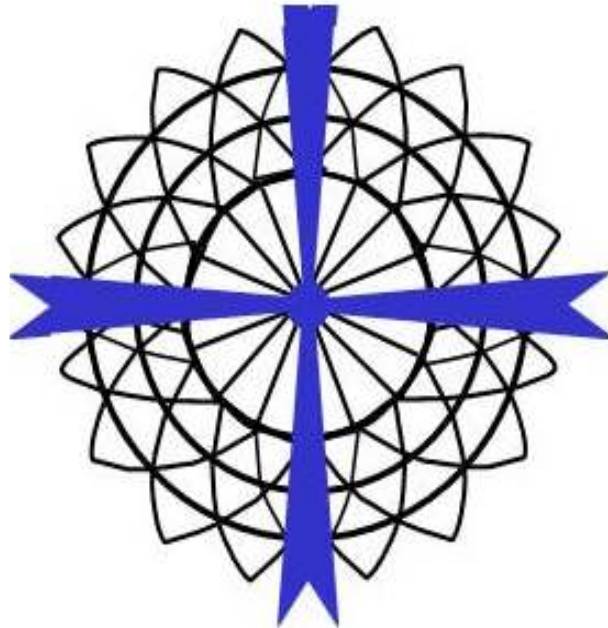


St. Alphonsus Liguori Catholic School

PARENT / STUDENT HANDBOOK
2010-2011



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

Pastor
Fr. Mike Moroney

Principal
Mrs. Cynthia Ryals

Contents

I. Principal's Letter	3
II. Handbook Review	4
III. Mission Statement / Philosophy / Accreditation	5
IV. School Policies and Regulations	6 – 16
Admissions	6
Arrival/Dismissal	8
Attendance	10
Bus Transportation	11
Cell Phone Policy	11
Communications	11
Confidentiality	12
Discipline	12
Dress Code	15
Emergency Procedures	18
Extracurricular Activities	19
Field Trips / Mobile Classrooms	19
Financial Obligations	20
Grading System/Promotional Policy	22
Guidance Program	23
Home & School Association	23
Homework	24
Individual Needs	24
Lunch / Breakfast Program	25
Medication	25
Parties / Gifts Delivered / Invitations	26
Principle of Subsidiary	27
Release of School Records	27
Religion Education	27
School Board	28
School Hours	28
Student Files	28
Technology	28
Use of Student Information / Pictures	30
Visitors to Campus	30
Family Agreement Form	31

St. Alphonsus School

13940 Greenwell Springs Road, City of Central, LA 70739
Telephone 225- 261-5299 FAX 225-261-2795 Mrs. Cynthia Ryals, 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. On Thursdays, K-8 students receive a white envelope containing additional flyers of information not always available on the web site. In addition, 1st - 4th grades receive recent grades or grade sheets from their teachers for parent signatures. On Fridays, 5-8th students have their papers or grade sheets go home. There is also on the web site a directory with teacher email addresses for questions, comments, and conference requests. Here 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.

Sincerely,
Mrs. Cynthia Ryals, 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.

Sincerely,

Cynthia Ryals, Principal

Mission Statement

The mission of St. Alphonsus School is to instill in our students Gospel values within an environment of mutual respect which fosters concern for others and promotes academic excellence.

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. 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 four (4) years old on or before September 30th to be eligible for pre-kindergarten.

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 February 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 Selection 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

The St. Alphonsus School Board approves tuition every year. If the parent is a financially supporting member of the church parish and actively supporting of the school, a tuition benefit is available to that family.

Requirements for Tuition Benefit

1. A financially supporting member of the church parish complies with regular use of tithing (Sunday) envelopes or ACH debits as a necessary sign of financial support of the church. To qualify for the tuition benefit as a financially supporting parishioner, a family's yearly contribution should be a minimum of \$300.00. These contributions are to be made in full by the last day of the calendar year, December 31st.
2. An actively supporting parent of the school volunteers time and financial support in the following areas:
 - Fundraisers: the Parish Fair, Boosterthon Run, Fall Catalogue, school activity sales,
 - Home & School: officer positions, school supply packs, H & S volunteer list, and school needs,
 - Athletics: coaches, concession stand workers, team moms,
 - School Activities: specified workdays, cafeteria servers, book fair workers, maintenance help days.

NOTE: *The school board with the pastor and principal determine the definition of "actively and financially supporting" and the requirements necessary.*

Arrival / Dismissal

Arrival

Supervision of students begins at 7:45 A.M. every day unless prior notice is given. Students are not to arrive on campus before 7:45 A.M. 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 A.M. Students arriving after 8:10 A.M. are considered tardy. Please leave home with sufficient time for your child to be in their homeroom line by 8:10 a.m.

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 - 8:30 A.M. is considered tardy. Arrival after 8:30 A.M. is considered a partial absence. Tardies and partial absences are counted against the child's attendance record.

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 a.m. 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 p.m. 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 A.M. and before 2:45 P.M. 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. They receive a paper copy between 2:45 and 3:10 P.M. 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 P.M. - Bus, 2nd bell – 3:27 P.M. – Extended Care, 3rd bell – 3:30 P.M. - 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 A.M. 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 A.M. – 3:30 P.M. with no texting, answering of calls or email, playing of games, or taking pictures. Cell phones may only be used on campus outside of school hours with adult permission. Abuse of this policy 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 P.M. 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 A.M. 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 the consequence for the student is a MINOR referral if the papers are late. Comments to teachers are welcomed at this time. The custodial parent receives this information unless other arrangements have been made.

School Broadcast System

School Reach Messaging Center 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 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 MAJOR/ MINOR system of discipline, grounded in respect for the dignity for all, is used at St. Alphonsus School. 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 and/or the age of the offender. A disciplinary referral form is given to the student for the occurrence of the infraction. Offenses are defined as either MAJOR or MINOR and indicated as such on the referral. Any offense listed on the referral can be either a MINOR or a MAJOR depending on the severity of the offense.

Student and teacher / staff sign the four-copy form. Two copies of the referral are taken home to the parents to inform them of the infraction. Parents are expected to sign and return the office copy to school the next day and to keep the parent copy.

Minor Offenses

Minor offenses include, but are not limited to, infractions of the following guidelines.

Students are:

- to bring books/supplies to class.
- to be courteous and Christian in behavior.
- not to have gum on campus.
- not to eat/drink outside assigned areas/times.
- to return signed papers.
- to wear the correct uniform appropriately.
- to follow classroom rules.
- to follow school rules (classrooms, courtyard, playground, cafeteria, gym).
- to maintain silence during a disaster drill.
- not to have cameras, tape players, radios, or electronic devices on campus without prior administrative approval (See Cell Phone Policy, p.11.)
- to only bring food to school with permission.
- not to exhibit any other inappropriate conduct.
- to maintain appropriate book covers.
- to keep the grounds clean by not littering.
- to behave in a disciplined, undisruptive manner.
- to complete assigned work.
- to be to school on time.
- to exhibit acceptable behavior in church.
- to listen to and obey school personnel.

Disciplinary Action for Minor Offenses

On the 3rd minor student is issued a detention.

6th minor student is issued a detention

9th minor student is issued a one day suspension

Every minor referral after the 9th will have a detention consequence.

15th minor student is issued a two day suspension

21st minor student will be asked to withdraw from school or be expelled.

Major Offenses

Major offenses include, but are not limited to, infractions of the following student guidelines.

Students are:

- to display proper attitudes and actions of respect toward others.
- to only be in designated, supervised areas.
- to show respect for school property and the personal property of others.
- to report to the assigned area when arriving on campus in the morning.
- to refrain from being an aggressive element in causing a fight or threatening to do harm to another.
- to be honest and not participate in cheating, forgery, lying, theft, etc.
- to have permission from a teacher or the administration before leaving campus.
- to be Christian in behavior, actions, and words and not do anything that would cause harm to another.
- Students are never to harass or threaten to do harm to another by verbal comments, gestures, written notes, electronic communications on or off campus, or in any way that could be interpreted as harassing or threatening. Physical contact or striking any member of the school community is unacceptable behavior.
- Students are never to have in their possession or in personal items brought on campus, have on campus or in lockers, or handle, dangerous objects such as knives, sharp items, firearms, ammunition, or any element or item that could be used as a weapon or cause harm to another.
- Students are never to have in their possession or in personal items brought on campus, have on campus or in lockers, or handle: alcohol, drugs, tobacco products, or any paraphernalia associated with such items. See Diocesan Substance Abuse Policy, p.14.
- -not to exhibit any other inappropriate conduct.

All allegations of sexual harassment or threats of violence will be taken seriously and promptly investigated.

Disciplinary Action for Accumulated Major Offenses

Each MAJOR will result in an automatic detention plus,

On the 3rd MAJOR - student is issued a detention and a one-day suspension

5th MAJOR - student is issued a detention and a two-day suspension

7th MAJOR - student will be asked to withdraw from school or be expelled.

Detentions

Detentions are held weekly. For students in grades K –3rd, detentions will be for 30 minutes after school.

All other detentions are for one hour after school or on Saturday mornings. Failure to report to detention will result in another detention being issued. Both must be served.

Suspensions

Suspensions can be in or out of school at the discretion of the administration. A suspended student will be given work to be completed while on 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. If a student qualifies for a 3rd suspension through accumulations of either or both MAJORS and/or MINORS within the school year, he/she will be asked to withdraw from school or be expelled. The parent is to accompany the student to school in order to readmit him/her following an out of school suspension. Any suspension not attended requires a doctor's written excuse.

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.

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.

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 a student(s), his/her belongings, including, but not limited to, locker, handbag, pencil case, briefcase, book bag, lunch bag, etc. if the administrator has reasonable belief 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. The search of a person will be conducted with a minimum of embarrassment to the student/students, preferably in the privacy of an administrator's office. Strip searches will not be conducted.

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. 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, 10300 Perkins Road, Baton Rouge, LA 70810, (225) 766-1010

Uniform shoes can be purchased at the following locations:

New Balance Baton Rouge, 7425 Corporate Boulevard, Baton Rouge, LA 70809, (225) 928-4944

Academy Sports, 8464 Airline Highway, Baton Rouge, LA 70815, (225) 923-4640

Shoe Carnival (Cortana), 9001 Florida Boulevard, Baton Rouge, LA 70815, (225) 926-0025

The Shoe Department (Central), 14455 Wax Road, Baton Rouge, LA 70818, (225) 261-6816

P.E. uniforms, sweatshirts, student spirit shirts, and family spirit shirts are ordered through the school in August.

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 Girls 2010-2011

ARTICLE	GIRLS (PreK-5)	GIRLS (6-8)
Skirt / jumper	Jumper with hem length no more than 3" from floor when kneeling. Kaleidoscope patch is worn on left front. Shorts must be worn under jumper.	Gray and Navy plaid skirt with hem length no more than 3" from floor when kneeling. Shorts must be worn under skirt.
Blouse	A white tailored blouse with pointed collar, short or long sleeves, must be worn under the jumper from the Monday after Thanksgiving holidays until March 15 th . Only a solid white t-shirt w/no writing is allowed to be worn under the uniform shirt. T-shirt sleeves may not hang below shirt sleeve. Before Thanksgiving and after March 15th, jumpers may be worn without blouses. White banded, polo-style shirts, short or long sleeve, w/an elastic band at the waist w/SAS logo on left front. These shirts do not have to be tucked in.	<ul style="list-style-type: none"> White oxford with school initials on collar, long or short sleeve. Must be tucked in at all times. Only a solid white t-shirt w/no writing is allowed to be worn under the oxford shirt. T-shirt sleeves may not hang below shirt sleeve. Or White banded, polo-style shirts, short or long sleeve, w/an elastic band at the waist w/SAS logo on left front. These shirts do not have to be tucked in.
Socks / Tights	<ul style="list-style-type: none"> Solid white crew socks Solid white or navy blue tights may be worn in cold weather. Stretch cotton leggings to the ankles may be substituted for tights if white socks are worn over the bottom of the leggings. 	<ul style="list-style-type: none"> Solid white crew socks Solid white or navy blue tights may be worn in cold weather. Stretch cotton leggings to the ankles may be substituted for tights if white socks are worn over the bottom of the leggings.
PE Uniforms	5th only – P.E. uniform shorts and shirts ordered from the school are worn. 5th only Low-quarter, athletic shoes (any color) or school uniform athletic shoe. No uniform required for PK-4 th .	6th – 8th – P.E. uniform shorts and shirts ordered from the school are worn. Low-quarter, athletic shoes (any color) or school uniform athletic shoe.
Pants/ Walking Shorts	<ul style="list-style-type: none"> PK-8th – Solid navy blue or plaid uniform shorts must be worn under jumpers and skirts, but should not be seen below the hem. Solid navy long pants and navy (old) or plaid (new) walking shorts, bought from the uniform vendors, may be worn with the white blouse (which must be tucked in) or white banded polo shirt. Shorts must be no more than 3" above floor when kneeling. Shorts may be worn at any time depending upon the discretion of the parent. Black or navy belts are required if the item has belt loops. 	
Shoes	1. New Balance #993 (gray, black, or navy). Velcro or lace in gray or navy can be worn by younger children. 2. New Balance #515 (gray only). 3. New Balance #623 (black or white) for children with difficult sizes. This style is available in velcro for pre-school children.	
Sweatshirts (may be worn in classrooms)	<ul style="list-style-type: none"> The navy sweatshirt with white kaleidoscope emblem or new lettering style, purchased through the school. Cheerleader sweatshirts purchased with cheer uniforms. 	
Jackets (may be worn in classrooms)	<ul style="list-style-type: none"> Solid navy lightweight jackets with no logo or writing that zips open <u>completely</u> in front. SAS Athletic Association and Cheerleader jackets Not Allowed: Non-approved sweatshirts, hoodies, denim, or pull-over jackets 	
Heavy Coats / outerwear / jackets	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 jackets or coats.	

School sweatshirts or school approved jackets are not required items. However, only the items listed may be worn in the classroom during school hours. All other outerwear must be removed when the student enters the buildings. All outerwear must fit the student properly.

Uniform Code for Boys 2010-2011

BOYS PreK - 8	
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. • Brown, black, or navy belt must be worn at all times in grades 1-8. • Shorts may be worn at anytime depending upon the discretion of the parent.
Shoes	1. New Balance #993 (gray, black, or navy). Velcro or lace in gray or navy can be worn by younger children. 2. New Balance #515 (gray only). 3. New Balance #623 (black or white) for children with difficult sizes. This style is available in velcro for pre-school children.
Socks	Solid white crew socks
PE Uniforms	5 th – 8 th – P.E. uniform shorts and shirts ordered from the school are worn. Low-quarter, athletic shoes (any color) School uniform shoes can be worn for P.E.
Sweatshirts (may be worn in classrooms)	The navy sweatshirt with white kaleidoscope emblem or new lettering style, purchased through the school.
Jackets (may be worn in classrooms)	Solid navy lightweight jackets with no logo or writing that zips open <u>completely</u> in front. SAS Athletic Association jackets Not Allowed: Non-approved sweatshirts, hoodies, denim, or pull-over jackets
Heavy Coats	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 jackets or coats.

School sweatshirts or school approved jackets are not required items. However, only these items may be worn in the classroom during school hours. All other outerwear must be removed when the student enters the buildings. All outerwear must fit the student properly.

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

Spirit Dress is always the last Friday 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.

Belt – Any belt of normal length, unless jeans have a full elastic waist. (PreK and K do not have to wear belts)

Shoes – Any low-quarter athletic shoes or the school uniform shoes. No boots, hikers, or high tops are allowed.

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 and not excessive in length or unusual in style in a conventional, conservative haircut. Hair must be out of the eyes, not touch 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 distracting.

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.

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 and polish: translucent foundation or powder, natural colored blush, a light neutral or barely pink lipstick or lip gloss and clear or very light, soft colors of nail polish. No eye makeup, artificial nails, or glitter nail polish is allowed. This is a privilege for 8th grade girls, which if not followed to the letter, will be revoked.

Uniform Infractions

Uniform infractions will be given when a part of the uniform is missing or worn inappropriately.

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.

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 June, 2008. 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 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 7th and 8th grade students.

- **Drama Club**

This is for 6, 7, and 8th graders.

- **Instrumental Band**

5th through 8th graders

- **Just Say No Club**

This is for 4th through 6th graders.

- **Quiz Bowl**

This activity is open to 5-8 students.

- **Spirit Club**

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

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.

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.

Financial Obligations

The St. Alphonsus School Board approves tuition and fees every 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 or others.

Registration Fee

The registration fee is collected in February each year and is charged per child. The registration fee is non-refundable in accordance with the Diocese of Baton Rouge policy unless the student is not accepted to the school. Students are not considered registered or placed on the rolls until this fee is paid. See Admissions for more information on the process of registration.

Tuition Benefit

If the parent is a financially supporting member of the church parish and actively supporting of the school, a tuition benefit is available to that family. See Admissions for more information on the tuition benefit.

Payment of Tuition and Fees

There are two options for payment of tuition and fees (except the registration fee):

- (1) In full directly to St. Alphonsus School by May 15th each year. Full tuition and fees payment received after May 15th will be assessed \$100.00 per family.
- (2) A loan financed through the approved lending institution. This requires a loan application be completed and signed before May 25th each year. Loans signed after the May 25th deadline will be assessed \$100.00 per family. If you choose to finance through the approved lending institution, you must comply with all terms and conditions contained in the subject loan agreement.

Delinquent Payment Policy

Financial arrangements must be current by August 1st or the student will not be able to start school. Bank loan payments are due on the 1st of each month beginning in July for the August start of school and ending April 1st. Those on a bank draft have until April 15th. All payments for fees and tuition are to be kept current.

Throughout the school year, the school administration with assistance from the School Board Finance Committee reviews payments of tuition, fees, cafeteria balances, library fees, and lost textbook fees. This committee reserves the right to assess a late fee, require pre-paid tuition, refuse bank loans for future payment, not allow students to take exams, refuse the service of school attendance, and/or turn over all outstanding debts to an outside collection agency until all delinquent accounts are made current. The cafeteria has been directed by the Child Nutrition Program of the Diocese of Baton Rouge to discontinue serving lunches to children of families who are delinquent in payment.

Fees

Registration Fee	\$250.00 per student
Student Fee	\$150.00 per student
Maintenance / Building Fee	\$100.00 per student
Technology Fee	\$ 50.00 per student
Home & School dues	\$ 25.00 per family
8 th Grade Graduation Fee	\$ 80.00 per student

Early Withdrawal Policy

Any student withdrawn after August 1st will be assessed an early withdrawal fee of \$200.00 and any applicable bank fees. The registration fee is non-refundable according to diocesan policy. A prorated amount of the paid tuition and other fees is refundable.

Large Family Allowances

The student fee for the third and subsequent child simultaneously attending St. Alphonsus School is waived.

Financial Assistance

Undoubtedly for some families tuition is a prohibitive burden, especially those with multiple children attending the school. To assist families who need help, St. Alphonsus School has a Financial Assistance Program. Requests for assistance should be directed to the school office. An assistance application is to be completed and returned to the school office by April 15th for the following school year. All financial requests are reviewed by the Assistance Review Committee for decisions by May 1st. Application for assistance can also be requested when a crisis makes it necessary during the school year.

NSF Checks / Drafts

There will be a \$25.00 assessment for all checks/drafts that are returned to the school because of insufficient funds. After the second NSF check/draft, the school will no longer accept checks for payment. Money orders made payable to St. Alphonsus School or cash will be required.

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 - 94	Outstanding achievement
B	86 - 93	Above Average achievement
C	78 - 85	Average achievement
D	70 - 77	Below Average achievement
F	69 - below	Unsatisfactory achievement

Progress Reports

Mid-quarter progress reports are issued to inform parents of the student's progress since the last report card. These reports should be signed by the parents and returned to school the next day. Dates of distribution are listed on the school calendar.

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, usually in October and March. Notification is sent home with the first report card of the year for the October date. 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.

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 currently \$25.00 per family and are collected annually as part of registration fees (beginning 2009/2010 school year). The determination of this fee is done under the direction of the principal and executive committee of the association prior to registration for the following school year. Meetings are held three times a year as per posted dates. Parents are asked to participate in the various activities.

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.

Make-up Work

See Excused and Unexcused Absences, p.10 & 11above.

Individual Needs

St. Alphonsus School has established an Individual Needs Committee (INC) to assess and develop appropriate methods for helping students with special needs. The core committee consists of the principal, assistant principal, reading resource teacher, and at least one teacher from the three divisions of grades. The purpose of INC is to provide assistance to students, teachers, and parents for those students diagnosed with learning difficulties, to help parents and teachers with the process of identification of such difficulties for students who may need to go through an evaluation, and to be of help in structuring a learning environment in accordance with the resources available at St. Alphonsus School. The INC process may be initiated by the school or the parent. If parents feel a child needs help, INC's process is begun by contacting the student's teacher or the guidance counselor. To be considered for most adjustments, a complete evaluation and formal diagnosis from a qualified professional must be on file, and the student must be experiencing significant difficulties at school. All adjustments are determined by INC.

Educational, health, guidance, and resource records are shared among our professional staff for the purpose of aiding the individual student. The confidential status of records is understood and is shared only for educational purposes.

Saint Alphonsus School attempts to meet the needs of students by making minor

adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that require additional costs, are usually considered beyond the school's ability. Occasionally, with parental help, unusual requests can be incorporated. All students are required to meet promotional criteria for movement into the next grade for the following school year.

Reading Resource

St. Alphonsus School recently established a 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.

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)

Louisiana State Health Card

Louisiana State Health Card must be filled in where necessary, including dates of immunizations and the physician's signature. According to state law, we cannot accept a copy or a fax of immunization records for first time students. Only students who are in compliance with the immunization requirements will be allowed to attend school.

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. Birthdays are not celebrated at school except in PreK and Kindergarten. Parents of students in those grades may provide a treat ONLY for the class. The teacher will oversee the distribution of these treats. Students are not to exchange gifts

at school.

The school does not deliver 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.

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, the parish Military Ministry, 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. Students receive the Sacrament of Reconciliation as a class during the school year. We encourage more frequent reception of this sacrament with their families.

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. All meetings are open. To be placed on the agenda, contact the president no later than one week before the meeting.

School Hours

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

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.

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.

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.

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.

**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

Parents,

Please take time to read the handbook and explain all procedures and rules to your child. All St. Alphonsus School family members are to sign and date the form, and return to the school.

I read the St. Alphonsus School Parent / Student Handbook. 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 _____

I read the St. Alphonsus School Parent / Student Handbook. 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 _____