



# FAMILY HANDBOOK

Published 2024

*Learning, Loving and Leading Through Christ*

Dear St. Alphonsus Catholic School Families:

Thank you for choosing us as your trusted institution of learning for your child. This is truly a special place where your child can learn and grow in the light and teachings of Christ!

St. Alphonsus is proud to offer a place where your student can grow in mind, body and spirit while being cared for by our outstanding teachers and staff. We focus on academic excellence within a faith-centered school environment. We are grateful for your support in our mission as we know that parents are our children's first teachers. May the Holy Spirit continue to guide you and your families along with all of our staff and volunteers here at St. Alphonsus.

The school is supported by an enthusiastic parish body. The congregation is generous in their financial support as well as their volunteer time within the school. The presence of Father Kevin and Father Anthoni in our school is highly valued and sends a strong message to all that a Catholic school education is an important mission of the parish.

Please read and discuss this handbook with your family. The handbook is a living document that can be revised at any given time, and the school will always notify parents of updates. The most current version can be found on the school website.

Following Archdiocesan policy, the pastor and the school administrator will strive to apply these policies with justice and fairness. The policies set forth in this handbook are meant to be guidelines and, as such, all decisions regarding the application of these policies will ultimately be left to the sound discretion of the parish pastor and the school administrator, who will take into account any other circumstances they deem relevant.

We thank you again for choosing St. Alphonsus Catholic School.

Sincerely,

Taimi Parey  
Principal

Father Kevin McManaman  
Pastor

## 2024-2025 SCHOOL & PARISH STAFF

### Administrative Staff:

Parish Pastor: Father Kevin McManaman

Associate Priest: Father Anthoni George

Principal: Ms. Taimi Parey

Leadership Team:

Mrs. Robin Bruhn

Mrs. Amy Schermetzler

School Secretaries:

Ms. Kristina Warrichaiet

Mrs. Giovanna Rublis

Marketing & Special Events Manager: Mrs. Amy Schermetzler

Athletic Director: Mr. Nick Warrichaiet

### Faculty:

K3: Mrs. Grace Knautz

K4: Miss Kate Greupink

K5: Mrs. Kim Domzil

Grade 1: Mrs. Kathy Ramion

Grade 2: Mrs. Deb Frank

Grade 3: Miss Claire Temple

Grade 4: Mrs. Jenessa Gutche

Grade 5: Miss Grace Peacock

Grade 6-8 English Language Arts and Literature: Ms. Beck Jaeckels

Grade 6-8 Science & Social Studies:: Mr. Jake Kniefl

Grade 6-8 Math: Ms. Julie Morrison

Director of Teaching and Learning: Mrs. Robin Bruhn

Music: Mrs. Caila Greco

Art: Mrs. Rebecca Hoepner

Physical Education: Mr. Justin Gutche

Spanish: Miss Mariah Hall

Librarian: Mrs. Amy Schermetzler

Cougar Club Director: Mrs. Stacey Pagac

School Phone Number: (414) 421-1760

## ACCREDITATION

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools\* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

## ST ALPHONSUS DAILY SCHEDULE

6:45-7:30 Before-School Care in Room 330

7:15 Office Opens

7:30 Doors Open for students to walk to their classrooms  
 -Gym Entrance is for 5K thru 8th grade students  
 -Courtyard Entrances is for 3K & 4K students AND their siblings

7:45 Classes begin. All students are expected to be in their classrooms ready to begin class work. Students arriving after 7:45 must report to the School Office for a tardy ticket before entering their class room. Tardy students enter the school through the doors near the office, as the gym doors may be locked.

3:00 General School Dismissal

3:00 - 6:00 Cougar Club Child Care: MPR (Cafeteria)

3:15 Office Closes

## ADMISSIONS POLICIES

### Admission to 4K, Kindergarten, and First Grade

In accordance with Wisconsin Statutes, Section 118.14 and Archdiocesan Policy #5111, admission to 4-year-old Kindergarten, 5-year-old Kindergarten, or First Grade will be in accord with the following statement:

1. No child may be admitted to 4-year-old Kindergarten unless he or she is 4 years old on or before September 1st in the year he or she is to enter school.

2. No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1st in the year he or she is to enter kindergarten.
3. No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1st in the year he or she is to enter first grade.

### Early Admissions to Kindergarten and First Grade

The State Statutes provide for admission of special cases into first grade. Section 115.28(8) states, "The State Superintendent will prescribe procedures, conditions and standards under which admission to kindergarten and first grade may be made at ages earlier than that specified in Section 118.14 in exceptional cases."

### Nondiscriminatory Policy

#### Nondiscriminatory Admission

In accordance with federal law, schools and parishes shall be nondiscriminatory in the admission of students. Therefore, the governing body of each parish/school shall adopt a nondiscriminatory policy on the basis of race, color, national origin, ethnicity, gender, or disability in the admission of its students. The parish/school shall include a nondiscrimination statement in all handbooks and promotional materials.

### Admissions of Students with Exceptional Needs

St. Alphonsus School makes every effort to accommodate all children and their individual learning styles. When the needs of a child require special educational programming, a recommendation for special class placement under the auspices of the public school system will be made to parents.

## **REGISTRATION PROCEDURES FOR CURRENT STUDENTS**

Each spring, information will be sent from the School Office asking parents of students in attendance at St. Alphonsus School to enroll their child/children for the following school year, thus ensuring proper enrollment. Our Student Information System is PowerSchool, and families will always be provided enrollment instructions.

A re-enrollment is considered complete only after:

- All forms have been completed and turned in
- Current payment of past tuition and fees is not delinquent
- Preliminary enrollment fees have been paid

## ADMISSIONS & ENROLLMENT PROCEDURES FOR NEW STUDENTS

### Application Procedures Related to Admissions

In accordance with St. Alphonsus School class-size policy, applications for children will be accepted or placed on a waiting list after class-size limits have been reached, any time after the third Friday in January of the year prior to intended entrance.

### Admissions During a School Year

St. Alphonsus School will consider admitting students during the school year when space is available.

For all students, an admission application is considered complete only after the following is submitted:

1. Birth Certificate
2. Immunization Record
3. Baptismal Certificate (if applicable)
4. Most recent Report Card (if applicable)
5. Parental Request for Release of Records (if applicable)
6. Non-refundable application fee is paid (see below)

*Admission applications for **new families** will be accepted, based on space availability.*

### Application Fee

There is a *one-time application fee for any **new students*** due at the time the admission application is submitted. This application fee is non-refundable.

### Additional Enrollment Procedures for New Families

After an admission application is approved, communication will be sent to the family directing them to enroll the student.

You will be advised by the end of the school year if you have been accepted, are on a waiting list, or are ineligible for admission.

### Class Size

St. Alphonsus School has set a maximum homeroom class size for 4K of 18 students, Kindergarten and Grade 1 of 25 students, and Grades 2 – 8 of 30 students. When a grade level reaches the maximum, 50 for Kindergarten & Grade 1 and 60 for Grades 2 – 8, a

waiting list may be established, and this list will be automatically carried over to subsequent years.

## TUITION

### Payment of Tuition and Fees and Refunding of Fees

On an annual basis, the St. Alphonsus School Leadership in conjunction with the Pastoral Council and Pastor, will establish the rates for tuition and fees for the next school year.

### Tuition Refund Schedule

Tuition refund is calculated based on the month in which the student is withdrawn:

Prior to Start of School	August - December	January	February	March	April - June
100%	50%	30%	20%	10%	No Refund

Parents will either receive a refund or may owe additional tuition depending upon when the child is withdrawn and the amount of tuition paid to date of withdrawal.

If a tuition refund check is issued, a \$50 administrative processing fee will be applied.

### Tuition Payment Default

Tuition is a financial obligation of both parents. Families who fall behind on tuition payments should contact the Director of Finance to work out a Tuition Payment Agreement. If there is financial difficulty, job loss or other circumstance, approach us in confidence. Simply not paying past due tuition or paying late causes your family to incur late fees and risks your child's enrollment status.

St Alphonsus has a duty to collect unpaid tuition and may seek legal action to do so.

### Tuition Assistance

The St. Alphonsus School Tuition Assistance Program has been established to help children of parishioners who may not otherwise be able to attend our school because of financial difficulty. This fund is generated from parish contributions and student tuition.

Families may apply for tuition assistance via application in the spring.

### Non-Payment of Tuition/Fees

All fees must be paid through RevTrak. Trimester report cards, records, and diplomas will be withheld for those families who have outstanding debts for tuition, hot lunch, athletics, library, and other financial obligations. These families also will not be accepted back to St. Alphonsus School until these debts have been satisfied. Please contact the School Office early if you anticipate late payments. We do want to work with you in making needed adjustments to your payment schedule. **PLEASE**, just keep us informed.

School Administrators might resort to any of the following methods to obtain unpaid tuition and fees:

- a. Discussion with the parents or guardian at the first delinquency in payment with plans for the resolution of the situation.
- b. Parent's signature on a tuition payment schedule.
- c. Submission of the case to the Small Claims Court.

## **OTHER SCHOOL FUNDING**

### SCRIP

The St. Alphonsus SCRIP (RaiseRight) Program is a gift certificate program that raises income for the school, as well as individual families. When you purchase SCRIP, you're purchasing actual gift cards, or e-cards for national and area retailers selling everyday items like food, gasoline, and clothing, as well as restaurants, movies, and even vacations. St. Alphonsus buys the SCRIP cards at a discount and resells them to families who share the rebate credit with the school 50/50. The SCRIP credit that families earn can be applied to tuition payments, or received as cash back if over \$50. You can purchase SCRIP before masses or use the online app to purchase.

### Fundraising

The St. Alphonsus School Advisory Commission does not authorize any door-to-door solicitation of funds or fund-raising. Exceptions to this policy as outlined may be made only with School Advisory Commission approval.



### Endowment Fund

To preserve the opportunity for a Catholic education for the children of St. Alphonsus Parish, an Endowment Fund has been established. This fund helps to keep the school financially sound. Gifts may be made to the fund by using one of the Growing Tree forms.

## **COMMUNICATION**

*A successful school depends upon communication among the parent, school, and student. We encourage family involvement in spiritual, academic, and social programs.*

### Use of School Communication Systems and Facilities

Public address announcements, use of school bulletin boards, etc., and distribution of written materials to students will be regulated by the school administrator. Such use of school facilities during the school day will be permitted only when, in the judgment of the administrator, it is in the best interest of the school and the student body, and does not interfere with the orderly educational process.

### Parent Communications During the School Day

Parents are asked to make only emergency calls during the day to teachers and students. Teachers and students are not called to the phone during class periods. Parents wishing to speak to teachers during the school day should call the School Office at 414-421-1760 and ask to leave a message for the teacher. Staff members will return phone calls as soon as possible. Please indicate times when you could most easily be reached, keeping in mind that teachers are not free to interrupt their teaching responsibilities to return calls. Students may make phone calls for emergencies only from the School Office phone, classroom phones, or cell phones, with teacher permission. Please see our cell phone & electronic device policy below for school policy on student use of cell phones.

### Emergency Closings

St. Alphonsus School follows the Greendale Public School system when closing for inclement weather. If Greendale Public Schools are not in session and there is inclement weather, St. Alphonsus will make their own decision regarding closing, in association with the pastor. All announcements for such closings will be placed on local television stations & their websites, and a mass email, text, and voicemail message will be

sent to St. Alphonsus school families. We will also post on our social media channels. Please do not call the School Office for this information.

In case of an emergency requiring that students be sent home, please make sure that all of your information regarding emergency contacts is up to date in the student information system.

### School Calendar

A school calendar noting days off and events of the year is shared prior to the beginning of each school year. Various event calendars with updates are accessible on our website, and a hot lunch menu is available for viewing each month.

### Weekly Newsletter

School newsletters are sent home electronically on Mondays. There may be further paper communication sent home in backpack mail. Any communications to be sent home with the newsletter should be submitted to the Marketing & Special Events Manager no later than Fridays at 12:00 p.m. Information on how to submit items is included in the school newsletter. Publication of submissions after this deadline are not guaranteed.

### School Website

For current school information, please visit the School website: [school.st-alphonsus.org](http://school.st-alphonsus.org)

### E-Mail

Parents are welcome to contact teachers through email. Please visit our website for email addresses.

### Back to School Parent Information Night

Teachers will present their aims, expectations, an overview of the year, and classroom procedures at our Back to School Night in September. Attendance at this event is important to assure the cooperative effort of home and school in the educational program. During this session, parents will be oriented on the school mission and philosophy, roles and responsibilities within the school community, school programs available to their children, and the expectations of the students and families.

### Parent/Student/Teacher Conferences

Parent/student/teacher conferences are held twice a year. Fall conferences are mandatory for parents to attend, while spring conferences are optional. Parents and staff members may also request conferences at any time during the school year.

### Moving

A family planning to move should contact the School Office at (414) 421-1760 with their new address and phone number as soon as possible. This contact should be made by the parent via phone, written message, or email. You will also need to update your address in the student information system. If your child will be attending another school, please contact us as soon as possible.

### Open House

An Open House for current and prospective families is held during the beginning of the calendar year, usually as a kickoff to Catholic Schools Week. During this time the school is open to all families, friends, parishioners, and neighbors.

## **ATTENDANCE**

Wis. Stat. sec. 118.15 (1)(a) and Archdiocesan Policy 5112

The compulsory school attendance laws defined by Wis. Stat 118.15 requires school attendance of a child ages 6-18 unless he/she is excused. Parents or legal guardians are required to provide the school with the reason for their child's absence. The office is responsible to record whether the excuse is considered excused or unexcused.

Excusable absence: 1) illness of student, 2) doctor/dentist appointment of student, 3) court appointment. Parents may excuse their child from school in writing prior to an absence for up to 10 days per school year. More than 10 days are deemed unexcused.

Unexcused absence or tardy examples: family vacations, extra-curricular activities, car problems, oversleeping.

A student who is tardy or released early is partially absent, as the law requires attendance for full periods and hours. Unless an excusable reason is given, the child is considered truant.

Children must rely on their parents to arrive at school on time. Please be aware of these

guidelines. If a tardy or unexcused absence pattern is noted, the school administrator will be in contact with families.

### Reporting Absences

Parents must report all student absences to the School Office at (414) 421-1760 by 8:00 a.m. on the day of each absence. The reason for the absence and your child's room number must be given. For your convenience, our phone system is on 24 hours a day so that you may report absences at any time. Any child who has a fever or has been vomiting or experiencing diarrhea should not return to school until 24 hours after that particular symptom is gone in order to avoid a relapse or spreading illness to others. When your child returns to school following an extended health absence, a written excuse from a medical professional is required.

**A parent's written request is necessary to permit a child to leave school for a doctor or dentist appointment or other emergency. Upon return, a doctor or dentist note is required.**

**No student will be dismissed without parental request.**

Students leaving school early must be picked up from the School Office by an adult who is on file as an authorized emergency contact. The adult will be asked to sign out for the student. This procedure is a precaution to ensure the safety of all students. Identification may be required.

### Truancy

A student is truant when absent without an acceptable excuse for all or part of one or more days during school time. **“Habitually truant” is defined as being absent without an acceptable excuse all or part of 5 or more days in a school semester or 10 total for the year.**

### Tardiness

A student who is tardy or released early is partially absent, as the law requires attendance for full periods and hours. Unless an excusable reason is given, the child is considered truant.

A student who is not in his or her homeroom by 7:45 a.m. is tardy. Any student who has

accumulated 5 or more tardies per quarter may receive a Notice of Excessive Tardies. The letter will indicate that a meeting will be set up between the School Principal and family to discuss assistance in resolving any tardiness issues.

### Vacations

**Taking your child out of school for a vacation is strongly discouraged. The classroom experience that is missed cannot be made up.** Legitimate reasons for absence from school include sickness and doctor/dentist appointments that cannot be scheduled outside of school time. Our school policy is to provide assignments following the student's vacation, after the student has returned to school. Teachers may use their discretion in providing assignments ahead of time, but they are not required to do so and may decline to provide assignments ahead of vacations if they so choose.

## **ELECTRONIC DEVICES**

### Cell Phones and Electronic Devices - Electronic and Telecommunications Devices Policy

Use of any electronic or telecommunication device during school hours or while your child is on the school property for any related school programming is prohibited. This includes before and after school care program hours and during extra-curricular activities and field trips. All electronic devices must be turned off during school hours and stored in each classroom's cell phone caddy (for students in 5th to 8th grades) or in a teacher-approved location (for students in grades 3K to 4th grades). Students' phones will be collected each morning, kept locked in the child's homeroom or other teacher-designated location all day, and returned right before dismissal. The term "devices" includes, but is not limited to:

- Portable telephones, including but not limited to cellular and digital
- Pagers and beepers
- iPods or other MP3 players
- Electronic equipment designed to operate or interfere with electronic equipment used in school
- Flashlights, including laser pointers
- Smart watches (see additional explanations below)

Such devices that are found within the classroom, or not properly stored will be confiscated and returned directly to the parent at the discretion of the school

administrator. There may be occasions when these types of technology might be introduced, or required by instructors to assist with the presentation of classroom materials. Any use of this technology must be approved in advance at the discretion of the School Principal.

### Smart Watches and Wearable Technology

Apple Watches and any other smart watches that can interface with a cell phone or that are not a regular analog or digital watch will need to be turned in each morning just as phones are collected and held.

Their manifold capabilities make the watches a risk for issues ranging from cheating on tests to accessing inappropriate content. Similar to a cell phone, if a smart watch is found while in school, it will be confiscated and returned directly to the parent at the discretion of the school administrator.

### One-to-One Chromebook Policy

Students in grades 5-8 will carry an assigned Chromebook throughout the day; it will then stay at school overnight to charge and be ready for the next day.

## **STUDENT ARRIVAL/DISMISSAL PROCEDURES**

### Arrival Procedures

No student should arrive for school before 7:30 a.m. unless he or she is going to early morning child care. For this, the porch door across from the priest house is used for admittance. A doorbell is provided for entry security.

Students in grades 5K-8 should be dropped off along the curb in the main parking lot. Once students leave their cars, they will walk to the **main school entrance** (GYM LOBBY). Parents should enter the parking lot using the far south entrance (south of the footbridge). Exiting is through the west gate onto Churchway. Drivers are not permitted to cut back through the parking lot to exit onto Loomis Road.

Students in our early childhood program (3K & 4K) AND their older siblings will be dropped off along the curb in the courtyard parking lot. Once students leave their cars, they will enter at the Father Alan Room doors. Parents should enter this parking lot using the north entrance near the Parish House, exiting onto Churchway.

To ensure safety, please do not park and walk children through traffic during this arrival process. All parents should utilize their respective drop off sections and should not accompany their children into school. We have teachers and staff available each morning to greet students and assist them to their classrooms.

If your child is tardy to school, an adult must walk them to the school office. Your child will then be given an entrance ticket to walk to their room independently. Parents are not permitted to walk their tardy children directly to class.

### Dismissal Procedures

Please follow the same procedures as above for picking up your students at the end of the school day.

In the event of inclement weather, please use the laminated signs provided to you by the school to display your last name on your dashboard so that school personnel may quickly & efficiently dismiss students from indoors.

Cars arriving at this time should form a line along the east side of the parking lot, parallel to Loomis Road and then form a large spiral in the open area of the parking lot. Cars will advance along the curb and wait there to pick up the students. Students riding in cars are dismissed starting at 3:00 p.m., at the main school doors as well as in the courtyard. As is the case in the morning, students in grades 5K-8 will exit in the main parking lot. Students in our early childhood program (and their older siblings) will exit in the courtyard.

Drivers should pull up to the next available spot along the curb and wait for their children.

As soon as drivers have picked up children, they should pull away from the curb. This will allow room for other cars to pull to the curb. Children will not be permitted to leave the curb until a car has pulled up for them. Students are picked up at the curb only. To ensure safety, please do not park and walk children through traffic during this dismissal process. Please be prompt in picking up your children in the afternoon. If, for some reason you are late, please go to the Cougar Club entrance on the west side of the building to pick up your children.

The west playground gate will be open each morning and each afternoon on school days

for drop off and pick up line exiting. The gate will be closed during the regular school day hours.

### Bicycles

For safety reasons, bicycles are not allowed at school.

## **CHILD CARE**

### Morning Supervision

Morning supervision is available at school between 6:45 a.m. and 7:25 a.m. in Room 330. Drop off at the "back porch" of the school that is across from the Parish House garages. Please walk your child up the stairs and ring the doorbell. The early care supervisor will come and open the door for your child. Please do not leave your child unattended while waiting for the door to open.

### After-School Child Care

Cougar Club is available for students who need after-school supervision. You may access more information on our school website.

- Hours of Care
  - Childcare will be available every school day from 3:00 p.m. - 6:00 p.m.
  - The program will be closed on emergency closure days, i.e. snow days, as well as on holidays and other days that St. Alphonsus does not have school. The program is also not available on early release days.
  - There are not a minimum required number of days during each week or each month that you are required to participate.
- Behavior Guidelines
  - The service being offered is an extension of the school day. As a result, the children are expected to follow the same guidelines and rules that are required in school.
- Location
  - The program will be held in the MPR (school cafeteria).
- Pick Up
  - Parents can pick up their child by ringing the doorbell at the door labeled "Cougar Club" on the west side of the school. Parents will then proceed to the MPR.
- Sign-Out
  - A parent or authorized family member will sign the child out of the



program each day noting the time of departure. The sign out log will be used to calculate the fees owed at the end of each week.

- Late Pick Up Fees
  - If you are delayed and cannot pick up your child by 6:00 p.m., there will be a \$1 per minute late fee. The late fee will increase by \$1 per minute for each subsequent violation. If you are late picking up your child more than 3 times in a month, you will no longer be able to use the program.
- Billing
  - Billing is done through the student information system. The total amount due will reflect the amount owed for the services provided during the prior month.
- In Case of an Emergency
  - If you need to contact the Cougar Club staff, while your child is attending the program, please call (414) 421-1760 ext. 825.

## COMMITTEES AND ORGANIZATIONS

### St. Alphonsus School Advisory Commission

The School Advisory Commission (SAC) exists as a permanent commission of the Pastoral Council. The purpose of the SAC is to assist leadership in ensuring the school will thrive and remain viable for the future, and to assist leadership in ensuring excellence in Catholic Culture, Academics, Whole Child Education and Stewardship of Resources. The SAC also supports the school in its efforts to collaborate with the parish.

The following are responsibilities of all School Advisory Commission members:

- Recruit/Vet potential new SAC members
- Assist with onboarding new SAC members
- Ensure adequate resources are available to School Principal to implement programming
- Continuous work on institutional advancement: develop third source funding, marketing/PR initiatives, enrollment management, and help to evaluate programming
- Be informed on current year school budget, and partner with School Principal to propose school budget

The commission is meant to have a long-term view and focus the majority of its efforts on long-range and strategic planning. The SAC focus should be on programming, budgeting, and planning on a 1, 3, and 5 year+ scale.

The Archdiocese of Milwaukee Parish and School Policy Manual establishes the essential policies and directives for schools. The SAC, in collaboration with the School Principal, may propose local policy that is more prescriptive, but any proposed policy

may not in any way conflict with or supersede archdiocesan policy. Proposed policies require the approval of the pastor.

Areas where the SAC is NOT involved:

- Day-to-day operations of the school
- Student discipline
- Parent complaints
- Teacher complaints (the collective voice of teachers and staff can be heard through their SAC representative member, if such a position exists on the SAC)
- Issues related to employment or evaluation of school/parish personnel
- Evaluation of the School Principal (note: the supervision / evaluation of the School Principal is the sole responsibility of the pastor. The pastor may seek input from the SAC regarding the School Principal's working relationship with it.)

For more information and to familiarize yourself with the School Advisory Commission's roles & responsibilities, please see the School Advisory Commission Operational Norms on the school website.

### Home & School Association

The objectives of this Association will be:

- To encourage effective communication and cooperation between parents and educators dedicated to the best Catholic education for each child
- To offer through well-planned program information of particular interest to parents  
To create a greater appreciation of Catholic education
- To promote cooperation among all approved Archdiocesan organizations working for the advancement of Christian education in Catholic homes and schools.

All parents or legal guardians of children enrolled in St. Alphonsus School and all members of the faculty will be members of this organization and will have voting rights within the organization.

**We thank the Home & School Association for their financial support of the school through fundraising events.**

Home & School operates several key fundraisers and events over the course of the year. By virtue of having a child enrolled at St. Alphonsus Catholic School, all parents are automatically considered members of the Home & School Association.

Home & School is responsible for:

- BoxTops
- Dine Out Nights
- New Family Committee
- Hospitality Committee & Staff Appreciation
- Fun Run
- Trunk or Treat
- Cookie Walk
- Ornament Sale
- Book Fair
- Father/Daughter Dance and Mom Prom
- Fun Fair
- School Supplies
- Parents Night Out
- Other fundraisers and events

It is recommended that all parents volunteer at at least 2 Home & School events per year.

### Volunteers

Parent volunteers are important to the success of the school. It is required that all adults who work with children as volunteers, or chaperone any field trips, complete the “Safeguarding All God’s Family” requirements.

This process is completed online and includes:

1. A criminal background check
2. Acknowledgement of having read the Code of Ethical Standards (click on consent at the end)
3. Completion of a 3 hour seminar called “Safeguarding All God’s Family.”

This information can be found on our parish website [www.st-alphonsus.org](http://www.st-alphonsus.org), click on

the Safeguarding link, or you may go to the Archdiocese website [www.archmil.org](http://www.archmil.org) and click on “Safeguarding All God’s Family” under Safe Environment. This is where you will begin.

## EXTRA-CURRICULAR ACTIVITIES

St. Alphonsus is proud to offer a variety of extra-curricular activities to suit every student’s passions and interests. These include:

- Battle of the Books
- Band & Orchestra
- Chess Club
- Coding Club
- STEAM Club
- Rosary Club
- Service Club
- Junior Forensics
- Forensics

Other activities may also be offered throughout the course of the year. In addition we also offer Scouting & Athletics and their information can be found below.

These activities are offered as an extension of the school day. As a result, the children are expected to follow the same guidelines and rules that are required in school.

### Scouting Programs

#### Girls

All girls at St. Alphonsus are invited to be members of the Girl Scouts of America. All ages traditionally enjoy service projects, arts and crafts, field trips, and the out-of-doors, while working to develop self-reliance and individual leadership skills. Girl Scouts earn religious and other awards and participate in camp-outs and cookie sales. Most troops charge modest dues and fees, but financial assistance is always available. Girls are welcome to join at any time, and parent involvement is needed.

#### Programs:

5K: Daisy Girl Scouts

Grades 1-3: Brownies

Grades 4-6: Junior Girl Scouts

Grades 7-8: Cadette Troops

## Boys

Boy Scouts is a worldwide organization based on the principles of loving and serving God, human dignity and the rights of individuals. It recognizes the obligation of all its members to develop to their full potential and to live up to the motto of "doing one's best."

## Programs:

Grade 1: Tigers

Grades 2 – 5: Cub Scouts

Grades 6 and up: Boy Scouts

## **ST ALPHONSUS ATHLETIC PROGRAM**

### Philosophy

The primary purpose of the St. Alphonsus Athletic Association is to provide an opportunity for the children of St. Alphonsus Parish to participate in competitive extracurricular athletic activities and to promote parish, school, and team spirit, and to promote the understanding of teamwork and good sportsmanship. Toward that end, we seek the cooperation and support of all parents, athletes, and staff.

### Goal

It is the goal of the St. Alphonsus Athletic Association to teach our athletes character-building traits and lifelong skills, based in Christian values, which they may carry into academics and all phases of life.

### Objectives

- Foster and develop physical skills, sportsmanship, respect for authority, self-discipline, personal responsibility, leadership, and perseverance.
- Help each participant understand the teamwork aspect of athletics, gain knowledge of the rules and strategies of each sport, and to attain skills which are commensurate with each individual's level of ability.
- Provide a positive learning experience for Christian development.
- Encourage coaches, parents, and athletes to keep winning in perspective and to

provide each child with opportunities to develop a positive self-image.

### Eligibility Requirements for Athletic Program Participation Behavior

1. Must incorporate eligibility requirements into current discipline code.
2. Expulsion from school-St. Al's or other-will result in automatic ineligibility from extracurricular activities for a period of one calendar year from the date of expulsion.
3. At the 4<sup>th</sup> detention, time-out referral, or conduct referral, the student will be ineligible to participate in extracurricular activities for one week from the date of receiving the detention, time-out referral, or conduct referral.
4. In-school suspension-The student will be unable to participate for two weeks. 5. Out-of-school suspension-The student will be unable to participate for four weeks.

### Grades

Students must maintain a minimum 2.0 grade point average on a 4.0 scale in order to participate in any extracurricular activity. Exceptions can be made on an individual basis with agreement by the School Principal, teachers, parents, and activity director.

Students will be ineligible for the following grading quarter. The 4<sup>th</sup> quarter grades will affect the 1<sup>st</sup> quarter eligibility of the following year.

### Attendance

To participate in any athletic activity, the student must be in attendance at school the day of the activity. Non-illness-related excused absences will not deny the student the right to participate.

### School Closings

If the school is closed due to inclement weather, no practice will take place in the evening.

We rely on the integrity of all persons involved in our extracurricular activities and in the overseeing of these requirements to ensure that this program is effective.

## **STUDENT HEALTH AND SAFETY**

### Administration of Medication to Students

If your child requires any medication - prescription or over-the-counter - during school hours, it must be administered by School Office personnel. To authorize us to do this,

you must follow these procedures:

1. The proper form (available in the school office or online) is to be filled out by the parent and/or physician and sent to school with the medication.
2. Medication must be in the original container appropriately labeled with the child's name, name of drug, dosage to be given, and frequency of administration. The safest method for your child is to acquire an extra prescription container from the pharmacist.

STATE LAW PROHIBITS ADMINISTRATION OF MEDICATION WITHOUT PROPER FORM(S) ON FILE IN THE SCHOOL OFFICE AND MEDICINE IN PROPERLY-LABELED CONTAINER(S).

### Student Injury or Illness

Sick children may not be kept in school. When a child becomes ill or is injured at school, the parent or guardian will be contacted to provide transportation home and to insure that someone is at home to care for the sick child. A child must always be picked up if he/she vomits or has a temperature/fever of 100 or above. In the event of a fever, the child may not return to school until they are fever free for 24 hr. period, un-medicated. A parent, or someone designated by the parent, must be available for emergencies. Unless you inform us otherwise, we phone emergency contacts in this order: Mother, Father, and then emergency contacts listed by you.

### Head Lice Policy

Head lice can happen to anyone and is not a sign of having poor health habits or being dirty. According to the Wisconsin Division of Public Health, Department of Health Services, Pediculosis (head lice) is the infestation of hair on one's head which can cause itching and is spread from direct contact of an infected person's head to another individual's head or from contact with objects containing the lice such as from combs, hats, scarves, etc. Head lice can be difficult to spot, but signs can include itching on the back of the head, neck, or ears along with white specks that are difficult to remove from the hair. St. Alphonsus School will work with the parent(s)/guardian(s) and student(s) as necessary to prevent further infestation within the School.

Procedure/Responsibilities:

- 1) **Checking and Reporting Head Lice.** Parent(s)/guardian(s) are responsible for checking their child(ren)'s head throughout the school year for head lice and reporting any infestation to the School Principal by the next school day.
- 2) **Health Room Designees.** St. Alphonsus does not employ a school nurse but instead relies upon parent volunteers to staff the Health Room. Upon learning of a case of head lice and at other times as needed, the School Principal will identify one or more Health Room Designees to assist the school with implementation of the Head Lice Policy and other related policies and procedures.
- 3) **Head Lice Treatment.** While the School Principal and/or Health Room Designees are available to assist parent(s)/guardians(s) of children who have head lice, the parent(s)/guardian(s) are solely responsible for ensuring appropriate treatment is provided to their child(ren). Parent(s)/Guardian(s) will be instructed to remove all lice and nits. The student(s) will be allowed to return to school and participate in extracurricular activities after appropriate treatment has been initiated in accordance with the Centers for Disease Control and Prevention (CDC) Treatment Guidelines (<http://www.cdc.gov/parasites/lice/head/treatment.html>) and after an examination by the School Principal and/or Health Room Designee. Parent(s)/guardians(s) must on a daily basis, carefully check their child(ren)'s head for nits and remove them and report their findings to the School Principal and/or Health Room Designee(s).
- 4) **Privacy and Notification of Head Lice.** The School Principal and Health Room Designee(s) will maintain the privacy and confidentiality of each head lice infestation to the extent practicable and in accordance with applicable laws. Parents of students in a classroom where head lice has been identified will be notified of a head lice infestation but will not be informed about the source of the head lice infestation. If children in multiple grades are infested, the School Principal will send a school-wide notification of the infestation to parents on a monthly basis until such time as no new infestations are found. Parents/guardians will also be provided with information to check and, if necessary, treat head lice. Such notification(s) will be made via e-mail and/or newsletter and will be reviewed by at least one Health Room Designee before being sent.



The school may notify teachers, specialists, assistants, volunteers, or others working on school grounds as needed to assist with the Head Lice Policy.

- 5) School Examination for Head Lice. The School Principal and/or Health Room Designee, along with other trained volunteers may check any student for head lice at any time and for any reason. The School Principal and/or Health Room Designee will implement strategies for containing the head lice infestation which are to be supported by school personnel and parents, including but not limited to classroom education, bagging jackets in classrooms, identifying specific risks on a classroom-by-classroom basis (including Cougar Care, Scout rooms, etc.), modification of buddy activities, ceasing use of dress-up clothes, handing out ponytail holders, re-checking frequencies, re-checking groups, etc.
- 6) Head Lice Log. The School Principal and/or Health Room Designees(s) will maintain a confidential log of confirmed students with head lice including at least inspection dates, exclusion from school, re-inspection dates, and the results of the inspections.
- 7) Parent Notification and Arranging Transportation. The School Principal and/or Health Room Designee will use their sole judgment to determine whether a student will be sent home from school or an extracurricular activity based upon evidence of head lice infestation. The parent(s)/guardian(s) will be notified accordingly and must adhere to this decision and arrange for transportation to pick-up their child(ren) as soon as possible. The student(s) will not be allowed to attend extracurricular activity that day. In addition, the parent(s)/guardian(s) will adhere to the section above regarding treatment of the head lice.
- 8) School Support. The School Principal and/or Health Room Designees will accumulate information in the Health Room to assist parent(s)/guardians(s) with head lice management and share this information with parents as requested. Such information may include treatment product information, links to YouTube videos, checklists, treatment suggestions, and tips for avoiding contracting or spreading head lice, etc. Parents are encouraged to ask for this information.
- 9) Classroom Cleaning. If a student has been identified as having head lice, the school will clean that classroom as appropriate.
- 10) Local Health Department Notification. The School Principal and/or Health Room Designee will collaborate with the Greendale Health Department as necessary.

## **BUILDING SECURITY**

If coming to school for any reason during school hours, please park in the school courtyard parking lot, enter through the School Office doors and be greeted by School Office Personnel. They will assist you with any needs.

### Gun Free School Zone

In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zones Act. The law states:

“It will be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law will be fined not more than \$5,000.00, imprisoned for not more than 5 years, or both.”

### Asbestos Management Program

According to the Federal Regulation Asbestos Emergency Response Act 40 CFR 763, the responsible official for the school must inform employee, parent, and teacher organizations that a complete inspection for asbestos-containing building materials was conducted by an accredited inspector. The management plan is located in the school office for anyone to review. If you would like additional information, please contact the Director of Administrative Services at the Parish Office, 414-421-2442.

## **STUDENT DEVELOPMENT**

### Academic Requirements

Students are required to participate in class each day, complete their work in a timely fashion as designated by their teachers, and are expected to be respectful & ready to learn each day. Students need to participate in our core curriculum & encore classes to the best of their abilities and be prepared with class materials daily.

### Homework

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature, should help to:

- Deepen students' understanding and skill relative to content that has been initially presented to them.
- Prepare students for new content or have them elaborate on content that has been introduced.
- Develop good study habits and organizational skills.
- Foster positive attitudes toward school.
- Communicate to students that learning takes work at home as well as at school. Communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated.

### Homework Guide

5K, 15 min./day; Grades 1 & 2, 15–30 min./day; Grades 3 & 4, 30–60 min./day; Grades 5 - 8, 60–90 min./day

Homework recommended:

- Practice drills in math facts and vocabulary words
- Reading
- Reports & enrichment projects
- Study for tests

### Forgotten Homework

**Classes will not be interrupted to deliver forgotten homework.** Homework can be dropped off in the School Office.

### Homework for Absentees

Homework is made up after the student returns from the absence. Students who are absent are responsible for completing missed work.

### Foreign Language

Classes in Spanish are offered in grades 5K-8 as part of the regular curriculum. The program is structured to include the Standards for Foreign Language Learning – Communication, Culture, Connections, Comparisons, and Communities with an emphasis on communication.

### Technology

Technology is integrated into the classroom core curriculum. Google Products (Docs, Slides, etc) are also taught as part of the classroom curriculum.

### Music

All students in grades 4K-8 participate in regular scheduled music classes. Skills include singing sacred and secular songs, moving, describing, performing, creating, and connecting to other subjects and arts.

Children are encouraged to

- Be a cantor (gr. 3-8) at liturgies.
- Join the Parish Children's Choir (gr. 2-8)
- Join the Band and/or Orchestra offered through private lessons

### Art

Art is a part of the curriculum for grades 4K-8. Student work is always generously displayed throughout the school. The curriculum is designed to prepare the students not only to create but also to understand, experience, and value works of art.

### Physical Education

Grades 5K-8 meet for regular physical education classes. All grades work on activities to improve their fitness levels. They are introduced to a variety of team sports and physical fitness skills, and each student is encouraged to give their personal best in every activity that is offered.

### Field Trips

Field trips serve the instructional program by utilizing those resources of the community which are related to the school curriculum and are a normal part of the school day. Such trips are encouraged, since they relate to the teaching-learning process.

Field trips, plays, concerts, an 8th grade trip, and other approved extracurricular activities will be denied to students who present problem behavior. Faculty and the school administration will use good judgment in determining when a child will be

denied such privileges. Parents must read, sign, and agree to follow the field trip permission form.

The school procedure for field trips includes:

1. Parents are required to sign a permission slip.
2. Teacher and parent chaperones are needed for some field trips, and all chaperones must be safeguarded.
3. Bus transportation for students, teachers, and chaperones is used for all field trips beyond walking distance. Preschool siblings are not allowed to ride on the bus or participate in/attend the field trip.
4. Parents are responsible for the cost of all trips. Due to the fact that all trip costs are figured on the number of students attending at the time of the field trip reservation, **the cost of the trip cannot be refunded.**

#### Director of Teaching and Learning

The best efforts using evidence based/high quality instructional materials and strategies are not always successful. As such the Director of Teaching & Learning lends support to students who require additional help in their learning processes. This is done in partnership with students, parents, and teachers. In addition, this person is available as an academic resource for parents when issues arise with individual learners. The Director of Teaching & Learning serves as the liaison to the Greendale Public Schools for additional academic assistance; and works with the faculty & staff on standardized testing protocols & results.

#### Family Life

Students in grades 5K – 8 learn about God's gift of sexuality within the context of Catholic family values. Family Life is incorporated into the Religion curriculum. Information regarding the program is sent home by the homeroom teacher.

#### Assessments

Students in grades 3, 5, and 7 are administered the Iowa Test of Basic Skills annually. Computerized results are sent to parents in spring. In addition, STAR tests are given to students 3x per year in grades 1-8, and results are also sent home to parents.

Testing for Exceptional Educational Needs (Learning Disability, Emotional Disability, Speech and Language, etc.) is available from the Greendale Public School District. Formal testing requires written parental consent. St. Alphonsus School personnel or parents may request testing by contacting the Director of Teaching and Learning.

## GRADING

### Report Cards

Student reports are issued three times a year, enabling parents to understand the overall progress of their student. St. Alphonsus School uses the web-based electronic grade book - PowerSchool. Each family will receive a user ID and password for each student. Students' grades may be monitored online. A careful monitoring of the students' progress by parents is a great resource in the school's effort to establish a spirit of cooperation between the home and the school.

### Achievement Grade Key

3K - 5K use an Early Childhood Report Card Template with written descriptions and assessments.

Grades 1 - 8 :

4	Advanced	<ul style="list-style-type: none"> <li>• Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>• Student can independently complete self-directed studies</li> </ul>
3	Proficient	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>• Student can complete assigned tasks independently.</li> </ul>
2	Developing	<ul style="list-style-type: none"> <li>• Student demonstrates partial understanding of grade level standards.</li> <li>• Student can sometimes complete learning tasks without assistance.</li> </ul>

1	Insufficient Evidence	<ul style="list-style-type: none"> <li>• Insufficient evidence is available at this time to determine proficiency.</li> </ul>
---	-----------------------	---

## FAITH ENRICHMENT

### Examen

We end our day with the Examen process, which is a structured prayer & daily reflection.

### Service Opportunities

We teach our faith at every level, and part of this is the opportunity for service projects in each grade.

### Mass

School mass is attended once per week. In addition, students are afforded the opportunity to attend or participate in other religious activities, traditions & prayer services throughout the liturgical calendar.

Students are also afforded the opportunity to participate in other faith-filled activities, like cantoring, serving as acolytes, participating in Rosary Club, etc.

## DRESS CODE

All students in 5<sup>k</sup> through 8<sup>th</sup> grade must follow the dress code requirements listed below. While students in 3<sup>k</sup> and 4<sup>k</sup> are not required to abide by these requirements, the School Principal and/or grade-level teachers may require that students dress accordingly on certain days throughout the school year.

The dress code helps foster a positive learning atmosphere, promotes modesty, and eliminates distractions and competition. We expect all students to be neat, clean, and appropriately dressed for their Christian learning environment. The success of the dress code is dependent upon cooperation with parents/guardians.

## Uniform Code

No emblems or insignias are allowed as part of the uniform unless a specific exception is stated. Only the clothing items identified below are acceptable pieces of the uniform.

### Shirts

- Grades 5K-4: Navy blue, white, and light blue color.
- Grades 5-8: Navy blue, white, light blue, and red color.
- Collared with short or long sleeves.
- Polo, buttoned-down blouse, or dress-shirt.
- Only white short-sleeve undershirts are allowed.
- Midriff must be covered at all times.

### Sweaters

- Grades 5K-4: Navy blue, white, and light blue color.
- Grades 5-8: Navy blue, white, light blue, and red color.
- Plain knit slip-over (sweater vest) or cardigan is allowed.
- Sweatshirt or pullover with or without a hood purchased through the St. Alphonsus Catholic School approved spirit wear vendor. Please note that hoodies & sweatshirts are not allowed on Mass days during church.

### Pants

- Navy blue or khaki color.
- Must be worn at waist level at all times.
- Must be chino, khaki, capris, or dress pants without pockets on legs.
- No cargo style pants.
- Form fitting knit fabrics are not allowed.

### Shorts and Skorts

Shorts and Skorts can only be worn between April 1st and October 31st, except at the School Principal's discretion.

- Navy blue or khaki color.
- Must be worn at waist level at all times.
- Must go past the fingertips when hands are at the student's side. Must be same length all around (front and back)
- Must be chino or dress shorts or skorts without pockets on legs.
- No cargo style shorts or skorts.
- Form fitting knit fabrics are not allowed.



### Jumper and Skirts

- Navy blue, khaki color, Belair plaid (Merry Mart Uniforms), or hunter/classic navy plaid (Land's End).
- Must be worn at waist level at all times.
- Must wear tights, bike shorts, or leggings under skirts

### Socks

- Must be crew length or shorter.
- A small insignia or logo are permissible.

### Footwear

- Closed toe and closed heel shoes.
- Flip flops, slides, jellies, sandals, and Crocs are not allowed.

### Jewelry

- Minimal earrings, necklaces, and rings are allowed.
- Only ears may be pierced.

### Hats

- Hats are only allowed to be worn outside.
- Hair should be worn clean, neat, and a natural looking color.
- The School Administrator will have the sole discretion to require a student to change his/her hair to comply with this policy.

### Physical Education Dress Code

Students will bring to school and take home all gym clothes on the days that physical education is scheduled.

All students must wear athletic shoes that can be tightened.

#### Grades 5K-4:

- The daily school uniform will be worn during physical education.

#### Grades 5-8:

Students begin to dress for gym class, and must purchase the required gym uniform.

- Knit shirt available for purchase through our online store
- Athletic shorts available for purchase through our online store
- Stud earrings only; and no necklaces may be worn.
- It is recommended that parents provide a carrying bag for gym clothes.

### Non-Uniform Dress Code

Clothing other than uniforms may be worn by students on various days throughout the year.

- Award for participation in school fundraisers.
- Birthdays. If the birthday does not fall on a school day or if it falls on a mass day, the student may notify the teacher and select another day.
- At the School Principal's discretion.

In addition to items permitted as part of the uniform, the following clothing items are allowed:

- Jeans.
- Athletic wear.
- T-shirts and sweatshirts.
- Clothing must be free of any pictures, writing, emblems, or insignias that are offensive, inappropriate or distracting.
- Midriff must be covered at all times.
- All items must match uniform lengths.
- Must be worn at waist level at all times.

### Scouting Days

Members of Scouts including Cub Scouts or Girl Scouts may wear the scouting uniform on den, pack, troop, or patrol meeting days for which the student is a member.

### Non-Compliance with the Dress Code

The School Principal and teachers will enforce compliance to the dress code. The student will be required to change into different clothing provided by a parent/guardian or designee. Failure of students to comply with the dress code undermines the educational environment at St. Alphonsus. Further discipline may occur per the school discipline policy.

## **ST ALPHONSUS SCHOOL WELLNESS POLICY**

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Also, good health fosters student attendance and education. With the future in mind where obesity rates have doubled in children and tripled in adolescents over the last two decades, (with physical inactivity and excessive - calorie intake the predominant causes), St. Alphonsus is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of the St. Alphonsus School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and others interested in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grades 3K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs and will provide clean, safe, pleasant settings, and adequate time for students to eat.
- Our school will provide nutritional education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

To achieve these policy goals:

- School meals will be appealing and attractive to children, be served in clean and pleasant settings, meet nutritional requirements, and offer a variety of fruits and vegetables.
- St. Alphonsus will provide students with at least 20 minutes to eat and will make every effort to schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 10:30 a.m. and 1p.m., will try to avoid scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- St. Alphonsus will strive to meet the nutrition standards for foods and beverages sold individually (i.e. foods sold through fundraisers, school stores, etc.)
  - Beverages allowed: water or seltzer water, sports drinks, ice tea; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; unflavored or flavored low-fat or fat-free and 2% fluid milk and nutritionally-equivalent non dairy beverages (to be defined by USDA);
  - Beverages not allowed: any type of soft drink, energy drink, or coffee
- To support children's health and school nutrition education efforts, St. Alphonsus fundraising activities will encourage healthy options when available. St. Alphonsus will encourage fundraising activities that promote physical activity.
- Parents are encouraged to make thoughtful choices when sending snacks for the

school day. Snacks should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage. St. Alphonsus will work toward disseminating a list of healthful snack items to teachers, after school program personnel, and parents.

- St. Alphonsus will encourage healthy foods or beverages for use as rewards. We will discourage items that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment.
- For celebrations, St. Alphonsus will strive to encourage families to send healthy snack alternatives or consider one of the following ideas:
  - donate a book or game for birthdays
  - ask about teacher's wish list.
- For school-sponsored events (such as, but not limited to, athletic events, dances, or performances), foods and beverages offered or sold at school-sponsored events outside the school day, will offer balanced offerings and healthy alternatives.
- St. Alphonsus School aims to teach, encourage, and support healthy eating by students. We will provide nutrition education and engage in nutrition promotion at each grade level.
- St. Alphonsus will work towards the nationally-recommended amount of daily physical activity (i.e. at least 60 min/day) and help students to fully embrace regular physical activity as a personal behavior. Toward this end, students need opportunities for physical activity beyond physical education class, therefore:
  - classroom health education will complement 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,
  - classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate (periodic movement breaks)
- St. Alphonsus will support parents' efforts to provide a healthy diet and daily physical activity for their children. We encourage parents to pack healthy lunches and snacks.
- School-based marketing will be consistent with nutrition education and health promotion. As such the school advises limiting food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited.
- The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

- St. Alphonsus highly values the health and well-being of every staff member and will plan and implement staff wellness activities. In implementing activities, staff input will be solicited.
- St. Alphonsus will provide all students in grades 3K-8, including students with disabilities, special health-care needs, and in alternative educational settings, with 90 minutes a week at the middle school level and 2 periods a week at the elementary level of daily physical education for the entire school year. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
  - All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
  - The school is encouraged to offer extracurricular physical activity programs. The school will try to offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
  - Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### Monitoring and Policy Review

A baseline assessment of St. Alphonsus' existing physical activity environments will be conducted. This policy will then be reviewed annually.

### **HOT LUNCH PROGRAM**

St. Alphonsus School provides a nutritious hot lunch along with an ala carte menu. The ala carte program is available to students in grades 4-8. Students' purchases will be deducted from their family account, and parents will be notified when the balance is getting low. We encourage student participation in this program.

The lunch menu is available on the school website and included in the school newsletter. Lunch money is paid directly to the lunch program and tracked daily.

If students take hot lunch, we ask that they make an effort to eat the food and drink the milk they take each day. We ask you to work with us in discouraging food waste. Students are offered a variety of food items daily.

There is a peanut-free lunch table in the cafeteria. No one may eat foods containing peanut products at this table.

### Cold Lunch

Students taking cold lunch may purchase a half-pint of milk for a nominal cost.

### School Snacks

Students may bring a healthy snack to eat at school during break times indicated by the classroom teacher. Chips, candy, bakery items are not included in the healthy category. Fruit cups, raw veggies, fresh fruits, yogurt, etc. are encouraged. Parents, please be aware of common allergies, such as a peanut allergy, when providing snacks for classmates. Contact your child's teacher for more information.

### Lunchroom—Acceptable and Expected Behavior

Good manners must be followed so that food may be enjoyed in an atmosphere that is relaxing and pleasant for everyone. The lunchroom should be a place where respect, responsibility, and kindness are shown. Students must comply with the Lunchroom Behavior Expectations which follows. Parents will be contacted concerning serious problems.

- **Courtesy** – The lunchroom supervisor is a school staff member and helps enforce acceptable and expected behavior. The lunchroom supervisor is in charge of the lunchroom and is in charge of the students. Disrespect for the lunchroom supervisor will not be tolerated.
- **Voices** – The lunchroom is a place of respectful volume of table conversation, talking to those around you in a normal tone of voice is appropriate.
- **Visiting Friends** – As in any public eating place, one does not walk around and visit from table to table.
- **Food Throwing**- is not acceptable behavior and will be reprimanded.
- **Taking/Touching Food From Others** – For the safety and well-being of all our students, touching and taking other people's food is not acceptable. Continuous violations may lead to loss of lunchroom table time.
- **Food Waste** – Food that is on the child's tray or in his/her cold lunch should be eaten not thrown away.

- Lunch Trays – Trays should be placed in designated areas and all non-food items in garbage containers.
- Spills and Splatters – Spilled milk and trays are cleaned up by the student.
- Tidiness – Each student should leave his place clean and ready for the next group.
- No Hats – Hats should be carried by students. Do not place hats on the table while eating. Put the hat on a coat hook provided in the hallway.
- No Toys – Stuffed animals, basketballs, footballs, etc. should be left in the classroom, in the classroom basket, or on the designated shelves in the lunchroom. No toys may be on the tables. No toys from home are allowed to be brought to school for recess play.

## **CONDUCT AND DISCIPLINE**

One of the most important facets of education involves the learning of an inner discipline and the wise use of privileges. At all stages of their development, young people need to experience privileges and self-control. In keeping with the mission of our school, we attempt to help students develop the kind of discipline which will help them grow in freedom and responsibility.

Attendance at school constitutes, in effect, a contract or an agreement. The school agrees to furnish the expertise and environment for learning, and the student agrees to do his/her part to ensure that these are maintained. Parents agree to enforce school rules. This involves rights as well as responsibilities.

School desks and lockers, being school property, may be searched by the School Principal if circumstances warrant such a search. No notice needs to be given to the student. Students may be asked by the School Principal to empty their pockets, purse, or backpack if circumstances warrant it.

It is the student's responsibility to follow these expectations. Failure to comply with these rules will result in the following sequence of actions:

### Discipline

Students, both individually and in groups, will comply with school regulations and will

recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority will constitute sufficient cause for disciplinary action.

When, in the judgment of a teacher, an individual or a group effectively challenges the authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher will report such activity at once to the School Principal, who is empowered to institute appropriate corrective and/or disciplinary action.

Each student should have the right and be encouraged to express individuality in school as long as the conduct does not intrude upon and endanger the liberties of others – especially upon the right of peers to receive instruction.

The school's responsibility for helping each student to develop unique abilities to the maximum must be emphasized. A rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program is desirable and recommended.

Whenever a student's conduct is such that it endangers the property, health, or safety of one's self or others or disrupts the learning environment, action deemed appropriate by school administrators may be taken to restrict his/her right of school attendance.

### Terminology

A. School Probation – A conditional enrollment during a trial period.

A student may be placed on school probation for a trial period by the School Principal. The School Principal may set conditions for return from probation after conferences discussing the offense are held with the student's parents or guardian and relevant school personnel. The School Principal's decisions are final.

All new students are on probation for the first semester.

B. Suspension – A temporary termination of enrollment until stipulated conditions are met. Suspension is justified only in unusual circumstances and is normally an in-school suspension.

Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice



of the suspension and the reasons for the action.

In-School Suspension may be directed for varying lengths of time, but will not exceed three days. In-school suspension conditions are to be determined by the School Principal. In-school suspension students remain the responsibility of the school.

Out-of-School Suspension is considered a rarity and is the responsibility of the School Principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice will allow not more than a total of fifteen consecutive school days to be served in suspension until an expulsion hearing is held.

Out-of-school suspension may be given by the School Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

C. Expulsion – As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion will be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of one's self or others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in this handbook.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### **Expulsion Procedures**

1. The actions and procedures for probation, suspension, or expulsion will be published in the school handbook.
2. Actions taken to suspend or expel students will be preceded by internal school

procedures and supported by defensible records.

3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians will be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity, and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
  - Expel
  - Suggest other disciplinary actions in lieu of expulsion
  - Exonerate the student of any wrongdoing
5. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### Appeal

The student, or his or her parent or guardian, may, within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

### HEARING

#### Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools ·

Insure that elements of the Suspension Policy as outlined in P&R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese. The Expulsion Hearing Committee is composed of 3 – 4 people. Choose members from various sources within the parish – former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good “fit” for the situation. One of these hearing committee members needs to chair/facilitate the hearing, not the pastor.

- An expulsion hearing is not a legal proceeding; therefore, neither party

may have an attorney present during the hearing.

- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to a maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process along with the supportive documentation & rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5 – 7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date & time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).

Be sure the right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144)

## **ANTI-BULLYING POLICY**

We are committed to making our school a safe and caring school for all students. We treat each other with respect, and will refuse to tolerate bullying in any form during the school day or during any school-sponsored activity on or off the school grounds.

Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. Bullying is repeated behavior and involves an imbalance of power. This behavior goes against the fundamental tenet of “love your neighbor as yourself” and destroys respect for the dignity of the student. It undermines the Catholic atmosphere of the school and deprives the student of a safe and caring learning environment.

### **Bullying Definition**

Our school defines bullying as an overt act or acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student. This includes cyber-bullying. The acts are repeated against the same student or adult over time. Bullying includes but is not limited to:

- physical intimidation or assault
- extortion
- oral or written threats
- teasing
- threatening looks, gestures, or actions both sexual and non-sexual
- cruel rumors/gossip
- false accusation
- social isolation
- derogatory comments
- racial slurs
- being threatened or forced into actions against one’s will
- exclusion

School staff will do the following to help children feel safe at school:

- Closely supervise all students in school areas and on the playground
- Watch for signs of bullying and intervene when it happens
- Incorporate social emotional learning lessons in the classroom
- Respond quickly and sensitively to reports of bullying
- Take seriously families’ concerns about bullying

- Provide immediate consequences for retaliation against students who report bullying

Students at our school will adhere to the following behaviors to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refrain from watching, laughing, or joining in when someone is being bullied
- Students should report the bullying to the nearest or most-trusted staff member.
- Try to include everyone in play, especially those who are often left out

### **Investigation of Complaint**

Once a serious complaint has been reported, the School Principal will investigate to determine if bullying has occurred. The investigation may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation. There will be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. A written report of the investigation will be prepared when the investigation is complete. Such a report will include findings of fact, a determination of whether acts of bullying were verified, and, when acts were verified, a recommendation for intervention, including disciplinary action.

### **Consequences of Actions**

Once the investigation is complete, the School Principal will determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the School Principal. It is the goal of the administration, faculty, and staff to have the child understand the effects of their bullying, learn alternative behaviors, and stop the negative behavior.

## Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be issued age-appropriate consequences such as:

- Performing some type of community service within our School/Parish  
Community service may include but is not limited to, tasks in the classroom, cleaning up building or the school and parish grounds
- Offering amends to the child(ren) who are victims of the acts  
Making amends will include, but is not limited to, writing a letter of apology to the child, or apologizing to the child

Punitive action may include but is not limited to the loss of recess, detention, in-school suspension, at-home suspension, being removed from class for a specified period of time, or in extreme cases, expulsion.

Parents of all disciplined children will receive written notice of the type and duration of the disciplinary action. Depending upon the severity of the situation, the administrator may advise that a student/family obtain professional counseling, develop a supervision plan with the parents, and notify law enforcement in the most severe cases.

### **Disclosure**

The policy will be discussed annually with grades 4K-8. The policy will be included into the School Handbook and available for view on the website. The School will also provide a copy of the policy to any person who requests it.

## **SCHOOL DISCIPLINE PLANS**

Each individual classroom teacher designs a behavior plan for their individual classrooms. It will be under the guidance of the school-wide discipline plan and virtues of “Be Safe, Be Respectful, Be Responsible”.

### Other School Rules

Possession, sale, and/or use of tobacco products, smoking materials (including vaping materials), alcohol, inhalants, or drugs are prohibited on the parish premises, or at any school-sponsored function on or off campus. Students who violate this rule may be asked to withdraw from school, or be suspended or expelled. In addition, the police will be involved in violations of this policy.

Any objects such as laser pointers, firecrackers, lighters, matches, squirt guns, etc. which are dangerous or disruptive to the educational process are not permitted. Articles will be confiscated immediately and disciplinary measures appropriate to the nature of the object will be taken. Students are not to bring hair spray (clear or colored) to school. Scented deodorant, perfume, or cologne is also prohibited in the classroom due to the allergic reactions they may cause.

The act of fighting, assault, verbal threats, menacing/teasing behavior that may cause fights, and/or possession of a weapon will not be tolerated. These actions may be cause for suspension from school and other possible disciplinary action including expulsion. A referral may be made to the police department.

Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Behaviors that could be considered as harassment are displaying offensive centerfolds/posters, inappropriate gestures, touching, or grabbing, sexual remarks or jokes, threats or pressure for unwanted sexual activity. When sexual harassment is reported, appropriate disciplinary action will be taken, which may include a referral to the police department.

Since many serious accidents may be caused by throwing snow, snowballs, or ice, students may not throw, kick, or in any way direct snow, snowballs, or ice in any direction, even if not intentionally directed at another person. This includes any part of the parish property or during any school function, such as a field trip off campus. Students who violate this rule will receive a detention and/or other disciplinary measures.

Language, both verbal and nonverbal, that is abusive, obscene, profane, or racially/sexually derogatory is considered abuse and will not be tolerated. Verbal abuse will be given appropriate consequences.

Students share in the stewardship of parish resources. They are responsible for the classrooms, lockers, school equipment, or other parish property by treating it with respect. Anyone damaging parish property will be required to pay for the repairs. If the student does not make restitution, the parent or legal guardian will be held liable. Further disciplinary action may be taken by the administrator based upon the seriousness of the damage.

Taking another person's property without that person's permission is stealing,

which is a serious violation. Restitution is required as well as other disciplinary measures, which can include suspension or expulsion. This rule includes theft of parish equipment, money, or any other item not belonging to a student.

### Drug and Alcohol Possession

The possession, use or sale of any illegal drug, including alcohol, by any student is not permitted in school or on the school premises at any time.

### Drug and Alcohol Regulation

1. Any student "selling" illegal drugs, including alcohol, will be brought before the authorities and, if guilty, will be immediately expelled.
2. Any student on a first offense possessing or using any illegal drug, including alcohol, will be immediately suspended pending a parent-school conference. The suspension is not to exceed (3) three school days. (Wis. State Statute) Parents are required to make arrangements for professional treatment, as deemed necessary by the School Principal, before the student returns to school. Further verification of attendance of such programs may be requested by the school.
3. Any student on a second offense possessing or using any illegal drug, including alcohol, will be expelled from St. Alphonsus School.

## **COMPLAINT AND CANCELLATION PROCEDURES**

### Concerning Parish Personnel, Policies, and Procedures of St. Alphonsus Congregation.

#### Introduction

Whenever a dispute exists for Employees, Parishioners, Parents or others concerning the interpretation or application of personnel policies or procedures of the Parish (or contract wording for contract employees), the following procedure will be implemented:

#### Level One: Verbal Appeal

Any person who has a concern/problem will discuss that concern/problem within 14 calendar days after he/she knows or should have known of the cause of the situation with the person most responsible in that area of concern (i.e., Christian Formation person, committee chairperson, maintenance person, music person, pastor, School Principal, teacher, etc.). The person should clarify the concern and see if possible solutions may be



reached to the satisfaction of all. If this is attained, the process ends.

If there is no resolution, the person may continue to Level Two.

#### Level Two: Written Appeal to the Supervisor

The person will, within 14 calendar days, submit a letter to the supervisor. This letter is to include the following:

- The nature of the concern/problem
- The procedure or employee with whom the concern/problem exists
- All factual data, which the person deems appropriate
- Recommendations for appropriate resolution of the concern/problem

The supervisor will meet with the parties in an attempt to reach a consensus resolution of the matter.

Within 7 calendar days of the receipt of the notification letter and after the meeting, the supervisor will provide a written response. At the time of resolution, a statement of resolution will be prepared and signed by both parties and a copy filed in the appropriate file.

For concerns/problems in which the Pastor/Administrator is the immediate supervisor, proceed to Level Three.

If the concern/problem is with the Pastor/Administrator, the letter will be directed to the Archdiocesan Vicar for Clergy Personnel.

If there is no resolution, the person may continue the process to Level Three.

#### Level Three: Written Appeal to the Pastor/Administrator

The person will within 7 calendar days submit a copy of the letter describing the concern to the Pastor/Administrator. Once that letter is received, the Pastor/Administrator will attempt to resolve the situation in one of the following three manners:

1. The Pastor/Administrator will convene the parties and attempt to reach a mutual agreement.
2. The Pastor/Administrator may direct the Parish Complaint/Conciliation

Committee (see Level Four) to proceed with a review of all the details of the concern/problem and submit their recommendation of the resolution to him.

3. The Pastor/Administrator may contact the appropriate Archdiocesan Office for assistance in resolving the matter. If requested, a mediator may be assigned to assist the parties in resolving the dispute. The cost for services by the mediator, if any, will be paid by the parish as pre-authorized.

Within 7 calendar days of receipt of the notification letter, the Pastor/Administrator will provide a written response. At the time of resolution, a statement of resolution will be prepared and signed by both parties and a copy filed in the appropriate file.

If one or several of the above procedures have not resulted in a resolution of the concern/problem, the person may continue to Level Four.

#### Level Four: Further Appeal to the Archdiocesan Office for Conciliation

The request for a further hearing may be made through the Archdiocesan Office for Conciliation. Upon written request of all pertinent written materials, that Office will assess the need to schedule a hearing and, if necessary, to convene that hearing at a mutually convenient time and place for discussion and resolution of the concerns with all of the parties involved.

Parish employees who are within Archdiocesan Policy guidelines are to refer to Policies 4135.4 and 1312. A copy of policy guidelines is located in the Parish Office.

## **RIGHTS & RESPONSIBILITIES OF PARENTS**

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to the policies and procedures outlined in the school's handbooks. Such corrective action may include written warnings, loss of school privileges and possible termination of the enrollment of

the parent's child/children.

## **WEBSITE LINKS**

Archdiocese of Milwaukee: <https://www.archmil.org/home>

St. Alphonsus Parish: <https://www.st-alphonsus.org/>

St. Alphonsus Catholic School: <https://school.st-alphonsus.org/>