



St. Alphonsus

CATHOLIC SCHOOL

DISCOVERING STRENGTHS • CHALLENGING MINDS
IGNITING SPIRITS

2018 – 2019
Family Handbook
Kindergarten-8th Grade

7031 Halifax Avenue North
Brooklyn Center, MN 55429
763-561-5101

www.stalsmnschool.org
schooloffice@mystals.org

Mission Statement

St. Alphonsus Catholic School is committed to honoring all with dignity and compassion, empowering leadership through service, and igniting the spiritual life of all students. We discover the strengths of our students and challenge them to achieve their full potential as lifelong learners..

Philosophy

Our commitment to treating all with dignity is evidenced in our teaching and modeling of Christian values and in the ultimate display of our students' behavior.

Students are encouraged to be compassionate leaders in serving the school, the parish and the community. By teaching to the *Multiple Intelligences* and honoring the *Top 20* principles, we endeavor to unlock each student's full potential and purpose.

St. Alphonsus Parish Mission Statement

St. Alphonsus is a Roman Catholic Parish in the Redemptorist tradition that fosters life through Sacrament, word, and deed and ministers with a diverse community. As a Body of Christ, we educate, we form, we evangelize.

St. Alphonsus: Where all of God's people grow as disciples in a compassionate Catholic community.

Please Note: Any items highlighted are changes to the handbook for the 2018-2019 school year!

School Office Hours::

Monday-Friday: 7:00 AM - 3:30 PM

Length of School Day:

- The school day begins promptly at 7:30 AM and dismissal is at 1:50 PM
- Doors **WILL NOT OPEN UNTIL** 7:00 AM (Please note there is no supervision prior to 7:00 AM). Supervision is provided by volunteers daily in the cafeteria between 7:00 AM & 7:20 AM.

Guidelines for Marking Tardy:

- 7:30 AM - 10:30 AM arrival = Morning Tardy
- Arriving to school after 10:30 or leaving before 11:30 for the remainder of the day = ½ day absent
- Leaving between 11:30 and 1:50 = Afternoon Tardy

ATTENDANCE

Absenteeism from school, for reasons other than illness, causes problems for students and teachers that extend beyond the missing of daily assignments. The student misses class instruction, the introduction or reinforcement of skills and concepts, as well as the interaction with classmates. Students who attend school consistently (and are on time) develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality. It is intended to be positive and not punitive.

Absenteeism due to illness:

Attendance is taken each morning at 7:30 A.M. If it is necessary for a student to be absent from school, St. Alphonsus Catholic School requires parents/guardians to do the following:

- **You must inform the school if your child is ill, absent, or tardy for any reason with a phone call.** To report an absence, call the attendance line (763-503-3306). Please give a brief reason why your student is absent. The school will call all families if a student is not in school by 8:00 A.M.. If no message is left or the school cannot get ahold of your family, it will result in an unexcused absence.
- **If an illness spans more than 3-days,** a doctor's note may be required.
- If there is an emergency in the family or if the student is expected to miss more than one or two days, please leave a message with the school office.
- A parent/guardian may come and pick up a student's homework between 2:00 and 4:00 PM. Homework will not be ready before this time.

Absenteeism due to sporting events:

If a student chooses to miss school due to a sporting event or activity, the absence is an unexcused absence. Teachers are not required to give make up work to the students. A note must be sent to the office 24 hours in advance in order for a teacher to consider allowing missed work and tests to be completed.

Illness during the school day:

If a child becomes ill or is injured during the school day, the parent/guardian will be contacted immediately. When contacted because the child is ill or injured and it is the judgment of the nurse or school staff that the child should be taken home, it is the responsibility of the parent/guardian to come to school or make arrangements with someone else to come to school to take the child home. No student will be allowed to walk home alone or be allowed to go home if there will not be an adult at home.

Leaving school early:

There are times when it is necessary to schedule appointments during school hours. If a student needs to leave school early, a written or verbal request by the parent/guardian is necessary. The parent/guardian must identify who will pick the child up from school so that school personnel can release the child to the appropriate person. When picking up children at times other than regular dismissal times, parents/ guardians or designated persons must go to the front door, ring the doorbell, and go to the school office to sign out each student so that there is a record of the child leaving school, why s/he is leaving, and with whom.

Tardiness:

School starts promptly at 7:30 A.M. All students who arrive after the start time should report to the school office for a tardy slip. Habitual tardiness has an adverse effect on the education of the child who misses the same class every day and upon the rest of the class who experience the interruption of late entries into the classroom. After six tardies in a trimester, phone calls or communication will be made to the parents/guardians. If tardiness continues, written communication will be sent to the parents/guardians to set up a conference with the teacher(s) and principal. At that time, a written plan will be made to ensure on-time arrival to meet the child's educational needs. Excessive tardiness may also be considered truancy and may warrant contact with legal authorities.

Truancy - habitual:

Students are considered habitually truant under the Minnesota Statute 260C.007 if absent from instruction in a school without a valid excuse within a single school year:

- For seven (7) school days if the student is in elementary school
- For one or more class periods on seven (7) school days if the student is in middle school

Consequences of habitual truancy:

- Minnesota Statute 260C.007, Subd.4 (14), declares a youth who is habitually truant is a child in need of protection or services. Accordingly, the principal shall refer a habitually truant student and the student's parent or legal guardian to appropriate services and procedures under Minnesota Statutes Ch. 260A.

The following is an excerpt from District 279's Truancy Policy that St. Al's will follow accordingly:

- Absence from school will be **excused** due to appointments for dentist/doctor/mental health professionals/orthodontist or legal matters, funerals, illness, in-school suspension, late bus, religious reasons, or severe weather.
- Absences from school **MAY be EXCUSED** at the principal's discretion for situations such as: adoption of a sibling, birth of a sibling, family/student personal concern, family illness, or pre-arranged vacations.
- Absences from school **WILL NOT be EXCUSED** for the following: child care of siblings, no stated reason, missed the bus, out-of-school suspension, and non-school extracurricular activities such as dance lessons, music lessons, gymnastics, etc.

Absence from school day – after-school activities:

- If a student is absent from school during the day, he/she will be excluded from any school sponsored after school activity (dances, athletics, etc.) that afternoon/evening.
- Students must arrive to school by 11:00 A.M. to participate in such activity.
- If a student leaves due to illness any time during the school day, he/she will be excluded from that afternoon/evening activity.
- If a student attends a funeral or has another circumstance approved by the principal (with prior written notice), they may be allowed to participate in after-school activities.

Vacations during the school year / special trips:

It is expected that each student will be in school as much as possible. The teachers and staff are aware that families cannot always arrange their vacations and trips according to the St. Alphonsus Catholic School calendar. We all know that travel and vacations can and should be an enriching experience for children. It is understood by all parties involved that because the child has missed the instruction given, the class activities and interaction with the other students and understanding of the concepts and lessons may not be the same as if the student had fully participated in class. There is the possibility that the student may be "behind the class" in certain areas, and there may be some time before he/she is fully "caught up". We ask that the following be done when it is known that a student will miss school due to travel, trips and/or vacations:

- An email or signed parent/guardian note should be sent to the teacher **and office** explaining the nature of the trip, the amount of time to be missed, and the date the student is expected to be back at school.
- Generally, homework can be given in advance **at the teacher's discretion**. Appropriate and pertinent work will be given to the student upon his/her return. The rule of thumb is that the student will be given the same number of days that they were gone from class to complete the make-up work.

CATHOLIC IDEALS SCHOOL

In the summer of 2015, St. Alphonsus Catholic School officially became a Catholic IDEALS School. "IDEALS" is an acronym for innovative, differentiated, enriched, active, leadership, and spirituality. The process of becoming a Catholic IDEALS School includes a great deal of professional development for faculty and staff in partnership with [Top 20 Training](#) and [IDEAL School](#).

The Catholic IDEALS model requires that (1) our faculty teach lessons from a multiple intelligences perspective and (2) our school implement the principles of *Top 20 Training*.

Multiple intelligences is an educational approach based on the research of Dr. Howard Gardner at Harvard University which states that students learn in multiple ways and that schools can help all students to reach their full potential by using these methods to teach, explore, and assess. These include logical/mathematical, linguistic, musical, kinesthetic, natural, visual, intrapersonal, interpersonal, and spiritual. In the classroom, we agree that God made all students' minds capable of learning. Decades of neuroscience support the idea that by engaging students in the ways they best learn, we can pique students' brains to help new knowledge and skills move beyond the short term-memory and into the long-term memory.

Top 20 Training is an educational support team that promotes the development of the whole person. Top 20 principles and strategies help schools to develop students' social-emotional intelligence as well as their academic intelligence. By developing their interpersonal and intrapersonal skills, we are better preparing them for college, career, and personal success. They are also tremendous skills for developing a person's path to virtue and God's kingdom.

By employing multiple intelligences research and embracing the whole child, Catholic IDEALS schools serve children in a much more comprehensive fashion. This is the way Jesus taught, and our students are particularly blessed to develop in this environment.

ADMISSIONS

Policy #5101

Classes will be filled according to the following prioritized criteria:

New **Preschool/Kindergarten**

1. Children of active parishioners* with siblings currently enrolled in good standing
2. Children of faculty and staff of St. Alphonsus Parish or St. Alphonsus Catholic School
3. Siblings of students previously enrolled at St. Alphonsus Catholic School
4. Children of active parishioners
5. Children from non-Catholic families

1st-8th Grade

1. Children currently enrolled and in good standing
2. Children of faculty and staff of St. Alphonsus Parish
3. Siblings of students previously enrolled at St. Alphonsus Catholic School
4. Children of active parishioners
5. Catholic children of new parishioners who were active members of their former parish
6. Active parishioners from other Catholic parishes
7. Children from non-Catholic families

*Active Parishioners are defined as follows:

- Have completed the parish registration process
- Worship regularly at St. Alphonsus Parish
- Have made a commitment to support the parish with their time, talent, and financial contribution and honor their commitment to the best of their ability

*Active parishioner status will be verified with the parish office

St. Alphonsus Catholic School reserves the right to make a final decision on admission based on the receipt of school records.

ALCOHOL, DRUGS, AND SMOKING

Alcohol and Drugs:

No student is allowed to be in possession of or under the influence of mood-altering chemicals. (alcohol or drugs), except what may be prescribed by a physician, while attending school or any school-sponsored event. Violation of this policy will result in immediate suspension and possible expulsion.

If any student attending St. Alphonsus Catholic School is found buying, selling, or giving away mood-altering chemicals, found under the influence of mood-altering chemicals, or found in possession of mood-altering chemicals while on St. Alphonsus grounds or attending any school sponsored event, they will be suspended immediately.

The Administrative team, in any such instance will:

1. Immediately notify the parent/guardian of the student's suspension
 2. Notify the police in case of illegal drugs
 3. Keep the student on in-school suspension until they are released to the parent/guardian or law enforcement
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1. Schedule a conference with the parent/guardian and student to discuss the incident
 2. Make a decision regarding the student's future attendance at St. Alphonsus Catholic School
 3. Refer the parent/guardian and student to an appropriate counseling agency

If the principal receives a substantiated report that any student attending St. Alphonsus Catholic School is buying, selling, or giving away mood-altering chemicals, is under the influence of mood-altering chemicals, or is in the possession of mood-altering chemicals, even though this student is not on school grounds or attending a school-sponsored event, the principal will notify the parents/guardians of the report.

Smoking:

No student is allowed to smoke or be in possession of tobacco products, lighters, matches, or related materials at school or any school-sponsored event. If a student is found smoking or in possession of tobacco products, lighters, matches, or related materials at school or any school-sponsored event, the parents/guardians will be notified, and the student will be suspended.

BAND PROGRAM (4th-8th Grade)

Parents/guardians may contract band services with Totino-Grace Fine Arts Academy for students in 4th-8th grade. Lessons and group practices are once a week during the school day on Tuesdays. Students are responsible for all classes missed while at their band lessons, however, the faculty and administration support band students in their effort to develop their skill in playing a musical instrument and will work with a student to allow them to make up missed work.

Contact information for Mr. Tim Hoffman is:
763-586-6311 or tim.hoffman@totinograce.org

BIKERS

Students in grades 4 through 8 may ride their bicycles to school. **At the discretion of parents/guardians, younger students may ride with older siblings in grades 4 through 8.** Bicycles are only to be ridden to and from school. They are not to be ridden during the school day. All bikes must be locked while at school. There is a bike rack located near Door #9.

BIRTHDAYS

Children's birthdays may be celebrated at the school. We understand this is a very special day for your child, but extra treats or snacks requiring additional preparation will not be allowed. **Items that are unacceptable include: sheet cakes, candy with gum in the middle or gum in general, pizza, pies, and any other snack that requires cutting.** These treats will not be passed out; they will be stored in the classroom and sent home with the child at the end of the day.

Please see the list below for suggested birthday treats. **Please limit treats to one (1) item per student.** Additionally, please refrain from sending cups, napkins, and plates. You will receive specific Birthday Celebration information from each classroom teacher.

Recommended Treats:

Popsicles
Mini cupcakes
Cookies
Granola bars
Fruit snacks
Individually packed fruit cups
Individually packaged crackers/snacks
Trinkets or toys (pencils, erasers, etc.)
Donut holes

Unacceptable Treats:

Sheet cakes/pies
Pizza
Candy bars
Suckers with gum
Gum of any variety
Homemade treats
Ice cream cakes

Students will be recognized at our monthly Birthday Mass. Please look to the school calendar for when these Masses are celebrated. To reinforce a positive Christian atmosphere, **we will not allow students to distribute party invitations at school unless the entire class is invited.** Please be sensitive and mindful of other students' feelings when students are leaving for birthday parties and playdates from school.

BULLYING POLICY

Bullying Policy #9400 (revised and approved June, 2010)

A safe environment is one where students and adults are not only free of physical threat, but also free of emotional and psychological threats. We expect that students and adults respect one another, despite their differences, and treat every person with the dignity he or she has a right to expect. St. Alphonsus Catholic School staff, students, parents/guardians, and the community must collaborate to eliminate bullying.

Cyber-Bullying:

The nature of bullying has changed over the years. Bullying is no longer just about the playground bully, but many cases involve cell phones, computers, and other subtler forms that are more about emotional and psychological bullying than physical violence. Many of these situations originate off campus that may or may not spill over to the school environment. This is a more sophisticated kind of behavior that oftentimes is not observable to teachers and school staff. The newer forms of bullying involve both boys and girls – even those that adults would not suspect. For many reasons, students are reluctant to tell teachers about bullying, but it is expected that adults inform teachers and staff about bullying when they become aware of it. If any students are caught using a school device for any bullying nature, their privileges will be suspended or possibly revoked.

Definition:

Bullying is a conscious, willful, and deliberate hostile activity intended to induce intimidation through the threat of further emotional or physical harm. It includes the following three elements:

- **Imbalance of power-** The bully can be older, bigger, stronger, more verbally adept, higher up on the social ladder, of a different race, or of the opposite sex. Sheer numbers of kids banded together to bully will create this imbalance.
- **Intent to harm-** The bully means to inflict emotional and/or physical pain and expects the action to hurt. Bullying is no accident, mistake, or slip of the tongue.
- **A pattern of behavior-** The negative behavior toward the victim has happened more than once and has caused fear in the victim that it will happen again.

Bullying is not tolerated at St. Alphonsus Catholic School:

- St. Alphonsus Catholic School continues to reinforce Catholic values of respect, responsibility, appreciation of diversity, integrity, and compassion.
- St. Alphonsus Catholic School offers a variety of programs to help students learn to respect each other.
- Students and adults are encouraged to report bullying. The school has a form for recording the incident and documenting follow-up. This form can be requested from the school office.
- Students and adults who bully others will be disciplined and will get help to understand their behavior and what they can do about it.
- The school counselor will become involved if additional support is needed.

Reporting Procedure:

1. **Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying will report the alleged act(s) immediately to the teacher (or the principal, only if the complaint is against a teacher or staff person).**
2. The reporting party must submit a written complaint of the bullying incident to the appropriate person referenced above. A form is available in the school office.
3. The teacher will consult with the principal and begin the investigation/school action plan as defined below.
4. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
5. St. Alphonsus Catholic School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
6. Submission of a good faith complaint of bullying will not affect the complainant's future employment, grades, work assignments, or educational or work environment.

Investigation/School Action:

1. Upon receipt of a report of bullying, an investigation will begin within two school days. The parties involved will be updated within one week from the beginning of the investigation.
2. The school may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of bullying, consistent with applicable law. St. Alphonsus Catholic School is not authorized to disclose private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted or required by law.
3. Based on a confirmed report, the principal will notify the parent(s) or guardian(s) of the accused bully of the incident and the remedial action taken.
4. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, counseling, suspension, exclusion, expulsion, remediation, termination, or discharge.
5. If the parties are not satisfied with the decision and course of action, they may appeal to the Pastor.

BUS - see Transportation

CALENDAR

The school calendar is available at www.stalmsnschool.org. When possible, we follow the Osseo Area Schools calendar. Parents/guardians are advised to read weekly newsletters for changes and revisions to the calendar.

CANDY, GUM, AND OTHER FOOD ITEMS

Candy, gum, or other food items are not to be consumed by students during the school day. There are special times when treats are allowed. Teachers may allow students to have a nutritious mid-morning snack if the students are hungry. Families in kindergarten are asked to provide snacks to be shared with the class. The teacher will provide an acceptable snack list. **If you wish to celebrate a birthday or special occasion, please make prior arrangements with the teacher and refer to the policy for Birthdays.**

**Please note that St. Alphonsus Catholic School has a policy that all food items brought into school for the purpose of being shared and not prepared at school must be prepackaged. Some classrooms have students who have life-threatening food allergies and will therefore have separate policies regarding food. Teachers will communicate this at the start of school.

CHILD NEGLECT / ABUSE

The staff members of the school are legally required to follow the requirements of Minnesota law to report child neglect and/or abuse, which may be summarized as follows:

- Staff members are required to report suspected cases of child neglect/abuse to the local law enforcement agency or social service agency.
- **Neglect** is defined as failure to provide food, clothing, shelter, education, or medical care and prenatal exposure to controlled substances.
- **Abuse** can be physical or sexual abuse or emotional maltreatment.

COMMUNICATIONS

Weekly newsletters are sent via email **to parents/guardians as well as to students in grades 5-8** every Friday. Please contact the school office if you are not receiving these emails. The student data system, Sycamore, will be the main communication tool between school and home. It is expected that parents/guardians check their students' classroom pages and family information weekly. **Paper copies of newsletters WILL ONLY be sent home to families who request a paper copy.** Items intended for the weekly newsletter must be approved and submitted in a PDF form to the office by noon on Wednesday.

Each staff member has voicemail and email. Teachers cannot answer the phone during the school day, so callers will be put through to their voicemail. Teachers and staff are expected to check their email and voicemail after the school day, therefore if your email or call requires immediate assistance, please call the school office 763-561-5101.

CELL PHONES

St. Alphonsus Catholic School recognizes that many students have access to cell phones and that they are considered a student safety measure outside of the school day. Students are permitted to have cellphones in school buildings, on school buses, and at after school activities. However, students **MUST** store their phones in their backpacks with all sounds turned OFF during the school day and during ALL after-school activities (between the hours of 7:00 A.M. – 3:00 P.M. – or later if the sport or activity ends after 3:00). Use of cell phone includes, but is not limited to:

1. Making or receiving calls
2. Accessing and using the internet, including email
3. Sending or receiving text messages
4. Taking photographs
5. Making sound or video recordings
6. Taking videos
7. FaceTime and similar apps

Other electronic devices not allowed include, but not limited to iPods, cameras, CD players, etc.

1st Violation:

- * Result in confiscation of cell phone or other device, which must be picked up in the school office by the parent or guardian

2nd Violation:

- * Confiscation of cell phone or other device for one week or purchased back for \$25 by the parent.

Each Violation after 2nd:

- * Increases the fee to an additional \$25 per violation

The money will be donated to our school technology fund. Forgetting to turn off sounds or conceal a cell phone is not an excuse. If a student uses a cell phone or other photographic device in a manner compromising, embarrassing, or hurtful to another person, it will result in loss of privileges, removal from class, or an immediate meeting with the parents/guardians and/or suspension and/or expulsion. There may be a time when cell phone use is permitted during the school day. Teachers will send notice to parents/guardians when this is acceptable.

St. Alphonsus Catholic School is not responsible for lost, stolen, or damaged cell phones or other devices.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Technology is an integral component of academic life and a communication network for St. Alphonsus Catholic School. Technology is a tool that is used in the classroom as well as the computer lab. All students will receive an acceptable use policy that is expected to be signed by the student and parent/guardian and returned to the school office by the due date.

EMERGENCY DRILLS

Drills are held several times during the year to ensure a safe and rapid exit should an emergency arise. Notices are posted in each classroom indicating the exit to be used for fire and tornado drills.

EXTENDED DAY - After School Care

Extended Day is the St. Alphonsus School program for children that need care beyond the regular school day. Extended Day is open every day that school is open from immediately after school dismissal at 1:50 P.M. until 6:00 P.M. Extended Day is available to all students on a daily basis, varying scheduled days, or on a drop-in basis. Parents/guardians are asked to register their child/ren before starting so that the Extended Day Staff will have basic and emergency information. If there is a change to a student's daily schedule, the school office must be notified by 1:00 PM, or the family may be charged. Extended Day information is available by contacting the Extended Day Director at 763-503-3386.

FIELD TRIPS

Field trips are designed to enrich the educational programs offered at St. Alphonsus Catholic School. Insurance regulations for the Archdiocese require the use of the parent/guardian authorization form (permission slip) EACH TIME the student participates in a field trip. **Failure to return this form by the due date means the student will not go on the field trip and must stay at school.** Phone calls to or from the parent/guardian do not fulfill the authorization requirements for participation. Fees to cover the cost of the bus and activity need to be paid prior to the student attending the field trip. If any field trip expense puts a financial burden to your family, please contact the principal. Due to the nature of many field trips, refunds will not be given for students who do not attend. If a family is not in good financial standing, the school may determine that a child is not eligible to attend the field trip. Students are required to ride the bus to all field trips. Some field trips provide the option for the student to be picked up from the field trip, but this will be communicated to all parents/guardians in advance of the field trip.

Chaperones on field trips:

As a chaperone, it is your responsibility to make sure the students you have been assigned behave in the appropriate manner. St. Alphonsus Catholic School has the following guidelines for chaperones:

- All chaperones must have completed the "Essential 3" Requirements as regulated by the Archdiocese of St. Paul and Minneapolis.
- Parents/guardians will be **discouraged** from driving separately and joining the group. There are field trips where we need parents/guardians to transport materials to and from the location.
- Younger siblings cannot attend field trips with a chaperone.
- A field trip is a wonderful experience, and **we ask that parents/guardians refrain from conducting business (phone calls, emails, etc.) while on a field trip.** Parents/guardians may be prohibited from attending future field trips if this happens.
- All photos taken on a field trip cannot be posted on any social media site without the consent of all people in the photo – *please see policy on Photographs.*
- Know where your group is at all times and make sure your group is listening and attentive with the tour guide.
- Ensure that students exhibit safe and respectful behavior on the bus and in any waiting areas.
- Chaperones must enforce school guidelines.
- Chaperones CANNOT dispense any medications on field trips.
- A field trip is not the time or place to discuss school related issues with the teachers or other chaperones. The teachers are most willing to set up appointments to talk with you about your child and/or other school issues.

FUNDRAISERS

There are many different opportunities for fundraising at St. Alphonsus Catholic School. Fundraisers supplement school tuition in providing both essential and support materials and activities. The two major fundraisers are the Fall Fest and the Gala. We also plan to participate in the Catholic United Financial Raffle. Families with students in grades K-8, are required to participate in the Fall Fest, the Raffle and the Gala.

GOVERNMENT PROGRAMS

Although St. Alphonsus Catholic School is a nonpublic school and privately funded, the school does participate in a few government programs that exist to aid and assist children. All government programs state very clearly that they do not help the parochial or private school and that their sole purpose is to help children. We ask that you fill out the forms which request St. Alphonsus Catholic School to receive state funds for textbook aid, middle school counseling, and health services. These forms are in the Back to School Packet.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is the organization consisting of all parents/guardians and faculty and staff. One of its primary functions is to raise funds and disperse the funds to address the needs of the school. It addresses areas of the school operation that need help and identifies ways to provide the necessary aid. Another important function of the Home and School Association is to help school families connect with the school and with each other. The executive committee of the Home and School Association meets one time per month. All meetings are open meetings.

HOMEWORK

Homework will be given at each grade level. At the beginning of the school year, each teacher will inform parents/guardians of the homework policies in their classroom. A student will receive one school day for each day absent to complete any missed work. Please contact each individual teacher for expectations of completed work.

ILLNESS – *Please see Health Policies inside back cover*

INCLEMENT WEATHER POLICY

All emergency school closings or any change in school hours due to inclement weather will be announced on Kare-11, WCCO, FOX 9, or KSTP. In the event that District 279 (Osseo Area Schools) closes, delays, or dismissed early due to weather, St. Alphonsus Catholic School will follow accordingly. There may be times when St. Alphonsus Catholic School will close even if Osseo Schools stay open. Administration takes into account the safety of staff who drive from all areas when making a decision to close the school. Please watch for BOTH St. Alphonsus and Osseo. If we have a 2-hour late start, that means school will begin at 9:30.

An email or text alert will be sent to parents/guardians regarding inclement weather closings or delays.

Never drop your child off at school without finding out if we are in session that day.

INSURANCE

There is no insurance provided by the church or school for any personal injuries, property damage, or loss. School insurance does not cover loss of personal possessions; therefore, students need to understand that these items are their own personal responsibility.

LEAVING THE SCHOOL PREMISES

A student may not leave the school grounds without adult supervision at any time (including during the school day, team practices, middle school dances or events, or other school sponsored activities) for any purpose without a written request of the parent/guardian and the approval of the principal. This includes walking to local businesses without adult supervision.

LIBRARY

The school library is available to all students and is staffed by volunteers. Students may check out books as follows:

K-2: 3 books
3-5: 5 books

Books are due back to the library 14 days from the date of checkout. Books out for more than 14 days are considered *overdue* unless renewed. Books may be renewed two times unless a teacher is requesting access to the book. **Students with books overdue by more than 30 days cannot check out additional books until the overdue book(s) are returned "in good condition" or paid for.**

Fines are charged for lost or damaged library books according to the following:

Book (if un-repairable) Replacement cost; student may keep book
Book (if lost) Replacement Cost

A letter will be sent to the parents or guardians informing them their student's library privileges have been suspended and requesting action be taken to resolve the overdue fee(s).

Total Price of Items	Work Service Hours
\$0.01 - \$5.00	2 hours
\$5.01 - \$15.00	4 hours
\$15.01 - \$30.00	6 hours
\$30.01 or higher	Automatically referred to school principal

Work service should be completed within a reasonable amount of time, no more than one month, and not exceeding the end of the current school year.

If the overdue fee has not been cleared by returning the missing materials in "good condition", paying the replacement fee, or scheduling service time by the Action Date, the school principal will be notified.

LOST AND FOUND

A lost and found container for all found materials is located in the hall across from the gym. Parents/guardians and students are encouraged to check this frequently for lost articles. To help eliminate the problem of so many lost articles, **please label** all sweatshirts, boots, and outdoor clothing. Periodically, all unclaimed items will be given to charity or the annual Spring Parish Garage Sale.

LUNCH PROGRAM

St. Alphonsus Catholic School is able to provide school lunches every day for your child by participating in the National Lunch Program. The daily meal includes milk. Milk is also available for those who want milk with their bag lunch or who want to purchase extra milk. Students must order their lunches in advance using Sycamore Education.

Lunch Accounts:

Lunch accounts are established for each family. Please make payment with a check payable to St. Alphonsus to ensure that your payment is received properly.

2018-2019 prices are as follows:

- Child Lunch - Preschool: \$2.50 (includes milk)
- Child Lunch - K-8: \$3.00 (includes milk)

Free & reduced lunch:

Free and reduced-price lunch programs are available for those eligible. Applications and eligibility requirements are distributed before school begins in August or upon request. Please contact the school principal with any questions regarding this procedure. Since many federal instructional programs are based upon the number of free and reduced-price lunches offered and served, every family is encouraged to check the guidelines for free and reduced-price lunches. According to 2014 MN Legislation, lunches must be provided at no charge to students qualified for reduced-price meals.

Account balances:

Parents/guardians are expected to keep their student's account with a positive balance. An email or text alert is sent weekly if a student's account is below \$7.00. Parents/guardians must remit the proper amount to bring the account to a positive balance and pay for any pending meals. **If a balance falls below -\$20.00, a student will be served a cheese sandwich, milk, and fruit/veggie until the account is brought current.** Parents/guardians will be charged for all lunches that were ordered, even if the student decides to bring a cold lunch. The only time pre-ordered lunches will not be charged is in the case of illness.

Parents/guardians eating lunch:

Parents/guardians are welcome to eat lunch with their children. Please inform the classroom teacher if you will be eating lunch with your child. No food from outside vendors may be brought in for lunch due to Federal Nutrition Guidelines. Parents/guardians will be asked to refrain from eating these items in cafeteria.

Food brought during lunch:

Due to regulations concerning the Federal Nutrition Program, parents/guardians CANNOT bring food from outside vendors (i.e. Culvers, McDonalds, etc.) for lunch for students. At no time is pop/soda allowed in the school cafeteria for lunch.

Sharing food:

Due to the number of food allergies and special diets, NO sharing of food is allowed at any time.

MNSAA – Minnesota Nonpublic Schools Accrediting Association

St. Alphonsus Catholic School is accredited through MNSAA. Annual reports are submitted to this agency in order to meet their Association standards. Schools go through the Accreditation process every 7 years. St. Alphonsus Catholic School received their last Accreditation in the spring of 2018.

MONEY

Whenever money is sent to school, it should be placed in an envelope and labeled with the student's name, grade and intended purpose. Students should never have large amounts of cash in their possession. Money is not kept on school premises.

The office staff cannot make change for even small amounts of cash. When cash is used for payment on field trips, extracurricular activities, etc., if change is needed, it will be applied to your student's lunch account or the school's general field trip account. If a family is not returning for the next school year, a refund of account balances may be requested, however, refunds under \$20.00 will not be issued.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year for the purpose of discussing the educational program and progress of the student. Attendance at the fall conference is **MANDATORY**. The second conference is optional, at the discretion of the teachers or parent/guardians. All conferences are professional and confidential. Parents/guardians or teachers may request additional conferences at any time during the year. Teachers may request that students be present at the conferences as well.

We will use Sycamore for signing up for conferences in grades Preschool-5th. Middle School conferences will be held in the school gym and do not need to be scheduled. It is a first come, first-served style. All middle school teachers and specialists will be available.

Please look for more information from the school office. It is the parent's/guardian's responsibility to sign-up for conferences according to the published schedule.

PARENTS & GUARDIANS RIGHT TO KNOW

Criminal background checks:

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on vendors or independent contractors. The following positions are subject to mandatory background checks:

- Teachers
- Substitute Teachers
- Specialist Teachers
- Office and Parish Staff
- Academic Coaches
- Extracurricular Advisors
- Paraprofessionals/Classroom Aides
- Food Service Personnel
- Maintenance Personnel
- All Volunteers

Pest control materials:

Minnesota State Law requires schools to inform parents/guardians if they apply certain pesticides or herbicides on school property. The long-term health effects on children from the application of pesticides/herbicides, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of application of herbicides and other materials to school grounds is available from the Director of Maintenance. Parents/guardians of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule, excluding emergency applications.

Asbestos:

St. Alphonsus Catholic School has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school building. The Director of Maintenance has a copy of the plan, which is available for viewing by interested parties. If you have questions or concerns, please address them to Terry Cutcliffe, Director of Maintenance at 763-568-3110.

PARENTS & GUARDIANS GRIEVANCE POLICY

If at all possible, complaints, disputes, or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking the resolution must follow these procedures:

Stage 1

1. Discuss the problem with the person's immediate supervisor. If there is no resolution, then...
2. Discuss the problem with the next level of administration. If there is no resolution, then...
3. The person seeking the resolution is entitled to begin Stage II of the grievance process.
 - Parent/guardian to teacher (respondent). If no resolution,
 - Parent/guardian to principal. If no resolution,
 - Parent/guardian to Pastor. If no resolution,
 - Parent/guardian makes written request to begin Stage II of the grievance process.

Stage II

1. A written request to begin Stage II of the grievance process must be submitted by the parent/guardian to the principal within 10 working days after conferring with the Pastor.
2. A grievance committee shall be formed consisting of three persons: one designated by the Pastor, one designated by the respondent, and one designated by the person seeking resolution. The committee shall be formed within 10 working days of the principal's receipt of the written request.
3. The grievance committee shall meet within 15 working days of being formed to receive evidence and to make recommendations for resolution. The committee shall determine whether evidence shall be written, oral, or both.
4. At the conclusion of the meeting and after due consideration (discussion, thought, and prayer), the committee shall write a summary of the meeting. Its recommendation for resolution shall be made in writing to the principal, who in turn shall determine that, no school and/or parish policies have been altered or amended. The recommendation shall then be forwarded to the concerned parties.
5. The grievance procedure shall be completed within 25 working days after the principal receives written request. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the committee.

PHOTOGRAPHS AND VIDEO

No photos, videos, or information regarding St. Alphonsus Catholic School students or staff, as part of a school event, including but not limited to plays, sporting events, talent shows, fundraisers, and events during the school day, may be published on the internet in any form without the express, written consent of the principal, the parent(s)/guardian(s) of the student and the staff member(s) represented in the media. This policy applies to all members of the St. Alphonsus Catholic School community, including those connected to students and/or their families.

PSYCHOLOGIST AND SCHOOL COUNSELOR

We contract with Phoenix School Counseling and Dr. Steve Kahn to provide counseling services to our students in grades Kindergarten – 8th Grade. Dr. Kahn or one of his associates is available to consult with parents/guardians on a broad range of topics related to school and family life. Typical problems include questions about learning or behavior problems, stressful family changes, illness, or screening for Attention Deficit Disorder. Our school counselor for the 2018-2019 school year is Victoria Stein. Her contact information is: steinv@mystals.org.

You may also contact Dr. Kahn directly:

- Phone: 651-426-4297
- Email: stevekahn@comcast.net

RECESS

Even during cold weather, all students will be required to go outside for recess (grades K-5). All students should come dressed accordingly. In the winter months, all students MUST have warm coats, warm gloves/mittens, hat/ear covering, boots, and snow pants (especially in grades K-5). These items are supplied by the family; the school does not have a supply of cold weather apparel. Middle School students go out to recess at least one time per week, and they need to have a warm coat, hat, and mittens during cold weather. The children do not go outside when the temperature is below zero or there is a wind chill factor of -10 degrees, but we feel that when the temperatures are above zero, some fresh air is good for the students.

Please consider that when some children stay in the classroom while others are outside, supervision is more difficult. All children must go outside for a short period of time. If they are well enough to come to school, they are well enough to go outside. Students will be allowed to stay inside for 1 day if they have a signed note from a parent/guardian. If a student needs to stay inside for a longer period than 1 day, the school will require a note signed by a doctor.

Rules:

- No rough play or games are ever allowed.
- Stay on the playground where supervisors can watch everyone.
- Follow the directions of the playground supervisors.
- Run and play in a safe manner.
- In the winter, throwing and/or kicking of snow and/or ice are not ever allowed.
- Students are not allowed to play on or behind the snow piles.
- The equipment will be used at the discretion of the playground supervisor depending on the number of children present on the playground.
- K-8 must stay off designated preschool equipment.

REPORT CARDS

St. Alphonsus Catholic School works on a trimester system of reporting students' progress. Generally students' grades are sent home one week after the end of the trimester. Since parents/guardians have access to their children's grades (5th-8th) through the use of Sycamore, the report card is viewed as an official record of information.

SAFETY AND SECURITY AT SCHOOL

For the safety and security of students and staff, all doors (including the doors connecting to the church) are locked after the students arrive. Anyone who arrives later than 7:30 A.M. will need to ring the doorbell at the main door (Door # 13). All visitors who plan to stay in the building need to sign in and get a visitor's pass that signifies that they have checked in at the office.

Safety and Security Policy - Approved: January 7, 2010:

For all after school activities where outsiders are in the school, it is required that an adult be present to act as a hall monitor and "sweeper" in the hallways and lower level. The purpose of this individual is to keep the hallways and restrooms free of any loitering or unruly behavior.

SCHOOL BOARD OF LIMITED JURISDICTION

The 2017-2018 school year marked the beginning of an exciting new school board structure with important duties and responsibilities. The board spent the majority of the year learning about St. Al's accomplishments and challenges related to school enrollment, fundraising, finances, facilities, and strategic planning. The board is composed of individuals with expertise in these areas and a passion for Catholic education. We are in the process of developing recommendations and support mechanisms in each of the key areas necessary for St. Al's success. We will be adding members to the board over the summer and will do more complete introductions of the 2018-2019 board members in the Fall of 2018. We applaud the work of the teachers, staff, volunteers, and school leadership to create an incredible learning environment dedicated to the development of the whole child.

SCHOOL CLIMATE AND DISCIPLINE POLICY

School Climate and Expectations:

St. Alphonsus Catholic School strives to provide the kind of atmosphere that is focused on learning. It is our goal to make **learning** something to be desired and valued by every student, parent/guardian, teacher, and support staff in the school community.

Since it is our belief that every student has a right to learn to her/his fullest potential, it is unfair for any individual to take time away from the students or the teacher for behavior that does not contribute to learning. Small issues are usually best addressed within the classroom either by the teacher or the class as a whole. If a behavior is so disruptive that it interferes with the rest of the children's right to learn or it takes the teacher away from time for appropriate instruction, the teachers have been instructed to send the student/s to meet with the principal. The principal may use her discretion regarding appropriate consequences. The consequences range from a quiet conversation and a little break from the classroom to something more serious that could involve suspension from school or possibly expulsion from school.

It is specifically not the intention of this section to identify all consequences to correspond to various forms and degrees of misbehavior. Some items are, by their very nature, more serious than others. Fighting, the presence of weapons, involvement with chemicals, intimidation, and harassment issues are never allowed at St. Alphonsus Catholic School. They are all very serious issues and must be dealt with accordingly. In each of the previously stated incidents, students could be expelled from school. The principal must use her discretion in each case.

We do not use the terminology frequently called "zero tolerance." This term sounds effective at first glance but sometimes demands the school to take an unwise position in the name of policy when common sense would be a better guide in resolving an issue.

SPECIAL LEARNING NEEDS

In an effort to discover what would be most helpful to a student, a teacher may refer a child for testing. The teacher will notify the principal before calling the parents/guardians about referring students for special help. Our school psychologist, Dr. Steve Kahn or one of his associates, is one resource for testing. The Osseo/Maple Grove District can also do testing. Sometimes parents/guardians prefer to go through their own resources for private testing. Information from this testing can be used to help the student in the classroom to be more successful. To ensure confidentiality, any information requested from the teachers or school staff will be sent directly to the doctor, psychologist, or institution that requires the information.

Occasionally there is a student with a significant learning disability whose education needs are greater than our resources at St. Alphonsus Catholic School. Since public schools offer services we cannot, we try to help each parent/guardian make an informed decision based on what is in their child's best interest.

SERVICE TO SCHOOL & VOLUNTEER REQUIREMENT POLICY

*School Advisory Board approved 05/2012. **Approved May 2015, the buyout for volunteer hours increased to \$350.*

Volunteers are critical to our St. Alphonsus community. Some educationally enriching opportunities would be lost if we do not get the volunteers required for them. To meet these needs, all families with students attending St. Alphonsus Catholic School in grades K-8 are required to perform **20 service hours per school year**. The details of our Service to School Policy are as follows:

- Each family with students in grades K-8 needs to volunteer 20 hours or pay a \$350 opt out fee by September 15th.
- If the hours are not completed, a \$350 fee will be added to the May tuition payment.

Recommended hours for families with children in grades K-8:

- 2 hours to the Marathon/Fall Fest
- 2 hours to Book Fairs
- 2 hours to the Parish Garage Sale
- 2 hours to the Spring Gala
- 2 hours to helping with Athletics
- The remaining 10 hours can be covered in any way the family is able to help out St. Al's!
- Families must log their hours in Sycamore.
- Hours must be logged within one month of the event. Disputes or discrepancies must be discussed within that month following the event

If your family does not complete their 20 hours, a \$350 fee will be added to the MAY tuition statement for the 2018-2019 school year.

Each family will receive a written update of their service hours completed at the end of each trimester.

SERVICE REQUIRING BACKGROUND CHECKS, CODE of CONDUCT, and VIRTUS TRAINING – E3

In order to participate in any activity where children are present (field trips, helping at school, or supervising children in a setting sponsored by school), the Archdiocese of Minneapolis and St. Paul and St. Alphonsus Catholic School require that all adults do the following:

- Complete forms for a criminal background check
- Sign a Code of Conduct form (yearly)
- Participate in a Virtus Training Session (available throughout the Archdiocese and at St. Alphonsus Parish). You may find available training dates and sites at www.virtus.org

If you have any questions about this requirement, please contact the Safe Environment Coordinator, Sarah Gerads at geradss@mystals.org or 763-561-5101.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE:

Sexual harassment and sexual violence are both violations of local, state, and federal law. St. Alphonsus Catholic School cannot and will not allow any form of sexual harassment or sexual violence during school or during school sponsored activities. It is a part of school policy that any act involving sexual misconduct will be dealt with quickly and fairly and reported to law enforcement authorities if the act seems to violate the law. This policy relates to students, adult employees, adult and young volunteers, and/or persons not connected to the school.

For school purposes (not necessarily legal in nature), the definition of sexual harassment and of sexual violence shall be considered the following:

Sexual Harassment – unwanted and unwelcome sexual behavior consisting of words, gestures, touches, and other behaviors that are disrespectful and can be interpreted to be sexual or suggest a sexual meaning.

Sexual Violence – acts of sexual violence such as rape, date rape, assault, or other forms of non-consensual sexual activity.

Students who are victims of alleged sexual harassment or violence should report the incident **as soon as possible** to the principal, parent, or an adult who can notify the principal. All reports will be investigated in a timely manner. Appropriate disciplinary action will be taken once the incident is fully documented. The Catholic environment at St. Alphonsus Catholic School ensures that there will be no retaliation to the person(s) making the report.

SPORTS and EXTRACURRICULAR ACTIVITIES

Students in grades 5th-8th grade may participate in seasonal sports competition with other schools in the North Suburban League and in other extracurricular activities. **The following sports are offered, provided there are enough interested players to form a team:**

Fall Sports: Girls Volleyball, Boys and Girls Soccer, Cross Country (grades 4-8), Dance Team
Winter Sports: Girls and Boys Basketball, Boys Wrestling- a combined sport with St. Raphael and Sacred Heart (grades K-8), and Dance Team
Spring Sports: Boys Baseball and Girls Softball

The following extracurricular activities are offered:

Crusader Crew (grades 5-8)
Student Council (grades 5-8)
Yearbook Committee (grades 7-8)
WEB (grade 8)
SAHS- St. Al's Helping Squad (grades 5-8)
Music Program (guitar, school play)
Guitar Lesson

Students must maintain academic eligibility to participate in sports and extracurricular activities. Although not all students will participate in athletics at St. Alphonsus, it is expected that everyone, including spectators, conduct themselves in an appropriate manner consistent with our mission and philosophy.

All families must be in good financial standing with the school in order for a child to participate in sports or extracurricular activities. This includes lunch accounts, activity fees, Extended Day, etc.

STAYING AFTER SCHOOL

If students in 5th-8th grade participate in a school-sponsored sport, service hours, or extracurricular activity, their younger sibling(s) cannot attend the practice/meeting unless the parent or guardian is present as well. There is a liability issue present, and the coach or staff member is supposed to be coaching their team or running their meeting, not watching younger siblings. **The student must also commit his/her full attention to the practice/meeting, and it is not fair to the other students involved if everyone is not participating fully.**

If this is not convenient for your family, there are a few options:

- Find an alternative ride home for the younger sibling(s)
- Sign the younger sibling(s) up for Extended Day a week in advance and pay the reduced rate of \$8.00
- Not participate in this activity

Any coach or staff member at any time has the right to send the sibling(s) to Extended Day, and the family will be charged and billed and expected to pay the drop in rate per time per child.

If a student is not picked up 15 minutes after a practice, game, or meeting ends, the student will be sent to Extended Day, and the parent/guardian will be charged the drop-in rate for care received and any additional fees that Extended Day may charge if the student is not picked up by 6:00 P.M..

SYCAMORE EDUCATION

Sycamore Education is the Student Information System. Each student (grades 5-8) and parents/guardians receive a password to access the information on this site. Using this system allows both parents/guardians and students to communicate with school and teachers. Parents/guardians may also view their child/ren's current status in class. This system must also be used for logging volunteer hours and signing up for lunch.

The school calendar, current lunch menu, sports activities, and parent/guardian news are posted on the school website at www.stalmsnschool.org.

TELEPHONE

Between the hours of 1:15 and 2:00 P.M., students will NOT be allowed to use any phones in the school to call home, unless there is an emergency. Any phone calls made home must be done in the school office. Students will NOT be allowed to use classroom phones.

A child may not call home to make arrangements to go home with a friend or stay after school. This needs to be arranged prior to the school day. Students may not use personal cell phones or classroom phones to call home during the school day.

As a rule, neither teachers nor students can receive phone calls during class time hours. Messages may be left with school office personnel if it is necessary to contact either a student or teacher. **Teachers will check their voicemail and email after 2:00, so if your message is urgent, you must contact the school office. Please do not use the menu option when calling the school, as teachers cannot answer their phone during the school day.**

TEXTBOOKS

Textbooks are loaned to the students by the school. Some books are loaned to the individual student under the Minnesota State Textbook Law. Parents/guardians complete a state form in order to receive funding for these books. If the student damages a school issued book, the full cost to replace the book is required.

TOYS AND GAMES, ETC.

Toys, games, cell phones, iPods, and all other electronic devices are not allowed at school, at Extended Day, on field trips, or on bus rides to and from school. Unless these items have been pre-approved by a teacher or administrative staff in writing, the faculty and staff have been instructed to confiscate the item to be held by the principal until a parent/guardian comes to the office to get it. If a student is bringing a toy for a prop for a classroom activity, speech, play, etc., it must be pre-approved by the teacher. Fidget spinners or other "fidgets" may be used at the discretion of the teachers. St. Alphonsus Catholic School is not responsible for lost, stolen, or traded items brought to school.

TRANSPORTATION: BUS

Osseo/Maple Grove District provides transportation for its students within the boundaries established for St. Alphonsus Catholic School. Generally, if a family lives within the boundaries for Park Center High School, they will receive bussing.

All concerns regarding your student's bussing, must be directed to Osseo Area School Transportation Department by calling: 763-391-7022

Students shall be on time at the designated bus stop. Bus schedules will not permit buses to wait. Rigid standards of discipline must be maintained at all times in order to satisfy requirements. It is a state law that all riders, including non-public school students, must obey the local School District School Bus Safety rules.

While riding the bus:

- Except for ordinary conversations, students shall observe quiet conduct.
- Students shall stay in their seats while the bus is in motion.
- Students may not eat food, chew gum, or drink any beverages while on the bus.
- Students shall not throw paper (or other materials) on the floor of the bus.
- No part of the body shall be extended out the window of the bus.
- Students shall not leave the bus from any other doorway than the designated one, unless there is an emergency.

Discipline and consequences

- The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus.
- The driver is in full charge of the bus and the students.
- Students shall comply promptly and cheerfully with the requests of the driver.
- Students shall go directly to their seats and remain there until they arrive at their destination.
- The driver may assign seats to an individual or the entire busload as deemed necessary.
- Unnecessary conversation with the driver is prohibited.
- Students shall not leave the bus from any other doorway than the designated one, unless there is an emergency.
- The school bus driver has the authority and responsibility to discipline students on the school bus.
- If a parent/guardian has a concern regarding the bus, please contact the school office.

TRANSPORTATION: CARS

MORNING DROP-OFF:

When dropping children off in the morning:

- Parents/guardians are asked to use the parking lot adjacent to Door #9.
- Please enter the lot and drive so that the passenger side of your car is closest to the door. Children should exit the vehicle through the passenger side.

There is to be NO parking in the gym lot or the priest parking lot during drop-off or dismissal.

Door # 9 is the PREFERRED entrance in the morning and is open until the second bell rings at 7:30 A.M. at which time it is locked. All other school doors are locked at all times. If you know that your child is late (anytime after 7:30), you are asked to have him/her come to the front door (Door # 13), ring the doorbell, and wait to be admitted into the building. Students arriving after 7:30 must check in at the attendance desk to receive a tardy slip.

We ask that parents/guardians DO NOT escort their child to the classroom, but drop them off at the top of the steps in the elementary wing. This is a valuable growing opportunity for the students to gain independence. It is also difficult for the teacher if many parents/guardians are in the classroom each morning.

DISMISSAL:

When picking up children at dismissal time:

- All parents/guardians must drive in the pick-up line that forms in the lot adjacent to the playground.

After 2:00 PM, students not picked up will be brought to the school office to be picked up at Door #13. Students NOT picked up by 2:10 P.M. will be sent to Extended Day, and families will be charged.

TRANSPORTATION: CHANGES IN REGULAR PLAN

If there is any change in how your child is getting home at any time, a note, email, or phone call to the school office and/or homeroom teacher is required before 1:00 P.M. If this is NOT received, your child will follow their normal after school routine.

TUITION AND FEES

St. Alphonsus Catholic School is a school that receives support from St. Alphonsus Parish. Because it is not a public school, St. Alphonsus charges both tuition and fees for its operation. The tuition schedule for the 2018-2019 year is:

\$3850 for 1 student

\$7400 for 2 students

\$10,950 for 3 or more students.

Activity fee:

Activity fees (due by September 14th) are for additional supplies, resources, and classroom needs. If this fee is not paid by the date due or an arrangement made with Mrs. Staples, students WILL NOT be allowed to participate in activities such as roller skating, parties, and other events covered by this fee. All families must be in good financial standing with the school in order for a child to participate in sports and extracurricular activities. This includes lunch accounts, activity fees, Extended Day, etc.

The fee for students in grades K-8 is \$100.

WEAPONS POLICY

Possession, use, or distribution of any weapon on school premises is prohibited. This includes any after-school activities or school-sponsored activities. A **weapon** refers to any firearm, whether loaded or unloaded, or any object or device designed as a weapon which through its use is capable of threatening or producing bodily harm or which may inflict injury including, but not limited to: air guns, pellet guns, BB guns, paintball guns, look-alike guns or any facsimile of a real gun, knives of any size blade, metal knuckles, poisons, chains, arrows, bats, nunchucks, throwing stars, stun gun, mace, and other propellants and objects that have been modified to serve as a weapon and/or any explosive device designed or capable of inflicting bodily injury or death. Devices that look like a weapon shall be treated as a weapon. Additional provisions to this policy include:

- Students who find a weapon on their way to school or in the school building should report the weapon immediately to administration or a teacher.
- If a student unintentionally brings a weapon to school, he or she must immediately turn the weapon into the office; the parents will be notified, and penalties will be discussed.

The chart below outlines the consequences for possession or threat of any weapons:

Grade Level	1 st Offense	2 nd Offense	3 rd Offense
Grades K-2	*1-3 day suspension and police referral	3-5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 3-5	1-3 day suspension and police referral	Suspension and recommendation for expulsion and police referral	
Grades 6-8	Suspension and recommendation for expulsion and police referral		

(*) Indicates discretion of the principal.

The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely) or call 911 and request assistance if needed.
2. Notification of the principal, Pastor, and Parish Business Administrator.
3. Hold an administrative hearing with student(s) that will include:
 - a. Notification of parent/guardian
 - b. Initiate possible suspension
 - c. Involvement of police with recommendation to charge as determined by principal, Pastor, and Parish Business Administrator
 - d. Discussion with Pastor and principal with regards to expulsion

Threat of use of weapons: The result of a threat or actual use of a weapon as defined above will result in the notification of the police who will then take appropriate measures. Possible suspension or expulsion will result.

Confidentiality: St. Alphonsus Catholic School has a moral and legal responsibility to respect the privacy and confidentiality of every student. Therefore, the school cannot reveal the results of an investigation or any disciplinary consequence to anyone but the pertinent student's parent/guardian.

WELLNESS POLICY:

Review June 2018

Purpose

St. Alphonsus Catholic School is committed to promoting and protecting students' health, well-being, and ability to learn. Thus, St. Alphonsus Catholic School supports healthy eating habits and healthy physical activity. We strive to provide a healthy school nutrition environment that is conducive to good learning. These efforts contribute positively to honoring our bodies as a gift from God.

General Statement of Policy

- By working towards the following goals, St. Alphonsus Catholic School supports the link between health wellness and improved educational outcomes of our students.
- Food and beverages served at school will meet the nutritional recommendations of the U.S. Dietary Guidelines for Americans.
- Students will have access to affordable, nutritious, and appealing food that meet their health and nutrition needs.
- St. Alphonsus Catholic School uses the National School Lunch Program as a guideline.
- St. Alphonsus Catholic School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- All students will have opportunities, support, and encouragements to be physically active on a regular basis.

Nutrition and Food Environmental Guidelines:

Food Environment

- Students are encouraged to start each day with a healthy breakfast. Lunch periods will be scheduled in the middle of the school day.
- It is a goal to provide students 15-20 minutes to eat during meal periods.
- It is a goal to provide dining areas that will be attractive and include enough seating areas to accommodate all students who would like to sit and eat lunch, as well as enough serving areas so that students do not have to spend too much time waiting in line.
- Hand washing will be available for students prior to eating. They will be reminded to wash their hands before meals as a way of preventing the spread of germs and reducing the risk of illness.
- Drinking water will be available for students.

Food Service Operation

- St. Alphonsus Catholic School promotes a pricing plan to ensure maximum participation in the school meal program and will make certain that all eligible children who qualify receive free and reduced-price meals.
- St. Alphonsus Catholic School contracts with a food service company which provides meals, snacks, and/or milk that meet applicable School Nutrition Program requirements including revised requirements from the Healthy, Hunger-Free Kids Act of 2010.
- Lunches meet National School Lunch Program requirements set forth under USDA 7 CFR 210.
- Snacks meet After School Care Snacks requirements set forth under USDA 7 CFR 210.
- Food service personnel will meet professional standards to administer the contracted food service program and satisfy reporting standards.

Food and Beverages Served During the School Day

- Food and beverages offered will be nutritiously based, including whole grain products, fiber-rich fruits, and vegetables.
- Food and beverages offered will be of excellent quality, appealing to students, and served at the proper temperature.
- Food and beverages offered will minimize use of fats, sodium, and sugar as defined by the Dietary Guidelines for Americans.
- Food provided for classroom celebrations must be commercially prepared.
- Classroom snacks and celebrations should reinforce the importance of healthy choices. Families will receive information from the school on foods that are appropriate for such celebrations. Please refer to the treat list provided by each teacher.

Community Collaboration

Communications with Parents/Guardians

- St. Alphonsus Catholic School will support parents'/guardians' efforts to provide a healthy diet and daily physical activity for their children.
- St. Alphonsus Catholic School will provide information about physical education and other school-based physical activity opportunities during and after the school day and will support parents'/guardians' efforts to provide their children with opportunities to be physically active outside of school.

Opportunities After School

- St. Alphonsus Catholic School encourages student participation in activities such as extracurricular activities, community activities, and family activities that promote physical activity.
- St. Alphonsus Catholic School will offer a range of physical activities that meet the needs, interests, and abilities of all students.

Curriculum

- St. Alphonsus Catholic School will provide education to promote lifelong habits of healthy eating and physical activity. Linkages between health education, physical education, school meal programs, and related community services will be fostered.
- St. Alphonsus Catholic School will provide nutrition education and engage in nutrition promotion that:
 - ✓ is offered at each grade level as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - ✓ promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, and health enhancing practices;
 - ✓ emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise) and nutrition related community services; and
 - ✓ links with school meal program.

Physical Education

- All students will be provided opportunities for physical education as part of St. Alphonsus Catholic School's overall curriculum.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Integrating Physical Activity into the Classroom Setting

Students need opportunities for physical activity beyond physical education class, therefore:

- Classroom teachers are encouraged to develop opportunities for physical activity that can be incorporated into subject lessons and are encouraged to provide short, physical activity breaks during class.
- Staff are encouraged to model physical activity.

Promoting a Healthy Lifestyle

- Classroom instruction will compliment physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television.

Rewards and Consequences

- Physical activity is important, therefore, staff will use reasonable judgment before using physical activity or the withholding of physical activity as consequence.

SCHOOL UNIFORM POLICY – revised SPRING 2017

The uniform is to be purchased through:

- Educational Outfitters in St. Louis Park 952-927-6778 or <http://www.educationaloutfitters.com/MN>
- Khaki pants/shorts/skirts/skortcs can be purchased from the store of your choice, however they must comply with the uniform policy.

GIRLS

Jumper:	K-8	PLAIN khaki jumper with NO embellishments *Must be no shorter than 2" above the knee
Skort/Skirt:	K-8	PLAIN khaki pleated front with NO embellishments
Pants/Trousers:	K-8	PLAIN khaki twill or corduroy pants (NO denim, NO skinny pants, NO jean style- with riveted pockets, NO jeggings, NO cargo pants, NO tight fitting pants/leggings, and NO embellishments)
Leggings:	K-8	Full-length, STRAIGHT leg, solid black or white only *Can be worn under skort/skirt or jumper (NO flared, wide-leg, or ¾ length leggings)
Shirt:	K-8	Long or short sleeve black polo with banded or plain bottom and St. Alphonsus School logo *If a t-shirt or tank top is worn under the shirt, it must be plain white with sleeves no longer than the uniform shirtsleeves.
Sweatshirts:	K-8	Black crewneck sweatshirt with the St. Alphonsus School logo *Uniform shirt must be worn underneath with the collar visible
	K-8	Full-zip fleece with the St. Alphonsus School logo *Uniform shirt must be worn underneath
	6-8	Dark grey, ¼ zip pullover with St. Alphonsus School logo *Uniform shirt must be worn underneath *Must be purchased at Educational Outfitters
Sweaters:	K-8	Black crew neck pullover or cardigan style with St. Alphonsus School logo *Uniform shirt must be worn underneath
Socks:	K-8	Solid white, black, or grey socks or tights only *Socks must be visible
Shoes:	K-8	Tennis shoes are required for PE classes and are acceptable for every day. Clogs, sandals, Crocs, slippers, and shoes with a heel higher than 1-inch are not permitted at any time . Fashion boots cannot be worn with the uniform but are allowed on non-uniform days.
Belt:	K-8	Girls can wear a PLAIN black or dark brown belt with pants.

BOYS

Pants/Trousers:	K-8	Khaki twill or corduroy pants (NO denim or jean style and NO cargo pants)
Shirt:	K-8	Long or short sleeve black polo with banded or plain bottom and St. Alphonsus School logo *If a t-shirt or tank top is worn under the shirt, it must be plain white with sleeves no longer than the uniform shirtsleeves.
Sweatshirts:	K-8	Black crewneck sweatshirt with the St. Alphonsus School logo *Uniform shirt must be worn underneath with the collar visible
	K-8	Full-zip fleece with the St. Alphonsus School logo *Uniform shirt must be worn underneath
	6-8	Dark grey, ¼ zip pullover with St. Alphonsus School logo *Uniform shirt must be worn underneath *Must be purchased at Educational Outfitters
Sweaters:	K-8	Black crew neck pullover or cardigan style with St. Alphonsus School logo *Uniform shirt must be worn underneath
Socks:	K-8	Solid white, black, or grey socks only *Socks must be visible
Shoes:	K-8	Tennis shoes are required for PE classes and are acceptable for every day. Sandals, Crocs, and slippers are not permitted at any time .
Belt:	K-8	Boys can wear a PLAIN black or dark brown belt with pants.

WEATHER OPTIONS FOR BOYS AND GIRLS:

Shorts:	K-8	Khaki twill uniform shorts with no embellishments *Must be no shorter than 2" above the knee and may be worn in September, May, and June *Shorts not allowed on Mass days
Capri Pants:	K-8	Girls only- khaki twill capri pants (NO denim, NO skinny pants, NO jean style- with riveted pockets, NO jeggings, and NO cargo pants, NO tight fitting pants/leggings, and NO embellishments) *May be worn in September, May, and June

GENERAL NOTES FOR ST. AL'S UNIFORM AND DRESS CODE

- Students are expected to be in uniform except on designated Non-Uniform Days or Spirit Days.
- The First Friday of each month is designated Spirit Day, where students may be out of uniform but must wear Black and Gold and or Spirit Wear (with school logo).
- Students are to be dressed neatly, cleanly, and modestly. This includes no faded shirts, pants with holes, or stained clothing.
- No visible outside logos on black uniform shirts (Nike, Under Armor, Champion, etc) are allowed.
- No embellishments should appear on any uniform pants, capris, shorts, skirts, or skorts.
- All jumper and skirt hemlines should fall no higher than 2-inches above the knee in both front and back.
- Plain bottom polo shirts are to be tucked in at all times. Shirt bands must not be visible with the banded shirt.
- Shorts or leggings must be worn under skirts or jumpers.
- The official St. Alphonsus Catholic School Uniform must be worn on Mass days. **NO SHORTS are allowed on Mass Days.**
- Socks must be worn EVERY DAY. On uniform days, the only colors permitted are solid white, grey, or black.
- Fashion boots of any kind or shoes with a heel cannot be worn on uniform days.
- Light, tastefully applied make-up is permitted for Middle School (6th – 8th grade) students. No make-up is allowed in K-5.
- No unnatural or extreme hair coloring or hairstyles that draw attention are allowed.
- Due to allergies, students and staff are asked not to use cologne, perfume, or perfumed lotions.
- No excessive or distracting jewelry or hair accessories are permitted.
- No extreme hair accessories that draw attention are allowed, such as cat ears, etc. are permitted.
- Students must wear all clothing for its intended use. This means, sweatshirts must be worn, not tied around the waist.

PHY-ED UNIFORM:

All students in grades 5-8 are required to wear a PE uniform during their Physical Education class. The uniform consists of a St. Al's t-shirt available for purchase through Educational Outfitters (new gym shirt, 2016 Marathon Shirt, or old gym shirt) AND black or dark grey gym shorts or black or dark grey athletic pants, joggers, or sweat pants. No tight fitting yoga pants or leggings are allowed. **Pants with print on the leg or backside will not be permitted; the exception is St. Al's Spirit Wear pants or shorts.** Students will be changing each day for gym class. Uniforms should be taken home, washed, and returned at least once a week. Points will be deducted from a student's Phy-Ed grade for not complying with Uniform Policy.

NON-UNIFORM DAYS / EXTRACURRICULAR ACTIVITIES POLICY:

On non-uniform days and at any St. Alphonsus extracurricular activities, students are expected to dress in clothing that is neat, clean, and in good repair.

- **Unacceptable attire-** attire which makes reference to alcohol, tobacco, or drugs; attire that is violent in nature; clothing that does not cover the shoulder (at least a three-finger wide strap), back, midriff, or chest; clothing that does not cover undergarments; shorts and skirts shorter than 2" above the knee; low waist pants: tight fitting pants; leggings worn alone; ripped or torn jeans/pants; halter tops; crop tops; shirts with spaghetti straps; flip-flops; and open-toed shoes
- Pants may not have writing on the backside. Shorts may only be worn during the months of September, May, and June or at other times as announced by administration.

Judgment may be used at the discretion of the St. Alphonsus Catholic School staff regarding appropriate attire. If school faculty finds the dress to be inappropriate, parents will be called to bring a change of clothing.

Except for non-uniform passes or Spirit Days, there will only be non-uniform days when your child's teacher sends a note or email with the information, or there will be information in the school newsletter. Uniform passes may not be used on Mass Days and will not be honored after expiration dates.

UNIFORM VIOLATIONS FOR STUDENTS IN KINDERGARTEN-8TH GRADE:

1. Students violating the uniform policy for the 1st time will be given a Uniform Violation Form for the parent/guardian to sign and return to school. Middle School issues Uniform Violations electronically using Sycamore.
2. Two (2) Uniform Violations will result in the loss of the next Spirit Day or Non-Uniform Day, and the student will be asked to call home for a change of clothes or will be provided a school-issued uniform.
3. Three (3) or more Uniform Violations will result in Detention, loss of the next Spirit Day or Non-Uniform Day, and the student will be asked to call home for a change of clothes or will be provided a school-issued uniform.
4. Continuous Uniform Violations will result in a conference with the parents/guardians, student, teacher, and administration.

HEALTH POLICIES: including ILLNESS, INJURY AND MEDICATION

State Law requires that all students entering St. Alphonsus Catholic School must present to the school a vaccination record showing all vaccinations required by state law have been received by the student. These records must be on file by September 15, 2018 in order for the child to continue in school. If the record is not provided to the Health Office, the student will not be allowed to attend classes.

Illness and Injury:

In the event of illness, parents/guardians are frequently concerned about whether a student should stay home or attend school. The following is intended as a guide to help with this decision.

In general, please DO NOT send your student to school:

- * If the child has or has had a temperature of 100° or higher within the last 24 hours
- * If the child has vomited or had diarrhea within the last 24 hours
- * If the child has open sores or a rash of unknown origin
- * If the child has redness, irritation, or discharge from the eye(s)
- * If the child has a persistent cough or persistent runny nose
- * After an illness until they have eaten well and their temperature has been normal for at least 24 hours **without medication**

In addition, please do not send your student to school if they have had a throat culture. Wait until you have received the results and know that it is not strep throat. Please do not send your child to school until 24 hours after antibiotic treatment is started and your child has a **normal temperature for 24 hours without fever-reducing medications.**

If a student is ill, please call the school each day to report the absence. If a student has missed school because of illness, they will not be allowed to participate in any school activity that day or evening. Injuries that may have occurred at home are the responsibility of the parents and will not be treated at school. Children are expected to participate in physical education and recess activities unless they have a health problem. A student may be excused from Phy-Ed and/or recess for ONE day upon a parent's/guardian's written request. Beyond that, a note from a doctor is required.

If signs of illness or injury are detected during the school day, a parent is notified and expected to pick up their child from school. If a parent cannot be located, the school will contact the designated person(s) the family has listed as emergency contact(s). For this reason, it is very important to keep the school office updated on any phone or email changes that may occur during the school year.

Attendance Line
763-503-3306

Medication Policy:

Occasionally, a child must take medications (including inhalers and cough drops) at school. If a child needs to take medication at school, the following procedure must be followed:

- A school form must be completed by and signed by both the parent/guardian and the physician. Forms may be obtained from the school office. The medication must be available in the original container that gives very specific directions for administering the medication.
- All medications will be locked in the Nurse's Office to be administered by the nurse, volunteer nurse parent, or the administrative team.

School personnel cannot give medication to students if these procedures have not been

followed. The procedures protect the child from getting the wrong medication or the wrong dosage. Following the above procedure also protects the staff person who is giving the medication from a liability issue.

ANY medication, prescription or non-prescription, must be sent in its original container. **Please ask the pharmacist for an extra labeled bottle for school.**

Our **Medication Administration Consent Form** is included in the Fall Parent Packet and may be duplicated as needed. It can also be found on the school website. This form must be signed by parent/guardian as well as the prescribing physician.

Tylenol/Ibuprofen WILL NOT be administered unless the school has received a Medication Administration Consent Form.

Cough drops are considered a medication, and a parent/guardian note must be presented to the teacher if they are brought to school. Teachers will keep them in their possession throughout the school day.

Additional Information on Asthma Inhalers:

Asthma inhalers are also kept locked in the Nurse's Office. In most cases, the inhaler must be used under the supervision of authorized personnel. There may be situations when a student would not need to be supervised. Parents/guardians who wish to have their child make special arrangements for the use of an asthma inhaler must contact the school nurse to fulfill all necessary requirements at 763-503-3335

Please contact the Health Office with any concerns or questions you might have.

Email: nurse@mystals.org