leave home with sufficient time for your child to be in their homeroom line by 8:10 AM.

Late Arrival / Check In / Tardies

- When students are tardy to school, parents are to come to the office to sign in their children and the reason for the late arrival.
- A student checked in between 8:10 - 8:40 AM is considered tardy. Arrival after 8:40 AM is considered a partial absence. Tardies and partial absences are counted against the child's attendance record.

Tardy Policy: By Diocesan policy, a student is considered tardy if he or she arrives within 30 minutes after the school bell (8:10 AM). If a student arrives to school after 8:40 AM, he or she is considered 'checked-in'. For every 5 unexcused tardies in a nine week period, the student will **receive a half day unexcused absence.**

Carpool

Parents who drop off their children by car are asked to follow the carpool line map, which means entrance is from Frenchtown Road. You are asked to be considerate of others and **not enter the carpool line from Greenwell Springs Rd.**

In the morning, students are to unload in the designated area where school personnel provide supervision. Children should be ready to unload so that the line continues smoothly. Students are not to get out of the car with food and/or drink.

In the afternoon, parents are asked to have an easy-to-read, 8½ x 11" sign with the CHILD'S last name(s) where the duty person can see it. Parents are asked to remain in their cars while in line. Students are to remain in the assigned carpool holding areas and must be picked up through the carpool line. Parents are not allowed to pick up students from the buildings. The children's safety is of utmost importance at this time.

Morning Assembly

Morning assembly begins at 8:10 AM in the Family Center and opens the school day with community prayer and announcements.

Early Check Out

- If a student will be leaving school early, parents are asked to call the office or send a note that denotes the time of parent arrival. Student pick up is from the office between 2:45 - 3:00 PM. Early check outs are not counted as an absence or held against perfect attendance unless they exceed three (3) per school year. Special situations require the principal's approval. For student safety during normal dismissal, early check outs are not allowed after 3:00 P.M.
- Early check outs after 8:30 AM and before 2:45 PM are considered as partial absences. Class time missed will determine the percent of day considered absent.

Dismissal

Dismissal time can be very hectic. Please follow these dismissal rules.

- All parental messages are delivered to teachers via email. They receive the email between 2:45 and 3:10 PM. No messages are delivered after 3:00 unless it is an emergency.
- No parent is allowed to pick up a student from the classroom.
- Students who ride in cars are to be picked up in the carpool line. **NO EXCEPTIONS.**
- Students are not allowed to walk to a parked car or load in any area other than the carpool line.
- Students riding buses must follow the bus rules.
- Whenever it is necessary to change a student's normal dismissal process, the parent is to send a note to the office that morning explaining such change.
 - **Bus Changes:** If it is a bus change, the request must state the reason for the change and detail the exact process for dismissal including fellow student name, if appropriate, bus # changes, and new drop off point. This request must have the principal's approval before the bus driver will accept the student on the bus.
 - **Carpool Changes:** If it is a carpool change, written authorization sent with the child that morning should detail all information concerning the change. If the person picking up the child is not on the Emergency Contact List, the student will be sent to the office for pick up at which time a driver's license must be presented, a copy made for office records, and the child signed out on school forms before the child will be released. If an emergency occurs during the day, the written authorization can be faxed to the office. Phone calls will only be accepted in dire emergencies.

Bell Schedule

Students are dismissed according to the following schedule:

1st bell – 3:25 PM – Bus, 2nd bell – 3:27 PM – Extended Care, 3rd bell – 3:30 PM - Carpool

Attendance

It is the responsibility of the parents to encourage students to establish a good school attendance record. Every school day is important for the child to be successful in classes. By state law, a student must be present a minimum of 160 days to be eligible to receive credit for courses taken. Excessive check outs from school or late arrivals to school are considered in this count. Excessive absences may result in a child's repeating the current grade. Extended personal illnesses need written documentation by a physician and extenuating circumstances need to be verified in writing. Approval by the principal is necessary to be considered as excused absences.

Students are expected to be present for exams. (If a student has plans to be absent during the time exams are administered, the parents must contact the school in writing with specific reason stated. The administration and teachers will determine when the exam(s) will be taken.) Exams will not be administered prior to the testing period. It is the responsibility of the student to see that work missed due to any absence is completed.

Absences

Parents are to notify the school office by phone (225-261-5299) before 8:10 AM if the student will be absent from school. When calling, parents should leave the following information on the answering machine or with the receptionist: the child's name, grade, teacher, date, and reason for absenteeism or tardiness. Parents should not be negligent in following through on this obligation, as this measure is to ensure the child's safety.

When the student returns to school following an absence, a parental letter or doctor's note explaining the reason for the absence is needed so that the absence is recorded correctly as either "excused" or "unexcused". An absence is automatically considered unexcused if the student returns to school without presenting a parent/doctor note within 48 hours of the return to school. If a child is absent from school, he/she is not eligible to participate in any after-school activities on the day of the absence.

Doctor's Certificate

A doctor's certificate or a written clearing from a public health center is required for return to class by a student after any contagious illness or after the student has been absent five consecutive days.

Excused Absences or Tardies

Absences or tardies are excused (with written verification when the student returns) for the following reasons: personal illness, death or emergency in the immediate family, appointments with written verification, school sponsored activities, and extenuating circumstances with principal approval. To request principal approval for extenuating circumstances, the parent is to submit the appropriate form (available in the school office) at least three (3) days prior to the first missed school day. The office will contact the parent as to approval of the absence.

An excused absence still counts against the student's attendance record. However, the student is allowed to make-up class work, assignments, and tests. It is the responsibility of the student to make arrangements, the day the student returns, with the appropriate teacher(s) to make-up all work. Following the return to school, a minimum of one (1) school day for each day of absence is allowed for make-up work. Work not completed or tests not taken within the allowed time frame are graded as incomplete. Arrangements will be made with students who have extended excused absences. Work is not provided ahead of time to students who are out of school. Students who are out due to vacations are to take home books and materials.

Unexcused Absence or Tardy

An absence or tardy is considered unexcused when written verification is not presented and approved within 48 hours of the student's return to school. Make up work must be completed for an unexcused absence or tardy. Work is not provided ahead of time to students who are out of school. **The school considers an unexcused absence or tardy as a serious disruption of the learning process.**

Bus Transportation

Bus transportation is administered through the Central Community School System. They are responsible for making decisions regarding eligible riders, and pick up and drop off stops. Requests for transportation go through the school office, where they are forwarded to the Central transportation office. Students who do not live in the Central school district may be denied transportation. Any student who fails to obey the bus safety rules and general behavior policies may jeopardize further use of the bus system and is subject to the school handbook discipline policies.

Cell Phone Policy

Students are allowed to have cell phones on campus as a safety measure extended to parents for use outside of school hours. **Cell phones are to remain in the book bag, in the off mode during school hours, 8:10 AM - 3:30 PM with no ringing, alerting, texting, answering of calls or email, playing of games, posting to social media or taking pictures/videos.** Cell phones may only be used on campus outside of school hours with adult permission. Abuse of this policy will result in conduct points being deducted, and may result in confiscation of the phone, parent pick up of the phone from the school office, loss of cell phone privileges, and/or the assigning of a referral. When phone service is necessary during the school day, students must come to the office for permission to use the school phone.

Communications

Kaleidoscope Connection

The Kaleidoscope Connection is a weekly parent bulletin used to communicate office, school, and parish community information. It is available online (www.stalphonsusbr.org) each Thursday school day after 3:30 PM, as well as being posted on Parents Web under newsletter, resource documents. Most information, including the cafeteria menu and calendar can be accessed on the school website. Information included in this bulletin must be approved by the principal and be submitted by 10:00 AM Wednesday mornings. The custodial parent receives this information unless other arrangements have been made. Families without Internet access should contact the school for paper copies of such information.

School Telephone / Email

School contact numbers are: Phone 225-261-5299, FAX 225-261-2795

School web address: www.stalphonsusbr.org

Employee emails are listed on the web site.

Thursday Envelope

Graded papers or grade sheets are sent home every Thursday in K – 4th grades and parents are to sign and return by Monday of the next week. In 5th – 8th grades, graded papers or grade sheets are sent home every Friday. Parents are to sign and return by Tuesday of the next week. Each student has the responsibility to return papers signed. Parents, please cooperate with this responsibility as this will result in points deducted from your child's conduct grade. Comments to teachers are welcomed at this time. The custodial parent receives this information unless other arrangements have been made.

School Broadcast System/RenWeb Email

School Reach Messaging Center and email will be a major format for communication of general and emergency information. Each family must keep their contact information complete and updated with the school office to insure that primary and emergency numbers as well as emails are accurate.

Confidentiality

All school records are confidential and are released only to authorized persons upon written request. Records may also be viewed by the child's teacher and school administrative staff. Information entrusted to teachers or staff is kept confidential so long as no one's life, health, or safety is at stake. Parents will be notified of teacher concerns.

Discipline

Discipline Philosophy

It is the philosophy of this school that every student has the right to receive an education in a climate conducive to learning. Each student is entitled to a safe and orderly learning atmosphere, both physical and emotional, and to a firm, fair treatment in relation to school life. The school and the home must share the responsibility in providing an environment for educational growth. By following the rules and guidelines, all students will have the opportunity to achieve their fullest potential. Unacceptable student conduct distracts from the learning process. Since good behavior is necessary before an instructional program can be fully effective, an organized system must be implemented to enforce discipline. A school wide responsibility system of discipline, grounded in respect for the dignity for all, is used at St. Alphonsus School. The program is based on a 100 point grading system. It serves as a supplement to classroom rules and procedures and conveys the expectation that academic performance is a top priority.

Discipline Action

Disciplinary action taken to deal with misbehavior depends on the severity of the offense. Each student will receive a conduct grade of 100 at the beginning of each week. Depending on the inappropriate behavior, points will be deducted from the beginning grade of 100. If a student receives a conduct grade of D or F during the week, he or she will be given a referral through RenWeb and parents will be notified via email as well as a paper copy to be signed by the student and the parent. The referral will need to be returned to the homeroom teacher the following day. The deductions of points for inappropriate behaviors are as follows:

The following behaviors will result in a

1 point reduction:

1. Talking/Blurting out
2. Out of seat without permission
3. Making noises
4. Not following directions
5. Not paying attention

The following behaviors will result in a

3 point reduction:

6. Throwing objects
7. Not having class materials
8. Disrupting class

5 point reduction:

9. Misbehavior in cafeteria
10. Willful disobedience
11. Not keeping hands and/or feet to self
12. Inappropriate behavior during assembly
13. Unnecessary roughness
14. Misbehavior in bathroom
15. Out of designated areas
16. Unsigned graded papers/responsibility folder
17. Misbehavior during carpool or bus

The following behaviors will result in a **10 point** reduction:

18. Unapproved electronic devices or cameras on campus (First Offense)
19. Misbehavior during Mass/Religious service
20. Damage to classroom materials
21. Misbehavior during a disaster drill
22. Arguing with others/Name calling
23. Chewing gum

The following behaviors will result in a **20 point** reduction:

24. Inappropriate language
25. Talking back/Disrespect
26. Taking someone else's property
27. Giving false information/Not telling the truth
28. Other: # of points will be determined

Cell Phone/Social Media Violations

29. Phone rings or alerts while inside book bag – **10 pts.**
30. Unauthorized use of cell phone (which includes being out of book bag during the school day) – **20 pts.** (1st Offense)
 - 2nd Offense of #30 will result in automatic F in conduct, as well as phone will be turned into the office and a parent or guardian will be required to pick up the phone.
31. Social Media Handbook Policy Violation – Administrator's Discretion

- Any repeated offense of any behavior will result in points being deducted for willful disobedience.

After care, club meetings, and athletic practices are a considered a continuation of the school day and responsibility folders may be marked.

- All allegations of harassment and threats of violence will be taken seriously and promptly investigated.
-
- See SAS Student Handbook for more information (“Principal’s Discretion on Discipline”)

Failure to turn in responsibility folder will result in automatic F in conduct for the week. There will be a \$2.00 fee to replace folder. (Second loss of folder will result in F in conduct and Detention/Saturday Devotion.)

Detention/Saturday Morning Devotion will be a result of (but not limited to) the following behaviors:

D or F in conduct

Cheating

5 Uniform infractions

Repeated defiance in behavior

Fighting

Saturday Morning Devotion: Saturday Morning Devotions are held on Saturday mornings from 8:30-9:00 AM for students in grades K-2 and 8:30 – 9:30 AM for students in grades 3-8. A \$1.00 per minute late fee will be charged for each minute a student remains at school after the designated pick up time. Students will be supervised by St. Alphonsus School faculty. Failure to report to Saturday Morning Devotions will result in another Saturday Morning Devotion. Both must be served.

1 Referral to the Office = after school detention

2 Referrals to the Office = Saturday devotion

3 Referrals to the Office = a one day suspension.

4 Referrals to the Office = two days suspension

5 Referrals to the Office = discretion of administration

Suspensions:

Suspensions can be in or out of school at the discretion of the administration.

NOTE:

- 1.) A suspended student will be required to make up missed work, but will receive a grade no higher than an “80%” for all class work, tests, and quizzes missed during the time of suspension.
- 2.) If a student qualifies for a 3rd suspension, he/she may be asked to withdraw from school or be expelled.
- 3.) Any suspension not attended requires a doctor’s written excuse.

➤ **Out of School Suspension**

It may be necessary to require that a student remain out of school for a given number of days that will be determined by the seriousness of the incident that led to the suspension. The parent is to accompany the student to school in order to readmit him / her following an out of school suspension.

➤ **Probation**

All new students are on a general probation for the entire school year. It may be necessary for new and current students to be placed on disciplinary probation status as a result of behavior or suspensions. Any probationary status will result in a review of the student’s progress or lack of progress to determine eligibility to return to St Alphonsus School.

➤ **Search and Seizure**

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

Two (2) or more school officials may search students(s), his/her belongings (including, but not limited to, locker, handbag, briefcase, book bag) if the administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

Strip searches shall not be conducted.

Expulsion

Three suspensions make a student liable for expulsion. For a very serious reason, a student may be expelled after a single violation.

Harmful behavior

This school commits itself to handling student behavior that is harmful, threatening, or implicates harm to another. Diocesan policy is followed and when necessary, local law enforcement officers are called.

Bullying/Harassment

Bullying is repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm. Attacks may occur face to face, publicly or privately, or through the use of technology and social media (i.e., including but not limited to text messaging, emailing, Facebook, etc).

Harassment is defined as unwelcome, offensive, on-going conduct, whether physical or verbal, by a knowing or willing participant that is directed toward another person or group with the intent to cause harm, including anxiety or emotional stress.

Hazing is a form of harassment. Hazing is defined as any intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, and athletic team sponsored or supported by the school.

If any form of bullying/hazing/harassment takes place off campus by a St. Alphonsus School student and the effects of this bullying/hazing/harassment are brought to our campus, the school reserves the right to take action.

Disciplinary Probation

If a student is placed on disciplinary probation as a result of serious misbehavior or number of detentions or suspensions, the probationary status will result in a review of the student's progress or lack of progress at the end of the probationary period. The result of the review is to determine eligibility for continued attendance at St Alphonsus School for the current year or acceptance of student to St. Alphonsus School for the following school year.

Off Campus Behavior Policy

The student is a St. Alphonsus student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Students must conduct themselves both on and off campus in a manner consistent with the beliefs of our Catholic faith and with the mission, philosophy and policies of St. Alphonsus Catholic School as set forth in the Parent-Student Handbook. Violations of civil or criminal law or other conduct that causes discredit to St. Alphonsus Catholic School or that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of St. Alphonsus Catholic School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion. Decisions

concerning consequences for this type of misconduct will be made by the administration in consultation with the Pastor.

Diocesan Substance Abuse Policy

Schools are required to include this Diocesan Substance Abuse Policy in the school's handbook of policies and it must be adhered to.

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited.

Tobacco and Smokeless Tobacco: If a student is found to have in his or her possession any tobacco product on school grounds or at any school related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

Alcoholic Beverages: If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Prescription or Over-the Counter Drugs: If a student is found to be in possession of, to have provided or sold, a prescription or over the counter drug to another person on school grounds or at any school related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Illegal Drugs: An illegal drug is any drug, the possession of which is prohibited by federal, state or local law.

If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to suspension or expulsion.

If a student is found to have provided or sold, an illegal drug to another person on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

Principal's Discretion on Discipline

By no means is the above section on discipline considered all inclusive. Enforcement of these policies and interpretation of the school discipline code remains at the discretion of the principal. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Dress Code

Our school uniform identifies our students as members of the St. Alphonsus School community. Adherence to the dress code goes beyond the actual items of apparel to the proper wearing and respect for the school uniform. Students not in adherence to the dress code are given a uniform infraction. Violations of the dress code are to be immediately addressed. Dress code infractions can result in disciplinary referrals/point deductions from weekly conduct grade. If there is a special situation that prevents a student from wearing any part of the uniform, the student is to bring a parental note to the office explaining the situation and a specific date when the violation is to be rectified. Approval of the principal is necessary in these situations.

Students are to be clean, neat, modest, and well groomed. The uniform is to fit properly and be in good condition. Outer wear (sweatshirts, jackets, and such) are not to be tied around the waist. Shirts/blouses are to be tucked in and skirts and pants are to be worn at the waist. The uniform is not to be violated, damaged, or destroyed in any way. All clothing and articles are to be permanently labeled with student's name. All shirts, pants, shorts, skirts, and jumpers must be purchased from specified vendors only. Uniforms are not to be modified in any way. Only authorized school monogramming is acceptable on any clothing or items which display the name of the school. Other monogrammed items must be approved by the school administration before being worn on campus. The principal or her designee shall be the final interpreter of the dress code.

School uniforms can be purchased at the following locations:

Inka's S'Coolwear, 3458 Drusilla Lane, Baton Rouge, LA 70809, (225) 922-9495

School Time, 7745 Jefferson Highway, Baton Rouge, LA 70809, (225) 926-5371

Young Fashions Uniform Outfitters, 11111 Coursey Blvd, Baton Rouge, LA 70816 (225) 766-1010

Cross Threads, 11535 Sullivan Road, Baton Rouge, LA (225) 262-0104

Uniform Requirements

Please read these regulations carefully. One parental responsibility is the purchase of the required school uniform. If you have any questions on the interpretation of these requirements, please ask before you purchase. In fairness to all, these regulations will be strictly enforced.

Uniform Code for PK3 2017 -2018

Girls	<ul style="list-style-type: none">• Navy blue t-shirt with white SAS logo purchased at the uniform vendors• Elastic waist solid navy shorts or elastic waist plaid shorts purchased at the uniform vendors• Elastic waist solid navy pants• Plaid jumper purchased through the uniform vendors (solid navy or plaid shorts purchased through the uniform vendors must be worn under the jumper)• White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper Solid white socks that cover the ankles completely• VELCRO tennis shoes only – Any brand of tennis shoe. Acceptable colors or black, white, grey, navy or any combination of the four colors listed. <i>No other colors may be present on the shoe</i>• Navy or white tights/leggings may be worn under the shorts during cold weather• Sweatshirts/Jackets/Heavy Coats – See Uniform Code for Girls• SAS Sweatpants may be worn to school on days the temperature is 50 degrees or below. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt.
Boys	<ul style="list-style-type: none">• Navy blue t-shirt with white SAS logo purchased through the uniform vendors• Elastic waist solid navy shorts purchased through the uniform vendors• Elastic waist solid navy pants purchased through the uniform vendors• Solid white socks that cover the ankles completely• VELCRO tennis shoes only – Any brand of tennis shoe. Acceptable colors or black, white, grey, navy or any combination of the four colors listed. No other colors may be present on the shoe• Sweatshirts/Jackets/Heavy Coats – See Uniform Code for Boys• SAS Sweatpants may be worn to school on days the temperature is 50 degrees or below. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt.

ARTICLE	2017 - 2018 Uniform Code for PK4 – 8 th Grade Girls
Skirt/Jumper	<ul style="list-style-type: none"> • PK4 – 5th Grade Girls: . (must be worn on Mass day or dress uniform days designated by administration.) • Plaid Jumper or skirt with hem length no more than 3” from floor when kneeling • Solid navy or plaid (from uniform vendors) must be worn under the jumper. • Kaleidoscope patch is worn on left front of jumper. 6th – 8th Grade Girls: <ul style="list-style-type: none"> • Plaid skirt with hem length no more than 3” from floor when kneeling. • Solid navy or plaid (from uniform vendors) must be worn under the skirt.
Blouse	<p>PK4 – 5th – White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper but not required.</p> <p>PK4 – 8th – White banded, polo-style shirts, short or long sleeve, with an elastic band at the waist with SAS logo on left front.</p> <p>Only a solid white t-shirt with no writing is allowed to be worn under the uniform shirt. T-shirt sleeves cannot hang below shirt sleeve.</p>
Pants/Walking Shorts/belts	<p>PK4 – 8th (shorts cannot be worn on Mass day or dress uniform days designated by administration)</p> <ul style="list-style-type: none"> • Solid navy or plaid walking shorts bought from the uniform vendors. Shorts must be worn with banded uniform shirt. • Shorts must be no more than 3” above floor when kneeling. • Solid navy blue pants or shorts must be worn at the waist. • Brown, black, and navy belts are required if the item has belt loops in grades 1 – 8.
Socks/Tights	<ul style="list-style-type: none"> • Solid white socks that must cover the entire ankle. • Solid white, black or navy tights/leggings may be worn under jumpers, skirts, and shorts during cold weather.
Shoes	<ul style="list-style-type: none"> • Any brand of tennis shoes with traditional laces. • Acceptable colors are: black, white, grey, navy or royal blue. Shoe must be predominantly one color with accent colors (only the approved colors may be present anywhere on the shoe). • No patterns of any kind. • No high tops. • PK-4 MUST HAVE VELCRO
Sweatshirts (may be worn in classrooms)	<ul style="list-style-type: none"> • Navy sweatshirt with St. Alphonsus lettering purchased through uniform vendors • Athletic sweatshirts purchased from Crossthreads. (This will be available to purchase 1 time per school year) • 8th Grade students may wear their mobile classroom sweatshirt purchased through the school. • No other sweatshirts are allowed at any time.
Sweatpants	<ul style="list-style-type: none"> • Students will have the option to purchase uniform sweatpants through the uniform vendors. • SAS Sweatpants may be worn to school on days the temperature is 50 degrees or below. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt.
Jackets (may be worn in classrooms)	<ul style="list-style-type: none"> • Solid navy jackets with no logo or writing that zips open completely in front. • Northface type jackets are not allowed.
Heavy Coats / outerwear / jackets (may not be worn in the classroom)	<ul style="list-style-type: none"> • Any heavy overcoat, including those with heavy lining or padding, are considered outerwear and may be worn on exceptionally cold days for outside use only. • NOT ALLOWED: Professional and college team jackets, military, camouflage, or hunting coats.

PE Uniforms	<ul style="list-style-type: none"> • No PE uniform is required for Pk3 – 4th grade. • 5th – 8th must wear PE shirt and shorts must be purchased through the uniform vendors. • All grade levels must wear athletic shoes for PE.
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ARTICLE	2017 – 2018 Uniform Code for PK4 – 8th Grade Boys
Shirt	<ul style="list-style-type: none"> • Grey knit collared polo shirt, short or long sleeves, with kaleidoscope emblem. • Only a solid white t-shirt w/no writing is allowed to be worn under the uniform shirt. Sleeves may not hang below shirt sleeve. • Shirts must be tucked into pants.
Pants/Shorts	<ul style="list-style-type: none"> • Solid navy blue pants or shorts must be worn at the waist. (Pants must be worn on Mass days or dress uniform days designated by administration. Shorts are not allowed on Mass days or dress uniform days designated by administration.) • Brown, black, or navy belt must be worn at all times in grades 1-8.
Shoes	<ul style="list-style-type: none"> • Any brand of tennis shoes with traditional laces. • Acceptable colors are: black, white, grey, navy or royal blue. Shoe must be predominantly one color with accent colors (only the approved colors may be present anywhere on the shoe) • No patterns of any kind. • No high tops. • PK-4 MUST HAVE VELCRO
Socks	<ul style="list-style-type: none"> • Solid white socks that must cover the entire ankle.
Sweatshirts (may be worn in classrooms)	<ul style="list-style-type: none"> • Navy sweatshirt with St. Alphonsus lettering purchased through the uniform vendors. • Athletic sweatshirts purchased through Crossthreads. (This will be available to purchase 1 time per year.) • 8th Grade students may wear their mobile classroom sweatshirt purchased through the school. • No other sweatshirts are allowed.
Sweatpants	<ul style="list-style-type: none"> • SAS Sweatpants may be worn to school on days the temperature is 50 degrees or below. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt. The school uniform shirt must be tucked in the sweatpants at all times.
Jackets (many be worn in classrooms)	<ul style="list-style-type: none"> • Solid navy jackets with no logo or writing that zips open completely in front. • Northface type jackets are not allowed.
Heavy Coats /Jackets (may not be worn in the classroom)	<ul style="list-style-type: none"> • Any heavy overcoat, including those with heavy lining or padding, are considered outerwear and may be worn on exceptionally cold days for outside use only. • NOT ALLOWED: Professional and college team jackets, military, camouflage, or hunting coats.
PE Uniforms	<ul style="list-style-type: none"> • No PE uniform is required for Pk3 – 4th grade. • 5th – 8th must wear PE shirt and shorts purchased through the uniform vendors. • All grade levels must wear athletic shoes for PE.

School sweatshirts or school approved jackets are not required items. However, only these items may be worn in the classroom during school hours. Sweatshirts must be worn over uniform shirts and do not take the place of the uniform shirt. All other outerwear must be removed when the student enters the buildings. All outerwear must fit the student properly.

Mass Day or Dress Uniforms

PK4 – 8TH Grade Girls – Girls must wear a jumper or skirt with the regular uniform shirt. Girls are also permitted to wear solid navy pants with the regular uniform shirt. **NO SHORTS OR SWEATPANTS ARE ALLOWED ON MASS/DRESS UNIFORM DAYS.** Only school approved sweatshirts are permitted to be worn in church.

PK4 – 8th Grade Boys – Boys must wear solid navy blue pants with the regular uniform shirt. The shirt must be tucked in the pants at all times. Boys in grades 1st – 8th must wear a belt. **NO SHORTS OR SWEATPANTS ARE ALLOWED ON MASS/DRESS UNIFORM DAYS.** Only school approved sweatshirts are permitted to be worn in church.

Spirit Dress - boys and girls - Pre-Kindergarten through 8th Grades

Spirit Dress is always the last Wednesday of the month. Any changes or additions to this will include a parent notification.

- **Spirit t-shirt** – Spirit shirts are purchased through the school. No other SAS shirts allowed. They may be worn with school uniform shorts (navy or plaid) or the following:
- **Jeans** – Long, solid blue color. No decorations, embellishments, writings, or prints, and must be worn at the waist. No dragging hemlines, rips, tears, frayed hemlines or seams. Girls must wear modest fit or relaxed fit jeans. **NO SKINNY JEANS.**
- **Belt** – Any belt of normal length, unless jeans have a full elastic waist. (PK3 - K do not have to wear belts)
- **Shoes** – Any low-quarter athletic shoe, **a closed toe shoe with a back**, or the school uniform shoes., ***No high tops, boots, or heels of any kind are allowed.***
- **Socks** – Regular uniform socks.

Hornet Fun Run, Fun Day, and Field Day Dress Code

- **T-shirt** – Students may wear the Hornet Run t-shirt for Hornet Run day as well as the Fun Day associated with the Hornet Run. Students may wear their Field Day t-shirt on Field Day.
- **Shorts** – **PK3 – 4th Grade** – Students may wear school uniform shorts or royal blue approved athletic shorts purchased through the uniform vendor. **NO OTHER ATHLETIC SHORTS ARE PERMITTED.**
5th – 8th Grade – Students may wear PE shorts or uniform shorts only. **NO OTHER ATHLETIC SHORTS ARE PERMITTED.**
- **Socks** – Any socks are permitted.
- **Shoes** – Any brand or color of athletic shoes are permitted. They must have shoe laces.

Hair Styles / Hair Accessories

Both male and female students must maintain their natural color hair. Dyed, colored, bleached, frosted, tinted, streaked, tipped, or highlighted hair is not allowed. Shaved heads (full or partial), rattails, Mohawks, or razor designs are not allowed. These are merely examples and not a complete list of what may or may not be considered conventional, conservative hair styles.

BOYS: Hair must be well groomed in a conventional, conservative haircut and of moderate length, height and thickness in the front, back, top and sides. Hair must be out of the eyes and must not reach the top of the eyebrows when pulled forward. Hair should not reach the shirt collar in the back, and the full ear must be visible on the sides without pulling hair behind the ears. Male students are to be clean-shaven.

GIRLS: Hair must be well groomed in a conventional, conservative haircut with hair out of the eyes. Hair accessories are to be simple and not distractive.

Jewelry / Embellishments

Girls are allowed to wear one small post earring stud, non-dangling, in the ear lobe, with only one earring per ear. Boys are not allowed to wear earrings. Students are allowed to wear one standard type watch (no toys or games), one conservative, inconspicuous ring, one religious medal or cross on a chain or cord, or a simple religious bracelet. No other jewelry is allowed. Scapulars are encouraged.

NO chokers of any type, religious or nonreligious, are permitted.

Embellishments – No other body jewelry is allowed. No body piercing or tattoos are allowed.

Makeup

Students are not to wear makeup or nail polish. As a privilege, **only 8th grade girls** may wear limited makeup: translucent foundation or powder, natural colored blush, a light neutral or barely pink lipstick or lip gloss. No eye makeup may be worn. This is a privilege for 8th grade girls, which if not followed to the letter, will be revoked.

Uniform Infractions will be given when a part of the uniform is missing or worn inappropriately. Students who accumulate 5 uniform infractions will receive a referral to the office which will result in a disciplinary action of an after school detention, a Saturday devotion, or in cases of continuous violation of the uniform policy, students may receive a suspension from school.

Administration reserves the right for further discipline action as seen fit.

Emergency Procedures

In case of an emergency, St. Alphonsus School follows the directives of the Catholic Schools Office. The school conducts emergency drills monthly. Emergency plans are in place for fire, tornados, shelter-in place and evacuations. At the given signal, all students and school personnel are to follow procedures for the specified emergency. All drills are conducted in silence for the safety of all students and personnel.

If school is called off due to dangerous weather, St. Alphonsus School follows the same directive in regard to inclement weather as the Central Community Schools System. Therefore, adhere to announcements made via radio and TV for the Central schools and through the East Baton Rouge Parish Emergency Radio Stations: 530 AM, 1150 AM, or 102.5 FM. Parents should monitor these stations for up-to-date information. Parents should not try to phone the school as this could tie up lines and prevent Civil Defense or the Diocesan office from reaching us. If it is possible, parents would be notified via the parent telephone broadcast.

Evacuation

In the event of an evacuation off campus, the school would notify the Diocesan Superintendent and the necessary civil authorities. First Student transportation from the Central Community Schools System would be requested. Students will be brought to safety as per the current emergency. Parents would be notified via the parent telephone broadcast, if possible. Parents would then pick up students at the safe evacuation area. (Kristenwood is our designated off-campus evacuation point unless otherwise noted.)

Shelter-In-Place

In some situations, authorities may direct us to remain on the school grounds and shelter-in-place. The following steps would be taken:

- All students will be brought inside.
- Doors, windows, and blinds will be closed and, if necessary, cracks or openings will be taped.
- Students housed in the courtyard buildings will remain in their classrooms. Students in the temporary classrooms will remain in the classrooms or be brought to the Family Center.
- Heating or cooling systems will be turned off.
- Administration will be directed by authorities from the Catholic Schools Office and the Central Fire Department.

Asbestos Management

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Operational Technologies of Baton Rouge inspect the schools in the Diocese of Baton Rouge. Our most recent self-inspection was conducted in July, 2015. A copy of this plan is in the office and available to the public.

Parent Telephone Broadcasts

Unless otherwise directed, an attempt will be made via telephone or text to notify parents of an emergency. It is imperative that we have correct emergency numbers on file.

Extracurricular Activities

Extracurricular activities are provided to students to enhance their personal growth and well-being. Students participating in extracurricular activities are held bound by all requirements and guidelines of each organization as well as the discipline plans of the school. Students and their siblings are not allowed to remain after school unsupervised. Parents are responsible for their child until the supervision of the teacher, moderator, or coach begins the activity. Any student who is present in the school building or on the grounds before supervision begins will be placed in the P.M. Extended Care Program and parents will be billed for the service. Infractions of this policy result in the student being removed from the activity.

- **Athletic Teams**

Under the direction of the athletic director, these activities include: Boys' and girls' basketball, boys' football, girls' volleyball, track, and cheerleaders.

- **BETA Club**

This club is by invitation only to our 7 and 8 grade students.

- **Choir**

Open to 3 to 8 graders.

- **Drama Club**

This is for 6, 7, and 8 graders.

- **God's Helping Hands**

Open 3 to 8 graders.

- **Instrumental Band**

4 through 8 graders

- **Quiz Bowl**

This activity is open to 5-8 students.

- **Spirit Club**

This club is for 8 grade students only and promotes school spirit.

- **4-H and Cloverbuds**

Cloverbuds is open to K to 3 graders. 4H is open to 4 to 8 graders.

Field Trips / Mobile Classrooms

Classes are permitted to participate in educationally sound field trips/mobile classrooms. Teachers will send home details of the trip and proper dress regulations. Students are permitted to attend only if parents complete, sign, and return the permission forms and bring in the necessary payment on time. No verbal permission is accepted. Faxed permission forms are accepted.

Participation in field trips/mobile classrooms is a privilege, not a right. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Students whose permission forms or payments are not received on time may have these privileges revoked. The Parent / Student Handbook, specific rules, and trip directions are to be followed at all times. Offenders may not be allowed to participate in future trips. The school acknowledges that parents have the right to refuse to allow their child to participate in trips off campus. However, this is a student day; therefore, any student who opts out of participation or who has not obtained the proper permission must report to school.

At times, additional chaperones are needed when students leave campus. Adults must have completed the Child Protection process of the diocese to be chaperones. No parents are allowed on field trips without this certification. The number of chaperones

allowed to attend field trips is at the discretion of the teacher.

Younger siblings or other children are not allowed on these trips. Proper dress codes must be followed and only acceptable food items may be brought. Chaperones must adhere to the rules designated for all while on the trip. If private vehicles are used, the owner must provide proof that the automobile has a minimum of \$100,000/300,000 insurance coverage.

Grading System / Promotional Policy

Teachers employ various forms of assessments to measure student understanding of material taught. The following is the school wide percentage scale.

Academic Grading Code

A	100 - 93	Outstanding achievement
B	85 - 92	Above Average achievement
C	75 - 84	Average achievement
D	67 - 74	Below Average achievement
F	66 - below	Unsatisfactory achievement

On the report card, a letter grade will have an equivalent in quality points on a four-point scale.

A=4 B=3 C=2 D=1 F=0

Quality points for the nine week periods will be averaged to determine final marks.

Progress Reports

Mid-quarter progress reports are issued to inform parents of the student's progress since the last report card. These reports will be emailed to the parents. Paper copies will not be sent home unless arrangements have been made through the office.

Report Cards

Report cards are distributed to the students at the end of every quarter (9 weeks). Report card envelopes only are required to be signed and returned to the homeroom teacher within three days.

Parent / Teacher Conferences

Regularly scheduled Parent / Teacher Conference Days are included on the school calendar. Notification is sent home with the first report card. A student who has a "D" or "F" average in a subject or conduct grade will have a conference scheduled.

Notification for the second conference is sent home in the 3rd quarter. A student who has a "D" or "F" average in a subject or is in danger of failing the year will have a conference scheduled.

Parents may schedule conferences at any time during the school year by contacting the teacher. Parents are asked to arrange conferences during school hours according to the individual teacher's schedule. Before or after school conferences are at the teacher's discretion. No teacher is expected to have an unscheduled conference. Conferences always need to start with the teacher. Please respect this protocol and allow the teacher to have the initial response to a question or situation before contacting the administration.

Promotion

A student failing two (2) major subjects will automatically fail for the year. Failure of one major subject will result in conditional promotion provided the subject is remediated in an approved summer school or tutorial program approved by St. Alphonsus School administration.

Major subjects are:	<u>K – 3rd grades</u>	<u>4th – 8th grades</u>
	Religion	Religion
	Reading	Reading
	Math	Math
	Language Arts	English /Language Arts
		Science
		Social Studies

Students' grades must average to a full 1.0 without a 4th quarter failure in order to pass for the year. Students who fail the 4th quarter, fail the year in any subject, regardless of final average.

Quality points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0. To participate in graduation activities, 8th graders must pass all major subjects.

Eighth Grade Promotion

Eighth grade students graduate in caps and gowns for which there is a fee. The ceremony includes Mass and presentation of diplomas. Students are to dress appropriately for the occasion. All financial obligations must be paid, responsibilities to the school (library books, sport uniforms, textbooks, etc.) must be cleared, and all subjects passed before a student receives his cap and gown and is given permission to participate in graduation activities.

Kindergarten Promotion

The Kindergarten class has a fun day and picnic to celebrate their promotion. All financial obligations must be paid before a student is allowed to participate.

Homework

Homework is important! It is an extension of the learning that takes place in school. Students in grades 1st – 8th are responsible for writing daily homework assignments in their assignment pad and for having completed homework in class on the due dates. All assignments are to be completed and turned in on time. Work must be neatly done. The amount of homework a student has depends upon his or her progress in school. Homework includes written and study work as well as Accelerated Reader reading and constitutes a portion of the students' grade. It is the student's responsibility for making up homework due to being absent or tardy. Sports or extracurricular activities do not excuse incompleteness of assignments. Each student is to have a book bag for transporting books, notebooks, and such. No books are to be taken home unless they are in a book bag / backpack for protection.

Individual Needs

Diocesan schools are addressing Section 504, Title V. “Guidelines for Catholic Schools in the State of Louisiana” have been developed and disseminated to all Catholic schools in the state, and in-service training has been provided to all faculties in all schools in order to implement the guidelines. St. Alphonsus School has adopted the following Diocesan approved policy statement:

St. Alphonsus School attempts to meet the needs of students with diagnosed disabilities within our school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs are considered beyond our ability and cannot be incorporated.

Parents must provide a copy of the child’s education/psychological evaluation to the school, and the school will make reasonable, minor adjustments/interventions in regular classroom activities.

We do not have the auxiliary staff to provide oral testing. For examples of minor adjustments that we are able to provide, please contact the Guidance Counselor.

Reading Resource

St. Alphonsus School has an established reading resource program. Students with reading difficulties can be screened for the program through a recommendation of a parent or a teacher. The program requires an additional fee and is taught by personnel certified in the Susan Barton Reading and Spelling Program.

Speech

Special education services offered through the Central Community Schools System are scheduled through the administration after approval has been attained. With administrative approval, private speech pathologist will be allowed to work with students during the school day upon completion of the Diocesan Child Protection policies.

Home and School Association

The purpose of Home and School is to promote communication, good will and cooperation among parents, faculty, administration, school board and the parish of St. Alphonsus. It also provides leadership and coordination of activities for the purpose of service, special functions, educational programs, and/or fund-raising. It exists solely for the benefit of the school and is structured in a way to best meet those needs.

All parents and guardians of the students of St. Alphonsus School are required to be members of this association. Dues are collected annually as part of registration fees. Parents are asked to participate in various activities.

Lunch / Breakfast Program

The school cafeteria staff provides nutritious, well-balanced meals daily. The cafeteria is on a computer system. Each child is issued an account number. This account is a pre-paid debit account, not a charge account, and all funds deposited in the account are debited for lunches as well as extra sales. Student account balances must be current to continue with purchase of any cafeteria meals or other items. Meals can be free or at a reduced price for families in financial need. Parents should apply for this program, through the cafeteria manager, at the beginning of the school year or when financial difficulties occur. The Child Nutrition Program of the Diocese of Baton Rouge regulates the fees, menus and serving portions. The cafeteria also provides breakfast for students in the Before School Program and a snack for those in the After School Program. Students in 3rd-8th grades are allowed choices. Extra juices, milk, lunch items, ice cream, etc. are available for an extra fee for students in certain grades. No outside restaurant food, soft drinks, or peanut products are allowed in the cafeteria. Parents are encouraged to have lunch with their children. When you choose to do so, contact the cafeteria by 9:00 a.m. The cafeteria has been directed by the Child Nutrition Program of the Diocese of Baton Rouge to discontinue serving lunches to families who are delinquent in payment.

Medication / Health Issues

Students are not allowed to keep medicine with them during the school day. All medicines must be kept in the school office. Medicine is to be administered to the student in the presence of a staff member or teacher with written and signed instructions from a doctor and the parent. Medication must be in the original container or in the container from the pharmacist or doctor. The child's name must be clearly marked on the container. This procedure must also be followed for any over-the-counter medication prescribed by the doctor, such as cough syrup, Tylenol, etc.

Students should be free of fever, vomiting, diarrhea or other symptoms for 24 hours prior to returning to school. Students diagnosed with strep throat are to be on antibiotics for 24 hours before returning to school. Parents are notified in case of an injury or emergency at school.

Medications at School

If a child must take medications at school, a parent should follow these rules:

- The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label should have the name of the student, name of the medication, dosage, and the specific time it is to be given at school.
- The medicine must be accompanied by a medical permission form signed by the parent and by the student's physician with specific instructions for administering the medication.
- The student will bring the empty bottle home with him/her, and the parent will be responsible for returning the medicine for the next school day.
- To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location.
- Parents are to inform their child(ren) to report to the office at the appropriate time for medication.

Medications on Field Trips

Medications normally administered at school may be administered by a teacher while on a field trip under the following conditions:

- The medication section of the field trip permission form must be completed and returned prior to the day of the field trip.
- A parent must deliver the medication in the original prescription container to the teacher in charge of the particular grade level involved on the day of the field trip.

Immunizations

It is important for vaccinations to be current. Please contact your physician for further information regarding when vaccinations are given. It is mandatory that every child entering a Louisiana school for the first time receive a second dose of measles vaccine, using combined measles - mumps - rubella (MMR) vaccine, the Hepatitis B vaccine and the chickenpox vaccine.

Minimum requirements for first time students to St. Alphonsus School:

- 4 DPT and 3 Polio - the last of which must be given after the 4th birthday
- 2 MMR - the second dose between 4-6 years of age OR an out of state student must have the second MMR
- Hib vaccine before the 5th birthday.
- 3 Hepatitis B
- 1 chickenpox (varicella)

Head Lice (Pediculosis)

If lice/nits are found in a child's hair, a parent will be called, and the child must leave school immediately. Before returning to school, any student with head lice must:

- be satisfactorily treated as recommended by your family physician, or with an alternative lice treatment, such as a lice shampoo available at local pharmacies,
- be completely free of lice eggs (nits) in the hair before being readmitted to the classroom. Proof of treatment is required.

Parties / Gifts Delivered / Invitations

Parties and school sponsored holiday activities are arranged through the room mothers according to a specific schedule for all grades. Parents of students with birthdays may provide an individual treat for the class. Cakes and/or cookie cakes must be precut. The teacher will oversee the distribution of these treats. Students are not to exchange gifts at school.

The school will not accept delivered flower arrangements, balloon bouquets, gifts, etc. to students. Please do not have these delivered to the school.

Birthday party invitations may be passed out at school ONLY if the entire class or all of the students of one gender are invited (all boys or all girls) and if the distribution of these invitations causes no class disruption. Teachers must be notified before the day of distribution.

Principle of Subsidiary

In keeping with the principles of subsidiary, problems should be solved at the lowest level whenever possible. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

Release of School Records

All financial obligations must be cleared with the school, a release form signed by the parents in the school office, and a request for grades received by mail or FAX from the next school before school records are released. School records will not be released to parents.

Religious Education

A fundamental premise in religious education is that parents are the primary educators of their children. St. Alphonsus School supports and assists parents in this endeavor. The core of education at this school is our Catholic faith. It is the reason the school exists.

Catholicity permeates the curriculum. We are seriously committed to incorporating religion into the daily lives of our students. The children not only learn the tenets and doctrines of their church, but also how to live those tenets and make them come alive with the love of Christ. We strive to nurture children in the teachings of the Catholic Church through scripture, music, prayer, service activities and meaningful liturgy. To achieve this goal, classes participate in age appropriate activities and grade level retreats. The school sponsors service projects and supports the Batahoula Mission in Nicaragua and the St. Vincent de Paul Food Bank. There are many opportunities to share blessings and to reach out to others in local and global ways.

Our students help prepare and participate in all school liturgies during the year as well as the Living Rosary, the Christmas Nativity, the Living Way of the Cross, and the May Crowning of Mary. Parents are always welcome to worship with us at these events.

First Reconciliation / First Eucharist

Students in second grade are prepared for the reception of First Reconciliation and First Eucharist. A child is neither forced to receive the sacraments, nor prohibited from doing so once he/she has begun to show an understanding and appreciation of the basic values involved. Parents, in consultation with a member of the parish staff, decide when this realization occurs for an individual child. When a child is able to understand the basic concepts of our faith regarding sin and the difference between ordinary bread and the Eucharist, he/she is welcome to receive these sacraments.

Parents have a right and an obligation to participate in the formal preparation of their child. To help parents accept and accomplish this responsibility, parent seminars are offered for each of these sacraments and attendance is required. Children learn their habits of frequent reception from their families. Parents are asked to support their children by encouragement and example.

Catholic Human Sexuality and Morality

Upon recommendation of the Office of Religious Education of the Diocese of Baton Rouge, instruction in Catholic Human Sexuality and Morality is part of the religion curriculum. Catholic young people need and have a right to know the positive values we hold as a faith community regarding God's gift of human sexuality. To help instill and support these values in our young people, William H. Sadlier, Inc. and the Archdiocese of St. Louis have developed a program used in 4th through 8th grades, God's Own Making: Catholic Values of Human Sexuality. This program respects the role of parents and focuses on the Catholic values that help to form the gift of our human sexuality. Weekly information is sent home to the parents in January when the program is covered.

School Board

The St. Alphonsus School Board is comprised of the pastor, principal, parish executive director and board members. The board members are voted on by St. Alphonsus Parishioners. They are elected for a three-year term. Members are eligible to serve no more than two (2) consecutive terms. The board serves as an advisory unit to the pastor and principal. The board meets monthly from August - June. To be placed on the agenda, contact the president no later than one week before the meeting.

School Hours

School hours are 8:10 AM - 3:30 PM. Students are not to arrive on campus before 7:45 AM unless they are enrolled in Before School Care. Students are to be picked up in carpool before 4:00 PM. After School Care supervises students until 6:00 PM.

Student Files

The following are the documents kept in each student's file: academic transcripts, academic testing, application forms, copy of the birth certificate, copy of the social security card and an emergency sheet. The parents must sign a release form in the school office before a student file is sent to a requesting school. Only the contents of this official file will be forwarded to a new school.

Visitors to Campus

All visitors must report directly to the school office to sign in and obtain a visitor's pass before entering any building on campus. Visitors to campus are not allowed to go directly to the classrooms.

Technology

Acceptable Use Policy

St. Alphonsus School intends that all electronic equipment, property, Internet access, Internet service providers, hardware and/or software, be used for purposes consistent with the mission and educational goals of our school. St. Alphonsus School has taken precautions to prevent access to materials that are not in accordance with those missions and goals. Nonetheless, those precautions in no way diminish each user's responsibility to act ethically and to conform to school policy. All students and parents are asked to read and agree to the Acceptable Use Policy. By signing the Acceptable Use Policy, the parents and student acknowledge that they understand the policy and agree completely to the terms and conditions contained therein. Any student who fails to conform to this policy will be subject to disciplinary action, which may include suspension or dismissal.

1. Use of technology resources (computers, scanners, cameras, TVs, VCRs, calculators, CD players, etc.) at St. Alphonsus School is a privilege.
2. Users must demonstrate honesty and respect for others at all times. Appropriate manners and language is required. Sending, displaying, or downloading offensive messages or pictures or harassing, insulting, or threatening others is not allowed.
3. Users are not permitted to e-mail or log into chat rooms. Only teachers and classes as a whole may be permitted, with permission, to use e-mail or chat rooms.
4. The use of technology for unethical, immoral, criminal and/or illegal activities, including copyright violations, is strictly prohibited.
5. Copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.
6. Internet access is intended to support educational goals and teacher authorization is necessary.
7. Users are prohibited from bringing software and / or hardware from home to use on or with network computers.
8. Users of the Internet are prohibited from uploading to or downloading from the Internet any nonacademic photographs. Disclosing or providing to any other person the address, phone number, or last name of any student, staff, teacher, or volunteer at SAS, including his/her own address, phone number and last name is prohibited.
9. Users are not to change, rearrange, add or delete desktop and software settings on any school computer.
10. Users are not to change, relocate, modify, or delete the work of another person
11. Users shall not limit access to files, folders, or student work in any form.
12. All printing must be done with teacher approval. Students are not to intentionally waste limited resources, i.e. paper, print cartridges, etc. Unnecessary waste may result in disciplinary action.
13. Users are not to share their sign-on and/or passwords with another student. Users are prohibited from trespassing in another person's folder, work, or files.
14. No person is permitted to post information related to the school, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening

- or impugning the character of another person is prohibited.
15. Users will be held accountable for their actions. Privileges will be lost if the Acceptable Use Policy is violated.
 16. The administration reserves the right to use, at its discretion, any form of discipline with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of St. Alphonsus School or the Diocese of Baton Rouge.

Telecommunications Acceptable Use Policy Student Agreement

St. Alphonsus School's Technology Department provides a full range of educational and religious tools as well as services to promote communication, research, resource sharing, and creativity. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. While impossible to control all materials available on the Internet, St. Alphonsus Catholic School believes that the valuable information and interaction available on the network is educationally beneficial to teachers and students.

Diocesan Policy States:

“The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. It is expected that both faculty and students comply with the acceptable use policy.”

The equipment, software, and network capabilities provided through the school's technology department are and remain the property of the school. Any information contained on a school computer hard drive, network hard drive, computer disks, and school email system purchased by the school are considered the property of the school.

The following is a list of procedures to be followed for Internet access and use. The administration retains the right to amend these rules at any time.

1. At all times access shall be under the direction and supervision of classroom teachers.
2. Students in grades PK through 3rd will access the network under a generic username and password. Students in grades 4th through 8th will have specific usernames and passwords. This information should not be shared with anyone other than the teacher, Technology Administrator, Principal, or Assistant Principal.
3. No student will be allowed to use a computer in which a faculty member is currently logged into.
4. It is the responsibility of the student to log off of the computer once he/she is done using the computer. If a student proceeds to use a computer that is logged on under a different user, that student must log off and log on using his/her own information.
5. No Student shall access any part of the network that he/she is not permitted to access.
6. No students shall access, view, print, or send any material that is profane or obscene, or any materials that advocate violence, discrimination, or illegal acts.
7. No student shall download his/her own applications and programs to any computer, iPad, or other school owned device. Only administrators have this privilege.

8. No Student shall access social network sites such as, but not limited to, MySpace, Facebook, or Instagram.
9. No student shall access any web mail service such as, but not limited to, Yahoo, Google, or MSN.
10. No person is permitted to post information related to the school, including the school's name, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. This includes on-line journals such as, but not limited to, MySpace.com and Facebook.com. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
11. Students in grades 5th through 8th will be given access to RenWeb via a username and password. This information is not to be shared with anyone other than their parents.
12. Any accidental violation of the above code must be reported immediately to the teacher or other school officials and without demonstration to other students, in order to protect him/her against a claim that he/she has intentionally violated the policy.
13. Inappropriate or illegal use, access, or activities will result in disciplinary action which may range from loss of Internet privileges to expulsion and legal action. These actions include but are not limited to copyright or contract violations, plagiarism, threatening or abusive messages, damage to software or equipment, hacking, invasion of privacy, creation or spread of viruses, use for personal financial or commercial gain, product advertising, political lobbying, or sending of unsolicited junk/chain mail.

Users will be held accountable for their actions. Privileges will be lost if the Acceptable Use Policy is violated and disciplinary consequences may be imposed.

The administration reserves the right to impose disciplinary consequences with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of St. Alphonsus Catholic School or The Diocese of Baton Rouge.

The decision of St. Alphonsus Catholic School regarding inappropriate use of the technology or telecommunication resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement of software and/or hardware equipment

It is the responsibility of the parent to read over the Telecommunications Acceptable Use Policy: Student Agreement with the student and ensure that the student understands the information outlined in the policy.

Use of Student Information / Pictures

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish her or his child's picture used must notify the principal in writing prior to the beginning of the school year.

**The Principal is the final recourse and reserves the right to amend this handbook.
Parents will be given prompt notification.**

St. Alphonsus School Parent / Student Handbook

Family Agreement Form 2017-2018

We/I have read the 2017-2018 **St. Alphonsus School Parent / Student Handbook**. We/I understand that these rules, regulations, and procedures are to be followed while my child(ren) attend SAS and will be administered impartially. By Diocesan policy, "Failure to abide by the regulations and policies of the school handbook by either the student and/or parent may result in the student's removal from the school".

PUBLICATION RELEASE: As stated in the handbook, we/I further understand SAS reserves the right to use student pictures in publications and on the school's website to include the name, voice and/or likeness of my child in the following media formats: news publications, audiovisuals, and other electronic transmissions issued by employees or designees of St. Alphonsus School. If you do not wish for your child(ren) to be in publications, please notify the office in writing.

By signing below, We/I verify that we/I have read the St. Alphonsus School Parent / Student Handbook and all rules included within. We/I understand that these rules, regulations, and procedures are to be followed while my children attend St. Alphonsus School.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

By signing below, I verify that I have read the St. Alphonsus School Parent / Student Handbook and all rules included within. I understand that these rules, regulations, and procedures are to be followed while I attend St. Alphonsus School.

Student Signature _____ Homeroom _____ Date _____

Student Signature _____ Homeroom _____ Date _____

Student Signature _____ Homeroom _____ Date _____

Student Signature _____ Homeroom _____ Date _____

Student Signature _____ Homeroom _____ Date _____