

Saint Alphonsus School

**29 Conwell Drive
Maple Glen, PA 19002
Phone 215-646-0150
Fax 215-646-7150**

Student-Parent Handbook

(August 2009)

This book contains the Mission Statement, general information, and policies, rules and regulations of the Archdiocese of Philadelphia and Saint Alphonsus School.

Administration and/or St. Alphonsus School retain the right to amend this handbook for just cause and parents will be given prompt notification if changes are made. Administration may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

Students and parents must accept and abide by the school's policies and procedures in order the student to attend this school.

Every family is required to complete the "Signed Parental Agreement" form for each school year.

This handbook is available on our website: www.stalphonsus.com

OUR GRATITUDE

We sincerely hope that in working more closely with us, you will be able to see the effort and interest each teacher puts into his/her duties, continually working to form, enrich, guide and prepare your children for a successful future. We know that you realize how important it is that we have your support and encouragement in working to reach our goals. As you work with us, if there is any policy you do not understand, please feel free to ask for an explanation.

MISSION STATEMENT

Saint Alphonsus School is committed to promoting the development of the whole child in an environment where Gospel values are integrated within the reality of daily school life. In collaboration with parents, our faculty, administration and parish priests foster a faith-filled response to life. While recognizing the dignity of each individual, Saint Alphonsus School community fosters an awareness of the needs of the human family. Students are challenged to develop their gifts and talents that they might help improve the quality of life for others and thus make a difference in our society.

The dedicated staff of Saint Alphonsus School seek to respond to the particular needs of each student. Through instructional and developmental programs, as well as a variety of student activities which incorporate cultural, athletic and leadership opportunities, students discover and develop their potential.

The charism of the Sisters of Mercy and the mutuality of relationships which exist within the school community foster a warm and hospitable school environment. We reaffirm our commitment to teach the truths of our Catholic faith and to strengthen the development of self-worth, service opportunities, academic achievement and leadership. As we move forward in the 21st century, our school is committed to providing a quality education while responding to the emerging needs of our students and the community.

ADMINISTRATIVE STAFF 2009 – 2010

**Msgr. Thomas Owens – Pastor
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**John M. Steck – Principal
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ACADEMIC POLICIES

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a demerit, and will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students through a willingness to share and to take turns
- actively participate in class by responding orally or in writing, as circumstances dictate

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Students are expected to complete assignments each evening. Homework includes both written and study assignments, and should be done independently by the student. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students and subjects vary. The objective homework is not time, but the extension and reinforcement of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up.

If a student is absent, parents may call before 9:00 AM to request classwork and homework. The books and assignments will be gathered then placed on the table outside the main office by 2:00 PM. A student's work may be picked up between 2:15 PM and 3:00 PM. Homework and classwork that is missed if a vacation is planned will be given to the student upon his/her return to school.

Honors: Student Recognition

Honor Certificates will be distributed at the end of the school year. Honors will be determined by averaging the grades obtained during the three marking periods.

First Honors

All final grades must be 90 or above.

The average must be 93.

Students must obtain (in final grades) a "3" or "4" in the following areas: Personal & Social Growth, Effort & Study Skills, Art, Music, Gym, Technology and Spanish. This applies to students in Grades 4-8.

Second Honors

All final grades must be 85 or above.

The average must be 88.

Students must obtain (in final grades) a "3" or "4" in the following areas: Personal & Social Growth, Effort & Study Skills, Art, Music, Gym, Technology and Spanish. This applies to students in Grades 4-8.

Students in grades 4 to 8 with the highest numerical average and a "3" or "4" in all other areas, will receive the Academic Excellence Award. One student in each homeroom will receive this award. There is also an effort award that is given to one student in each homeroom (Grades 1 to 8). All other awards are reserved for the graduating class.

If a student has a failure in any subject or has a 70 or below average, the student will be put on academic probation. Any student with a "1" in Personal & Social Growth or Effort & Study Skills will be put on behavioral probation. A conference with the parents, student and teacher is mandatory. Parents should thoroughly review the report card each marking period. Discuss with your child his/her grades. Offer praise or encouragement for grades, as you deem appropriate. Explain how the relationship of all areas of the report card are averaged to make them eligible to receive Honors.

Probation

Our school encourages all students to reach their fullest potential through the academic program. If a student does not reach academic or behavior expectations he/she will be placed on probation.

ACADEMIC RESPONSIBILITIES

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on probation for the next month. Probation is decided by the principal in conjunction with the recommendation of the teacher(s). Academic probation is a designated time period of at least a month and up to one trimester, during which time evaluation of a student's progress is monitored, as follows:

- a. The teachers will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the principal and the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The conference scheduled prior to the report card will include a written notification citing the possibility of academic probation.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian by the principal.

Conditions and Consequences of Academic Probation

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
 - (1). parent contact (written, by phone, or in person) regularly during the probation
 - (2). periodic meetings with the student to discuss progress
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

Promotion or Retention

Student progress is monitored throughout the school year. At the first trimester report card period, the principal and the parent/guardian are informed of the student's academic, social and emotional progress. At the conclusion of the second trimester, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

Report Cards

Report cards are issued three times a year to students in Grades 1 through 8. Kindergarten students receive progress reports for each trimester. The Pre Kindergarten teacher informs parents both formally and informally of individual children's progress. Class participation, home study, and assessments, as well as credit for class projects in various areas, are combined in order to obtain a report card average.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

Conferences

Parent-teacher conferences are scheduled mid-way in the first trimester for Grades Pre-K to 8. Conferences are optional for the second trimester. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents/guardians are asked to first discuss it with the teacher then the principal if deemed necessary. The better the communication, the easier to direct your child in his/her educational endeavors.

Students always benefit when parents and teachers work together. Conferences are held with parents or legal guardians. A third party may not be present or replace a parent at a conference. We request that you do not interrupt a teacher to discuss an issue about your child while that teacher is responsible for the care and education of the students.

Standardized Testing

The Terra Nova Test will be administered each year to all students (Grades 2-8). The results are communicated to parents and are utilized by the school for curriculum planning.

Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, tests are to be signed by parents and returned promptly.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicate that the privilege should not be extended.

ADDRESS/PHONE NUMBER CHANGES

Parents should notify the school office if an address or phone number changes. This includes numbers given to the office for your home, work, or emergency purposes. Also include updates for emergency contacts as their numbers may change during the school year.

ADMISSIONS

Saint Alphonsus School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Students must be four years of age by September 1 of the year they are entering PreKindergarten, five years of age by September 1 of the year they are entering kindergarten and six years of age to enter grade one (1). In other grades, if the child age does not meet the September 1 requirement, admission to the grade requested is determined by the principal after review of academic records from the previous year.

The necessary forms and certificates for admission are:

- a. Birth Certificate (copy only)
- b. Baptismal certificate (copy only - regardless of home parish).
- c. A certificate of immunization that must be updated as required by state health regulations.

Registration Guidelines

Families are accepted into the school in the following preferential order:

- a. Siblings of parish families with children currently enrolled in our school.
- b. Other families (non-parishioner) with children currently registered in our school.
- c. Parish families sending their first child to our school
- d. Students transferring from other Catholic schools
- e. Families residing out of our parish
 - (1) Catholic students coming from a parish without a school
 - (2) Catholic students coming from a parish that has closed its school enrollment
 - (3) Catholic students coming from another parish school for other reasons *A letter of release is required from the pastor of your current parish.
 - (4) Non-Catholic students
- f. When a grade is filled, a wait list is established. This is listed in chronological order (upon receipt of registration form and fee) and respects the criteria as stated above. The registration fee is returned if there are not openings in a specific grade.

Registration

Registration for kindergarten students and other students new to our school takes place during Catholic Schools week in January/February. This registration is only for new students. Registration information is distributed through the weekly family envelope and the parish bulletin. New school families pay a non-refundable fee at the time of registration. Current families pay the fee for the next child entering school when they register the other children in the family. Registration fees and tuition costs are published in the handbook addendum and on the website.

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope in January. Tuition fees and non-refundable re-registration fees are published on the school website. All financial obligations must be current before re-registration can be processed.

Admission of Non-Catholics

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- b. The parents/guardians agree to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
- c. The parents/guardians commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- d. The parents/guardians agree to assume responsibility for all financial obligations.

APPOINTMENTS

Appointments for students made during school hours are strongly discouraged. Such appointments are disruptive to the classroom learning process and also disqualify a student from perfect attendance.

ASSEMBLIES

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

ATTENDANCE

If an early dismissal is necessary, a note with the date, time of dismissal and reason for the early dismissal is to be given to the homeroom teacher. The student must always be met in the office and signed out by the responsible party. A calendar of the school year has been distributed to assist you in scheduling doctor and dental appointments when school is not in session.

The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. Regular attendance and punctuality positively impact academic development and are essential for the development of personal responsibility and for continuous growth in the student's learning process. Students are expected to be present on all school days, unless sickness or another serious reason makes this impossible. Students are also expected to participate in school functions, which occur outside of regular school hours, which support the mission and philosophy of the school. Student attendance at Christmas Candlelight and May Celebration is strongly encouraged. If we truly chose Catholic education because of faith values, then appointments, family get togethers, and sporting events should not take priority over the Candlelight and May Celebration.

Absences: The policies regarding this area are as follows:

- A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher.
- Before re-admitting a student to class, a doctor's certificate may be required for absence of an extended nature (3 days). A parent / teacher / principal conference will be scheduled if a student's absence exceeds 15 days.
- EACH DAY a child is absent or late, the child's parent/guardian is requested to call the school (215-646-0150) before 9:00 AM to report the reason for the absence or lateness. Please leave a message on voice mail.
- If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
- In the case of illness during the school day, a school official will contact the parents or adult whose name has been submitted as an emergency contact.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is also liable to suspension.
- Students are required to make up tests and assignments missed. If a student is absent, parents may call before 9:00 AM to request classwork and homework. The books and assignments will be gathered then placed on the table outside the main office by 2:00 PM. A student's work may be picked up between 2:15 PM and 3:00 PM.

BULLYING PREVENTION POLICY

Our mission is threefold:

- *to educate the children entrusted to us*
- *to provide an environment that embraces the elements of our Catholic faith and is safe for every student*
- *to address health and safety issues.*

Definition:

“A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.”

In order for the term bullying to be used, “there should be an imbalance in strength (an asymmetric power relationship). The student who is exposed to the negative actions has difficulty defending him/herself and is somewhat helpless against the student or students who harass.”

The above definition is taken from Bullying at School by Dan Olweus.

There are three key parts to the definition that will be highlighted with students:

1. Bullying is an intentional, harmful act
2. which is repeated over time, and
3. involves an imbalance of power.

Bullying can be Direct or Indirect.

Examples of Direct bullying include: hitting, shoving, spitting, name-calling, teasing, slurs, sexual intimidation with words, threatening words, or gestures.

Examples of Indirect bullying include: getting others to hurt other people for you, rumors, gossip, exclusion, cyber-bullying, physical sexual intimidation.

Not every rude disrespectful behavior will be defined as bullying, as it has to meet the criteria of the definition, but these generally rude behaviors may lead to an environment where bullying is accepted.

The faculty and staff at St. Alphonsus is currently establishing a Bullying Prevention Policy. The above definition will be used by every faculty member and will be introduced to the students in September 2007.

The policy will be further developed during the 2007-2008 school year. It is our belief that bullying can be addressed through the *joint efforts* of the school and home. Parents will be invited to be on committees as they are established.

Parents and students will be kept abreast as the policy develops and a program is implemented.

CAR LINE PROCEDURES

Drop-off Guidelines

- The speed limit is 10 MPH while driving on any part of the Saint Alphonsus property.
- Use of a car phone while driving in the parking lot is not permitted.
- All traffic must enter from Temple Drive and proceed across the back of the yard past the Narthex and Holy Family Statue to the school side of the parking lot where students are to exit the vehicles. Please move all the way up in the drop off area so that several cars can unload at the same time. Children may never be dropped or picked up on Temple Drive, the soccer field or the church side of the lot.
- When pulling up behind another car, please be aware of children retrieving school bags from the trunk of the car in front of you.

Pick-up Guidelines

- All traffic must enter from Temple Drive and proceed across the back of the yard past the Narthex and Holy Family Statue to the school side of the parking lot where the cars should form a line against the curb beginning at the entrance of the school office. This will allow approximately six cars to be filled at one time.
- Children should only enter the vehicle from the curb side.
- All traffic must exit via Conwell Drive.
- If all of the children you are picking up are not ready at the same time, then please pull into a parking spot until all children are accounted for, then proceed through the car line again. Do not encourage children to walk between cars through the parking lot.
- Please do not pass other vehicles in the car line.

Consequences for Violations

- Those involved will have a meeting with the Principal.
- More severe measure may be taken.
- These guidelines were derived from common sense and courtesy. Please do not jeopardize the safety of our children.

CARES – EXTENDED DAY PROGRAM

After school child care is available when there is sufficient interest to implement the program. The CARES Program functions from 2:35 PM until 6:00 PM. Information regarding the program is available at the school office.

COMPUTERS

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational vehicle. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

GOAL

The school's goal is to prepare its members for life in an electronic, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Revised August 2006

**ACCEPTABLE USE POLICY
FOR TECHNOLOGY**
Catholic Schools of the Archdiocese of Philadelphia

- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
 - Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
 - Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
 - Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
 - Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
 - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
 - Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Administrative Rights:** The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Revised August 2006

**ACCEPTABLE USE POLICY
FOR TECHNOLOGY**
Catholic Schools of the Archdiocese of Philadelphia
Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and **St. Alphonsus School**.

My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*

Student Name/ID _____

Student Signature _____ Date ____/____/____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release **St. Alphonsus School** and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that as outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for **St. Alphonsus School**. I hereby give my permission for my child to use the Internet and will not hold **St. Alphonsus School** or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____

Revised August 2006

CROSSING GUARDS

Crossing guards are provided by the Upper Dublin Police Department. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.

DISCIPLINE

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to him/herself and other.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Disciplinary Procedure for Pre-K, Kindergarten and Grades 1 to 3 will be handled individually by the classroom teacher and if necessary by the principal.

Disciplinary Procedure for Grades 4 to 8:

Detention

A student may be assigned a detention for a serious school violation. Detention is at the discretion of the faculty or administration. The principal is notified if there is a need for more than one day in succession or need for more than three single days of detention.

Demerits

Students in the upper grades who do not comply with general school procedures, or who demonstrate uncooperative behavior will receive a demerit slip. The teacher, student, and parent, sign the forms and then return them to school. When determining a student's effort and conduct grade for each report period, teachers consider carefully the number of demerits a student has received.

The following is a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that could violate the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/ principal.

These infractions may warrant at least one (1) demerit:

- a. Not prepared for class – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- b. Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. Cheating – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- d. Disrespect – any improper attitude displayed towards any teacher, staff member, volunteer parent, administrator or fellow student.
- e. Abusive language – any inappropriate language used on school premises.
- f. Forgery – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. Invading the privacy of another’s desk – teacher or student.
- h. Gum chewing/eating in class – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time or as needed for medical purposes.
- i. Dress code violation – any infraction of the uniform dress code.
- j. Damaging any school, church or personal property.
- k. Failure to return a signed demerit slip – demerits must be returned within two (2) school days.
- l. Unsigned test papers/mark sheets – tests and mark sheets must be returned within two (2) school days.
- m. Out of bounds – any student who is in the wrong place at the wrong time.
- n. Other – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include the following:

- a. Truancy – unexcused absences.
- b. Violent behavior – any fighting or behavior that causes physical injury.
- c. Blatant disrespect for authority – to any adult in the building.
- d. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.
- e. Irreverence.
- f. Vandalism – destruction or defacing of parish or school property.
- g. Profane/obscene language or gestures or engaging in immoral conduct.

- h. Possession of any item which may present a danger to others in school or out.
- i. Cutting class.
- j. Leaving campus without permission from a school authority.

Procedure for Demerits

When a student receives a demerit, the parent/guardian must sign it the day it is issued. It must be returned the following day to the issuing school official. A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate a request of the parent/guardian's permission for the student to receive the demerit. The teacher issuing the demerit and the Principal already have made that decision. For more detail kindly refer to the school's protocol for the issuance of demerits, parent conferences, conduct, grades, etc.

Suspensions

Appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for Student Suspensions

- a. Infractions of a serious nature, as determined by the school.
- b. Parents/Guardians of the student will be informed in writing of the suspension as soon as practicable.
- c. Suspensions will be implemented either in-school or out of school, at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for readmittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

Dismissal from the School

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The school administration will determine whether readmittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- d. Sexual Harrassment, Violent, Threatening or Harassing Acts (refer to below defined policies).
- e. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

Policy Prohibiting Discrimination and Harrassment

A. Non- Discrimination

The Parish Elementary Schools do not discriminate in employment of individuals or enrollment of students on the basis of race, color, sex, age, national origin or disability, in accordance with all applicable laws.

B. Harrassment

The Parish Elementary Schools will not tolerate conduct by employees or students based on race, color, sex, age, national origin, or disability which harasses, unreasonably interferes with another's work or school performance, or creates an intimidating, hostile, or offensive work or school environment.

C. Persons Covered

This policy applies to all employees and students in the Parish Elementary Schools.

D. Enforcement

Enforcement of this Policy will be as set forth in the separate Policy prohibiting sexual harassment by employees and students. Anyone found to be in violation of this Policy will be subject to appropriate disciplinary action up to and including termination of employment in the case of an employee and dismissal in the case of a student. Retaliation is strictly prohibited and will itself be cause for disciplinary action.

POLICY PROHIBITING SEXUAL HARRASSMENT
BY EMPLOYEES AND STUDENTS

A. Sexual Harrassment Prohibited

Sexual harrassment is uanacceptable conduct and will not be tolerated. All employees and students are responsible for ensuring that this school is free from all forms of sexual harrassment. Sexual harrassment by an employee to a student, by a student to an employee, or by one student to another, is misconduct prohibited by this Policy.

B. Sexual Harrassment Defined

1. Basic Definition: For purposes of this policy, the term “sexual harrassment” refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status as a student; or
 - ii. Submission to or rejection of such conduct by an individaul is used as the basis for a decision affecting the individaul’s employment or status as a student; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or a student’s school performance; or
 - iv. Such conduct ha the purpose or effect of creating an intimidating, hostile, or offensive work or school environment.
2. Examples: Examples of sexual harrassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnccessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors is the adavances are condoned explicitly by the school. An intimidating, hostile, or offensive work or school environment may becrated by the existence of such circumstances as those described above or other circumstances crating a sexually discriminatory work or school environment.

C. Persons Covered

This policy prohibits sexual harrassment of any employee or student by any other employee, student, vendor or visitor.

D. Enforcement of the Policy

The principal shall answer questions about this policy, investigate complaints and take appropriate corrective action. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or, in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor of the local parish school. If the complainant is not satisfied after bringing the matter to the attention of the principal or pastor, the complainant shall report the matter promptly to the Assistant Superintendent of Elementary Schools.

The school will investigate all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee, and dismissal in the case of a student.

E. Retaliation

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action as specified above in paragraph D..

DIVORCE/SEPARATION POLICY

It is the policy of Saint Alphonsus School to remain neutral toward both parents in families experiencing divorce or separation. Parents who are separated or divorced are expected to provide the school with a copy of the custody decree or that portion of the decree which relates to custody, so that the administrator and teachers are able to know the rights of the parent and other third parties with respect to their access to the child. Without a court order, school officials would provide both parents with access to academic records and other school related information regarding their child or children.

A parent should provide the school with a copy of any restraining order, which would restrict or prohibit parental or third party access to their child or children. For the safety of the child, the parents should apprise the school of changes in child custody and visitation orders. This should be updated as necessary.

EARLY DISMISSAL - FOR INDIVIDUAL STUDENTS

Morning Session begins	7:50
Lunch K-3	11:30 – 12:00
Recess K-3 and 7-8	12:00 – 12:23
Lunch Grades 4-6	12:00 – 12:25
Recess Grades 4-6	12:25 – 12:45
Lunch Grades 7-8	12:25 – 12:45
Afternoon Session ends	2:35

Children are dismissed from their classroom by their teachers at 2:35. No child may leave the building prior to dismissal without the Principal's permission.

The school strongly discourages requests for a student to leave before the end of the school day, except in the case of an emergency. In the event that an early dismissal is necessary, please send a note to the homeroom teacher who will forward it to the office. The note should state the reason for the request, and the time the student will leave the school. The student will be dismissed from the school office. The parent or guardian must report to the school office at the designated time to complete the information in the sign out book.

EMERGENCY CLOSING OF SCHOOL - SCHOOL CLOSING # IS 359

School may be closed without a great deal of notice if a severe storm or emergency arises. Please listen to the radio for information regarding school closings when the weather is bad. Students should understand what procedure to follow if an unexpected early dismissal occurs when parents are not at home. Every effort will be made to notify families via the PARENT BROADCAST SYSTEM if school closing becomes necessary during the school day. Everyone is expected to cooperate with the procedure by checking your voice mail on occasions where inclement weather may cause the early closing of school. An announcement will be made on the local radio station – KYW1060 as well as other local TV channels. We try to get information to you as soon as it is available. We request that you do not call the school. We need our phone lines to be available for calls from the bus companies, police department, etc.

EMERGENCY CONTACT FORMS

The school requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Some programs that may be available: band, choir, SASO, Student Council, Yearbook Committee, CYO sports, Scouts, academic competitions and contests, etc.

FAMILY ENVELOPES AND SCHOOL WEBPAGE

To insure a positive relationship between home and school great efforts are made to promote effective communication among faculty, parents and students. Our major mode of communication is the school website (www.stalphonusus.com / school link on the left). The monthly calendar, weekly news update, lunch calendar and other notes will be posted on the website. There is a Family Envelope that will be sent home weekly with any information that needs to be signed, completed and returned to school. Other major communication tools that exist to help keep parents informed of policies, activities, upcoming events, and student progress include this handbook, parent-teacher conferences, Home and School meetings, report cards, the posted monthly calendar of events and newsletter. The Family Envelope is sent home with pertinent information on Wednesdays and is to be returned on the next school day. The envelopes are distributed to the youngest child in the family, excluding Kindergarten, unless the Kindergarten student is the only child in the school. Parents are asked to check book bags and folders regularly for communications.

Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

All items to be included in the newsletter must be in the office no later than noon on Friday. Items will be reviewed by the Principal. Any information that can be posted on the website will be done via www.stalphonusus.com. It is best to email a copy of the flyer to sr_ruth@stalphonusus.com. When information is only for a particular class, group or organization, the flyer MUST be marked in the following manner: NAME of family member to receive flyer; GRADE of youngest child in the family (Kindergarten is excluded, unless he/she is the only child in the school); ROOM NUMBER. If the flyer pertains to a particular grade, it will be posted on the Grade's specific tab on the left of the website. If a flyer is to be distributed to every family, it does not have to be marked. We will distribute and post only flyers that have to do with our home and school connection; not community events, etc.

FIELD TRIPS/CLASS TRIPS

Classes usually participate in two field trips per year, which will enhance the learning process. The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Prior to going on a trip, a written field trip consent form must be signed by the parent(s)/guardian(s) and student and returned to the school for the child to participate in the trip. A class trip is a privilege, which can be taken away if a teacher deems it appropriate. If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip or will be marked absent.

FUNERALS

Students attending the funeral of their immediate family members are not marked absent. However, a note of explanation is required.

INAPPROPRIATE CONDUCT RESULTING IN SUSPENSION/EXPULSION

Good discipline is extremely important to everyone. Any student whose behavior interrupts class or school life will not be tolerated. Students may be told to leave class in an attempt to change unacceptable behavior. That student will report to another teacher's class or the administrative offices. If unacceptable behavior continues, a suspension will result. Any student who brings a weapon to school, threatens the well-being of a student or school-life will be immediately expelled. The possession or use of tobacco, alcohol or drugs on school property is prohibited. Violation of this rule will be cause for suspension and rehabilitation procedures. Infractions may result in an in-school or out-of-school suspension. Suspensions are given at the discretion of the principal. A third serious infraction is cause for expulsion from the school.

INTERRUPTIONS

Lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

GENERAL SUPERVISION OF SCHOOL GROUNDS

The school grounds are supervised during school hours, from arrival time until dismissal time, when school is in session (7:30 am – 3:00 pm). There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Students are only permitted to ride the bus for their particular school district and the one to which they are assigned. Students **may not** ride other buses to go to a friend's house after school. For obvious safety reasons, transportation changes will not be made over the phone.

Arrivals

A child must come directly to the gym between 7:30 and 7:50 AM. Parents transporting children by car are asked not to leave a child at school before 7:30 AM.

Buses

Local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school. Students are permitted to ride only the bus to which they are assigned. Students are not allowed to switch to another bus even if it is within the same district. This regulation is due to insurance regulations. Children who normally walk or are transported by car may not board buses for any reason. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and principal. Students are expected to observe the safety regulations established by each school district, and to behave in a cooperative, orderly and respectful manner while traveling to and from school. The conduct of students is an important part of the total school program. Poor conduct jeopardizes the safety of all the people on the bus. When a student's behavior is found to be inconsiderate, unacceptable, or detrimental to the safe operation of the bus, suspension from riding the bus may be warranted and enforced by the administration. A bus driver's report is sufficient to render a bus suspension.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus. The school is not in a position to grant such a request.

Bicycles

Students in grades 5 – 8 are permitted to ride bicycles to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of appropriately sized helmets. A teacher will escort bike riders to the designated crossing guard immediately outside the school at dismissal. If a student is 12 years or younger and does not have a helmet, he/she will not be permitted to use the bike and a parent will be called to get the child.

GYM

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the principal. For information regarding the gym uniform, please see Gym Uniforms, under "Uniform".

HEALTH

Medical Records

Medical records are maintained in the nurse's office. The Commonwealth of Pennsylvania has mandated that all children entering kindergarten or first grade, present documented proof that the following immunizations have been received:

Diphtheria, 4 doses Toxoid - one after the fourth birthday
Tetanus, 4 doses Toxoid - one after fourth birthday
Polio, 3 doses Trivalent Oral Vaccine
Measles, 2 doses of vaccine
Rubella, 2 doses of vaccine
Mumps, 2 doses of vaccine
Hepatitis B, 3 doses of vaccine

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

Nurse

A registered nurse is provided by the Upper Dublin Public School District on a limited basis. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents as necessary. The nurse maintains all health records. Care administered at school is limited to first aid in accidents or illness until the parents can be reached. Emergency situations will be handled as deemed appropriate by the nurse.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical issue, please notify the homeroom teacher, the Principal and the nurse. Medic-Alert bracelets are strongly recommended for any child with a medical condition. Emergency cards are kept on file for each student. Please be sure that we have up-to-date information on file in the event of an emergency.

Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal or office personnel. As necessary when a student becomes ill or an injury occurs, the parent(s) or guardian(s) are immediately contacted. If the parent or guardian cannot be reached, the emergency contact will be called. Faculty and staff are not permitted to administer medication of any kind, without written direction from the student's doctor. Only basic first aid may be administered.

Medications

State law forbids school personnel to administer any type of medication to students. For this reason, we request that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of the nurse or if the nurse is not in school the secretary or Principal.

Parents/guardians are required to sign the medication authorization form, which is available from the school, if the student must take medication at the school. A Medication Dispensing Form must be completed by the student's doctor. Forms may be obtained from the Nursing Office. Medications from home must be properly labeled and kept in the nurse's office.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the nurse's office.

HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parent's and teacher's role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

LATENESS

The school bell rings at 7:50. Students salute the flag together in the parish center. Students enter the school by 7:50 a.m.. Children who arrive late for school must report to the office to sign in, present a note from his/her parent explaining the reason for the lateness, and receive an admission slip for class. The admission slip is given to the homeroom teacher. Lateness automatically disqualifies a student from receiving a Perfect Attendance Certificate. Frequent lateness is a serious infraction. A parent / teacher conference must be held after ten late arrivals. Consistent unexcused lateness will be considered parental neglect, which will be reported for further investigation.

LIBRARY

The school library is staffed by a librarian and is available to the students during the school day. Ordinarily, books are taken out weekly. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

LUNCH AND SNACKS

Ordinarily most students stay for lunch during the school year. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. If your child goes home for lunch, children from other families may NOT accompany your child. Children have the option to purchase lunch at school or bring their lunch from home. Children who stay for lunch may not leave the school property at lunchtime. If a student forgets his/her lunch, parents may leave the lunch, identified with name and grade on the table outside the office. Lunches and other materials will be forwarded to your child at an appropriate time. Please do not interrupt a class to drop off forgotten items.

Currently Aramark Food Services provides items that can be purchased for lunch. Every student has a pin number for the school year so there is no exchange of money in the lunchroom. Parents are asked to send any money for lunch in an envelope, labeled with child's name and pin number. Parents may contact the manager of Aramark to request a print out of items purchased and also to request that your child's file be noted for allergies or particular food items that you do not wish your child to purchase. You can contact Aramark by calling the school office or writing a note.

The lunch time is divided into approximately twenty minutes for lunch and twenty minutes for play. Please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed.

If a student is not finished his/her lunch, they are permitted to remain until they've had enough time to eat. Students are discouraged from throwing food away and encouraged to bring home whatever is not eaten so parents can be aware of their children's eating preferences.

Respect and courtesy are to be shown to the parents who supervise and assist during this time. Children who remain at school for the lunch period must cooperate with the lunch monitors who supervise students in the cafeteria and the schoolyard.

If a child has come to school with a lunch provided by parent(s)/guardians, he/she is expected to keep that lunch. Substitutions are not permitted unless there has been a spill or leak in the lunch box.

MODERATORS OF THE YARD DURING LUNCH

Each day, a staff member and four parents will be responsible to supervise the yard and playground during the lunch recess. The schedule for these duties will be distributed at the beginning of the year. If you are unable to supervise on the day scheduled, please secure a substitute.

NOTES

Parents are requested to inform the school by note when any of the following situations exist:

- a. student is absent;
- b. request for early dismissal;
- c. a family trip during the school year (strongly discouraged);
- d. request for an appointment;
- e. a student who is not in full uniform;
- f. a change from the ordinary means of transportation;
- g. a request that a student remain indoors during recess (student will remain in the Principal's office for recess)

PARENTS/GUARDIANS – INVOLVEMENT IN THE SCHOOL

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Parent Association.
- The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the school, including dismissal of the student.

PERSONAL HYGIENE

Students are expected to demonstrate pride in themselves and to be clean and neat in appearance. Hairstyles should be attractive but not "TRENDY". Girls' hair must be neat and out of the eyes. No outlandish styles or haircuts are permitted. Hair dye is not permitted. Boys hair should be neatly trimmed, not in eyes nor touching the shirt collar. No extreme or fad styles or haircuts are permitted. Hair dye is not permitted.

PERSONAL BEHAVIOR/DEVELOPMENT

A positive attitude in and out of the classroom is expected. It is the responsibility of each student to demonstrate respect for oneself and for all members of the school community. Students are expected to communicate respectfully and to be courteous and cooperative when traveling to and from school and at all school related functions. Conferences with parents will be held for students who consistently refuse to comply with school policies. Students who make poor choices will be removed from special privileges (e.g. class trip). If a student receives a conduct grade on his/her report card less than "2" he/she will not be permitted to participate in special privileges.

RELEASE OF A CHILD

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

SAFETY

Fire Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate a serious matter.

There are also other drills that students practice: shelter in place, lock down drills as well as evacuations. If school would need to be evacuated, students will walk to Maple Glen Elementary School located at Ft. Washington and Limekilm Pikes.

Regulations

In addition to points covered under other topics in this handbook, the following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

SASO – Saint Alphonsus Safety Organization

Purpose - An organization of safeties to help monitor the smooth running of the school, to maintain organization and safety, to provide leadership and guidance in the morning, at lunch, at change of classes, at assemblies, at dismissal, and at various school functions when needed.

Membership – 7th and 8th grade students.

Qualifications - Teacher recommendation, parent approval, maintain a minimum of a “2” or “3” in Personal Development and Effort and Study Skills and above 75 in academic subjects.

Duties - Attend a monthly safety meeting. Make morning and afternoon announcements. Help with the morning flag salute. Monitor dismissal stations and bus safety. Be available for other safety duties as the need arises.

Responsibilities - To maintain a respectful and responsible attitude toward assigned duties. To treat every student with respect both in school and on the bus. To model Christian values, proper behavior and attitude toward fellow students, staff and faculty. To take this safety organization seriously and recognize the importance of carrying out your responsibilities with volition.

SCHOOL BAND/PIANO/CHOIR

Students in grades 3 to 8 may participate in musical instrument lessons. The cost is in addition to the tuition fee. Lessons are taught during regular class hours. Students in grades K - 8 may participate in piano lessons. There is also an after school parish choir, Genesis, for our school – age children.

SCHOOL BOOKS, MATERIALS AND PROPERTY

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child’s name, school, address, and room number.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school.

Parents and students are encouraged to visit the lost and found located in the hallway by the vending machine outside the Parish Cente.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

SCHOOL SPONSORED FUNCTIONS

Lack of acceptable behavior and responsibility at any school related activity will be addressed by the Principal. Students responsible for the unacceptable behavior will have their names removed from all special school privileges. Examples of such activities are: all contests, competitions, high school visitations, dances, class trips, etc.

SCHOOL YARD

Morning supervision begins at 7:30 AM. Students may not arrive before this time. It is important for each student to have an attitude of CARE and RESPECT for other students, teachers and any adult who supervises them. Any form of disrespect will not be tolerated. Any student who is involved in physical struggles will be expected to learn to resolve conflicts in a non-violent manner.

SCIENCE FAIR PARTICIPATION

Students in Kindergarten - Grade 6 have the option of participating in the science fair. Grade 7 and Grade 8 will participate as part of the science curriculum and will receive a grade for their project.

SMOKING

The school premises is a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

STATE FUNDED PROGRAMS (AUXILIARY SERVICES)

MONTGOMERY COUNTY INTERMEDIATE UNIT NON-PUBLIC SCHOOL SERVICES DIVISION

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to a non-public school student in our County. These services are provided to all students who have a need in any of these areas.

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Stationery will be distributed in school the opening week of school. During the school year, limited stationery items can be purchased at school.

STUDENT PROGRESS

If you have any questions regarding your child's progress, please contact the teacher directly. Please do not put volunteers and other parents on the spot by asking them about academic progress and behavior of your child.

STUDENT RECORDS/RELEASE OF STUDENTS

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may be released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the school's no refund policies.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student. We agree that it is our responsibility to combine the percent of tuition owed by each of us and send the total amount owed to the school.

Signature

List all days of school week, and times, when you may pick up listed child(ren)

Signature

List all days of school week, and times, when you may pick up listed child(ren)

Name of Parent/Guardian to Receive School Materials

STUDENT RECORDS

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

TELEPHONE CALLS

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal or the office staff. This permission will be granted for serious matters only. Students may not make personal phone calls on phones provided for faculty, parents or on-line technology purposes. Violators will be dealt with seriously. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be left in the teacher's voice mailbox when necessary. Your call will be returned promptly but not necessarily before the end of the school day on which you called.

TELEPHONES: CELLULAR/PAGERS/HANDHELD ELECTRONIC GAMES

Cellular telephones, beepers, pagers, laptop computers, handheld electronic games, personal CD players, ipods and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the school. The school can not be held responsible for the loss of these items, or any other personal property item brought to school.

TESTING

Students who are absent when a test is administered may be required to take that test upon return to school. If a student misses more than one day of standardized testing, the test can not be made up as there is a time limit within which all test booklets must be mailed to the testing service.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form that authorizes Saint Alphonsus to release records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to settle any financial debt due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the Principal as soon as possible. Up-to-date records are needed in case of an emergency.

TRIPS

Family trips for business or pleasure are strongly discouraged during the school year. We have made great effort to reduce the number of half days. Faculty meetings have been scheduled in conjunction with existing school holidays. We are trying to maximize educational time. We request that you DO NOT plan vacation during school days. A week of school cannot be replaced by “make-up work”. When parents consider the trip absolutely necessary or beneficial, a written notification for the extended absence should be sent to the Principal at least one week prior to the trip. Make-up work for the absence is the responsibility of the student.

TUITION

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined by the Pastor, Principal and the Finance Committee. The school also may impose fees for other items, such as extracurricular activities, field trips, books, and registration. This information is communicated through the weekly communication envelope.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Pastor and Business Manager review the tuition records on a regular basis. The student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely fashion.

UNIFORM CODE

Students are expected to wear the prescribed uniform each day, and to demonstrate by their appearance, a pride in themselves and in St. Alphonsus School. Neatness and cleanliness in personal attire are part of a child’s education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Any student not in compliance with the dress code will receive a demerit. Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.

On the designated gym day students have permission to wear the gym uniform for the full day. Gym shorts must be an appropriate length and regulation style. Students are not permitted to wear make-up. Please refer to the uniform regulations.

Hair Styles/Grooming

A student's hair is to be neat, clean, and groomed conservatively. Girls' hair must be neat and out of the eyes; no extreme styles or haircuts are permitted; no hair dye. Boy's hair must be neatly trimmed, not in eyes (eyebrows visible), nor touching the shirt collar; no extreme or fad styles of haircuts; no hair dye. Students are expected to come to school in a state of cleanliness.

Jewelry

Although jewelry is not a part of the school uniform, appropriate post earrings of a small and conservative style, watches, and rings are permitted to be worn by the girls (one earring only in each ear). For safety reasons, students may not wear dangling earrings. Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

Make-Up / Nail Polish

Students are not permitted to wear make up or nail polish to school. Any student who is wearing either will be required to remove it immediately in the nurse's office.

OUT OF UNIFORM

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the Principal. The note should indicate the expected date by which the uniform will be complete.

UNIFORM REGULATIONS

***Kindergarten is required to wear the gym uniform every day**

***Pre-Kindergarten is not required to wear uniforms**

<p>GIRLS - GRADES 1 - 4</p> <p><u>Summer Uniform:</u> White golf shirt with logo (long or short sleeve) Navy shorts or plaid jumper White or navy socks (at least ankle length) Vest or cardigan sweater optional</p> <p><u>Winter Uniform:</u> Plaid tunic (no more than 2" above the knee) or Navy Blue Slacks (from the uniform store) White golf shirt with logo (long or short sleeve) or white turtleneck Cardigan sweater with school logo Navy knee socks or tights</p>	<p>GIRLS - GRADES 5 - 8</p> <p><u>Summer Uniform:</u> White golf shirt with logo (long or short sleeve). Navy shorts or plaid kilt White or navy socks (at least ankle length) Vest or pullover sweater optional</p> <p><u>Winter Uniform:</u> Plaid kilt (no more than 2" above the knee) or Plaid Skort or Navy Blue Slacks (from uniform store) White golf shirt with logo (long or short sleeve) or white turtleneck Navy sweater vest with school logo OR Pullover sweater with school logo Navy tights</p>
<p>BOYS - GRADES 1 - 8</p> <p><u>Summer Uniform:</u> White golf shirt with logo (long or short sleeve) Navy shorts or gray trousers with belt White or navy socks (at least ankle length) Vest or cardigan sweater optional</p> <p><u>Winter Uniform:</u> Gray trousers with belt White golf shirt with logo (long or short sleeve) or white turtleneck Navy sweater vest with school logo OR Navy v-neck with school logo</p>	<p>ALL STUDENTS GYM UNIFORM - GRADES K - 8</p> <p>T-Shirt with school logo Navy <u>long</u> gym shorts sold at uniform stores with the school logo Sweatshirt with school logo Sweatpants sold at the uniform store with school logo Sneakers</p>
<p><u>SHOES</u> BOYS: *a solid black tie or slip on shoe such as: Merrell or Land's End Slip-Ons Skechers Alley Cats, Cool Cats, Oilers Tuffex, Timberland</p>	<p><u>SHOES</u> GIRLS: *a solid brown tie or slip on shoe such as: Land's End (Moc or Mary Jane), Skechers (<u>only</u> Party Mate or Raiders), Bass Kayla or Exeter (Brown), Tufts, Schoolmate</p>
<p>Shoes may be purchased at any store. Dimmer's in Glenside and Flocco's Shoe Store in Conshohocken have a great variety of acceptable school shoes.</p>	

SCHOOL UNIFORMS MAY BE PURCHASED AT THE FOLLOWING STORES:	
Flynn & O'Hara Uniform Co. 901 North Bethlehem Pike Springhouse, PA 19477 215-793-9436	Rose Uniforms, Inc. 2132 Moreland Road Abington, PA 19001 215-659-4822 or 215-527-4698

VACATION POLICY

The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school.

VIOLENT/THREATENING/HARRASSING ACTS BY STUDENTS AND PARENTS

Any threatening, harrassing, or violent acts by children or parent(s)/guardian(s) would constitute grounds for immediate dismissal of the child. In the case of children, the school will investigate all such incidents promptly and confidentially. A student under investigation should be released to his parents or legal guardian and removed from the school pending the investigation.

If the acts involve a weapon, administration may report the incident to the local police depending on the nature of the incident involving a weapon. Items that are not by their nature weapons may become weapons depending on how they are used. For example, a baseball bat, if used to strike someone can be a deadly weapon. But, guns and knives, for example, are deadly weapons in and of themselves.

Whenever physical harm results, the police will be informed. Threats of violence by use of a weapon are also crimes, and again the particular circumstances will dictate whether the police will be called immediately. If the police are called, school officials will make every reasonable effort to release the child to the police outside the presence of other children, and, if at all possible, after the parents have been contacted and have arrived. In matters of a serious nature, the Office of Catholic Education will be called, and copies of all documentation forwarded to the Office.

VIOLENT THREATS AND WEAPONS

Possession of a firearm and/or threats that could cause bodily harm will be handled with a no-tolerance policy. These infractions will be cause for immediate expulsion from school and the appropriate agencies notified.

VISITORS

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:45 AM and 2:45 PM, unless the Principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

We strongly encourage parents and other adults to participate in our school volunteer program.

It is necessary to have current (within the last 5 years) Child Abuse and Criminal Clearance Forms on file as well as certification from the Training for Prevention of Child Abuse Program. This is required from anyone who has weekly contact with students. Attendance at "Protect the Child Program" is required.

Volunteers generously sharing of their time and talent lends to building a strong learning community. There is no limit in the ways in which you can participate in offering supportive services. The following are just a few of the ways in which volunteers assist: Library Aides, Classroom Aides, Teachers Aides, Nurse's Aides, Computer Lab Aides, Homeroom Parent, and Extracurricular Activities Aides. A parent volunteer who brings a toddler with him/her while supervising our students is personally responsible for the safety of that child. The toddler should be closely supervised at all times.

Every student is expected to show courtesy and respect to all volunteers.