



20 W 145 Davey Road, Lemont, Illinois
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www.stals-stpats.org

SCHOOL COMMUNITY HANDBOOK 2011-2012

MISSION STATEMENT

In partnership with families, we provide a strong faith community...

Carrying out the mission of Christ,

Excelling in academics,

Leading by promoting respect, integrity, discipline, and citizenship,

Teaching a foundation of right judgment, values, and confidence needed for a life of success and purpose,

Instilling a commitment to serving others according to Gospel values,

Celebrating our varied cultures, heritage, learning styles, and social backgrounds, and

Sharing the Word of God through prayer, worship, and example.

PHILOSOPHY AND VISION

St. Alphonsus/St. Patrick Catholic School is a direct extension of two Lemont Parishes, following the directive "To Teach as Jesus Did". Our primary mission is to teach the truth about ourselves and our world based upon scripture, Catholic rituals and tradition, and the enfolding understanding of the revelation of God's spirit, while building the academic skills and knowledge needed in today's technological world.

Each child is treated with respect, acknowledging his/her uniqueness and importance in God's eyes. Our school supports and assists parents in their primary responsibility as role models and educational examples for their children. Parental involvement is valued as families assist our professional faculty and staff in sound educational methods throughout our full curriculum. Our school stands for educational and spiritual excellence and service to others.

ADMISSIONS AND RECORDS

STATEMENT OF NON-DISCRIMINATION

St. Alphonsus/St. Patrick School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Archdiocesan schools admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

ADMISSION POLICY

Acceptance of new students shall be in the following order of priority:

Brothers and sisters of students already attending PK-8

Children of parishioners in pre-kindergarten

Children of parishioners not in pre-kindergarten

Pre-kindergarten attendees -non-parishioners

Pre-kindergarten attendees - non-Catholics

Non-Catholics - non-parishioners

Students applying for pre-kindergarten must be 4 years old before September 1. Students applying for kindergarten must be 5 years old before September 1. An official copy of the child's birth certificate and a copy of the baptismal certificate must be presented to the school with a record of compliance with state health requirements.

Any student attending St. Alphonsus/St. Patrick School must participate in the Catholic religious instruction and school activities related to the Catholic character of our school.

TUITION POLICY

The parishes sponsor the School as part of the ministry of education and formation. The parishes provide a monthly subsidy to the school. Lower tuition rates are afforded to active supporting parishioners. It is expected that active, supporting parishioners attend Mass weekly and contribute to the parish by the use of their weekly envelopes. The following guidelines will be used in assessing the parishioner status. A quarterly analysis by the parish will determine if active, supporting parishioner status is maintained. The schedule is as follows:

- Parish reviews contributions from June through August.
- If no contributions, then in mid-September a notice is sent to the family.
- Beginning with the October tuition, payments will increase to the Standard Tuition Rate effective until the next review cycle in December.

- Parish reviews contributions from September through November.
- If no contributions, then in mid-December a notice is sent to the family.
- Beginning with the January tuition, payments will increase to the Standard Tuition Rate effective until the next review cycle in April.

- Parish reviews contributions from December through February.
- If no contributions, then in mid-March a notice is sent to the family.
- Beginning with the April tuition, payments will increase to the Standard Tuition Rate effective until the end of the school year.

In the event you do not meet the guidelines of an active, supporting parishioner, you will be billed the difference between the Active Supporting Parishioner Tuition Rate and the Standard Tuition Rate for the next quarter.

Tuition may be paid annually, quarterly or monthly. All payments are due on the 1st of each month. Parents efforts to pay tuition by the due date are critical to cash flow and are most appreciated. A 5% late fee will automatically be added for payments received after the 10th. Families with outstanding tuition at the close of the school year will not receive report cards or be able to register their children for the next school year until all tuition and fees have been paid in full. Transfers will be withheld at all times until all tuition obligations have been paid in full. (This also includes 8th grade high school pre-admit forms.) The final tuition payment must be paid by May 1. Tuition payments made after the 10th of May must be done so with a money order or cash. Personal checks will not be accepted. Families with an eighth grade student must have all fees and tuition paid in full by May 1 in order to participate in graduation activities including class trips. (Note: For additional information about financial obligations, please see section titled, "Fundraising" under "School Organizations".)

TUITION REFUND POLICY

In the event that a family leaves St. Al's/St. Pat's School before the end of the school year and has prepaid tuition beyond the month that they are leaving, a tuition refund is given for the months the student(s) will not attend school. In the event tuition is not paid beyond the month, the family owes tuition for the months the students(s) attended school. There is no refund of fees paid.

AIDS POLICY

St. Alphonsus/St. Patrick School follows the Archdiocesan policy with regard to students with the AIDS virus. Any student with AIDS will not be denied entrance into school.

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages at school sponsored events/activities on and off campus where children are present is prohibited.

AMENDMENT TO HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.

ASBESTOS COMPLIANCE

St. Alphonsus/St. Patrick School is in compliance with all regulations of current law regarding asbestos. According to Archdiocesan guidelines, we have been inspected and have received the full report on the "Asbestos Management Plan" for our school from the Raterman Group, Ltd.

CRISIS MANAGEMENT

The school has a plan for dealing with all categories of crisis including, but not limited to, natural disaster, environmental or building disaster, and disruption of human life. At all times, the safety and security of students and staff are the primary concerns.

CUSTODY ISSUES

PARENT: A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because St. Alphonus/St. Patrick School assumes responsibility for children in the school, it is important that we are notified of any court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a

student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

St. Alphonsus/St. Patrick School abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' right of access to their child's school records and permits parents to inspect and review their child's school records. In order to review the child's permanent education records, parents are asked to submit a written request to the principal.

In the case of non-custodial parents, the school will provide such parents with access to the school records and other information pertaining to the child, including medical, dental, child care, other school records, and monthly newsletters/calendar from principal unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DIRECTORY INFORMATION

The following information of St. Alphonsus/St. Patrick students is considered Directory Information: legal name, address, telephone number, birthday, place of birth, participation in school activities, dates of attendance, awards received, and student's photograph. This type of information may be used in yearbooks, honor rolls, school directories, and other publications. Student photographs may appear on the school website, but names will never be included. If a parent does not wish this information released, notification must be filed at the office at the beginning of the school year.

DISCIPLINE

Please see separate Discipline Policy and Procedures Handbook.

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of St. Alphonsus/St. Patrick School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

PARENT ACCESS TO RECORDS

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Education has adopted Guidelines for School Records. These guidelines describe parental/guardian rights to a child's records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:

- Right to inspect: Following local school procedures a parent/guardian has the right to look at all of the child's records maintained in that child's permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from a child's records unless (1) parental consent is received in writing prior to the disclosure, or (2) the information is directory information which the parent has not requested to keep confidential, or (3) the request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: A parent/guardian has the right to present evidence that the school shall amend any part of that child's record which the parent believes to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, the parent/guardian may insert an explanation into the record.
- A parent or an eligible student who wishes to inspect Education Records shall submit a written request to the student's school principal. This request shall identify as precisely as possible the Education Record or Records he or she wishes to inspect.
- The principal will respond to each request within a reasonable amount of time, not to exceed forty-five (45) days after it is received.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

SCHOOL SAFETY

ARRIVAL AND DISMISSAL PROCEDURES

DROP OFF/PICK UP INSTRUCTIONS

To keep our building safe and secure all students must be dropped off in our back parking lot at morning arrival; doors will remain locked throughout the day. Parents who need access to the office during morning arrival should come to the front after drop off.

DROP OFF - Enter the west (rear) parking lot from Davey Road, circle counterclockwise, and drop off children with the faculty patrol. Exit onto Davey Road. If you must come into the building, please park along Davey Road between the posted visitor signs and walk to the front entrance. Do not drop off your child in the rear parking lot if no supervisor is on duty. Supervisors are scheduled to be on the parking lot from 7:25 a.m. to 7:45 a.m. Students must be in their seats at 7:45 a.m.; otherwise they will be marked tardy. If you are delayed and arrive after that time, please drive to the front of the building. If you are tardy (the tardy bell is at 7:45 a.m.), make sure to sign your child in at the office.

PICK UP - Cars should line up along Davey Road, no farther than the first "Visitor Parking" sign. Do not pull forward to the STOP sign or into the front circle drive until directed to do so by faculty or administration. In groups of twelve or so, cars will be directed into the circle drive. Once all vehicles have come to a stop, children will be

directed and escorted to their respective cars. When all children are safely buckled into seats and car doors have been closed, cars will be directed out of the circle drive. The next set of cars will then be directed into the circle drive. PLEASE DO NOT DRIVE AROUND OTHER CARS TO EXIT THE LINE; WAIT FOR CHILDREN BEING LOADED INTO CARS IN FRONT OF YOU TO EXIT FIRST.

Note: Car riders will be dismissed after bus riders -- approximately 2:15 p.m.

IMPORTANT: Please have a large placard placed in the right side of the front windshield which states the name(s) of the child(children) you are picking up.

We know that drop off and pick up can be inconvenient at times. Please follow the drop off and pick up instructions for the safety of all children and adults.

The driveway in front of the school must be kept free for bus movement at morning drop-off and at dismissal time.

ARRIVAL/DISMISSAL OTHER THAN REGULAR SCHOOL TIMES

Students who will arrive or are being dismissed at a time other than the regular school arrival or dismissal time, must have a written note from the parent/guardian.

If possible, arrangements for early dismissals and late arrivals should be sent in writing to the classroom teacher and office in advance. When a situation arises during the school day that requires a change in plans, please call the school. The office will contact the teacher with instructions.

Transportation changes from the child's ordinary arrangements should be sent in writing to the child's teacher.

As a reminder, use of cell phones in a school zone is illegal.

STUDENT SUPERVISION

St. Alphonsus/St. Patrick School is responsible for the supervision of students on the school premises for the entire school day. This includes early bus student arrivals and late bus student departures. For car riders, we cannot guarantee supervision prior to 7:25 a.m.; we ask, therefore, that parents make necessary arrangements to ensure that students are not dropped off at school prior to 7:25 a.m. unless arrangements have been made with the child's teacher in advance. Students who arrive on early buses should report directly to the assigned room. All after-school car riders are to be picked up by 2:25 p.m. After that time, children will be sent to Extended Day and appropriate fees levied.

ELECTRONICS

Electronic devices are not permitted in school without special permission from a faculty member. Cell phones must be turned off and kept in backpacks at all times. St. Alphonsus/St. Patrick School is not responsible for electronics or cell phones if lost or stolen. Cell phones found in use during school hours or while attending extra-curricular activities will be confiscated and a parent or guardian will be asked to pick up the item in the school office.

The use of restricted electronic devices during school hours will subject the student to disciplinary action which may include suspension and/or expulsion.

EMERGENCY DRILLS

Fire, tornado, and special crisis drills are held regularly in conjunction with local agencies.

The Village of Lemont warning system will notify the area of a tornado warning. No student will be released if a warning takes place during dismissal time.

The Crisis Management Plan is available to all staff to insure that in special cases of emergency proper procedures will be followed.

FIELD TRIPS

Field trips are extensions of learning that cannot appropriately take place within the school building. The aim of the field trip is to have it correlate with class work. **Field trips are planned by faculty and supervised by faculty/staff/designated Virtus trained chaperones.** A special permission slip must be completed by the parent before the student will be allowed to participate in the field trip. **Telephone calls and other notes from parents will not be accepted.** The cost of the field trip is non-refundable as that amount is determined by the cost of the trip and the number of students in the grade/room. Participation in a field trip is a privilege, not a right. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements. If a student is not participating in a field trip, the child is expected to attend school and join another classroom. Students with asthma need to bring inhalers on field trips. ALL FIELD TRIPS UNLESS OTHERWISE NOTED ARE UNIFORM DAYS.

PERSONAL SAFETY AND DRUG PROGRAMS

The D. A. R. E. (Drug Awareness Resistance Education) program is offered through the Lemont Police Department. It consists of an eighteen-week program taught by a Lemont police officer to the fifth-grade class. This program helps our children become more aware of peer group pressure and its relation to behavior. The Lemont Police Department also provides other personal safety programs (Stranger Danger, Bicycle Safety, etc.) at various grade levels.

VISITORS' SIGN IN

- **ALL VISITORS**, for whatever reason, must sign in and sign out in the school office and obtain a visitor badge.
- Only authorized personnel will deliver treats, lunches, etc. to the proper classroom.

- Students arriving before school hours, arriving late, leaving early, or leaving after school hours, must also report to the office. Authorized personnel will call for a student to be picked up early.

MEDICAL AND EMERGENCY INFORMATION

FAMILY EMERGENCY INFORMATION FORM

Each family is required to fill out an Archdiocesan family emergency information form at the beginning of every school year. Parents are requested to list only relatives, friends or neighbors who reside in or around the area; no more than twenty minutes from the school. Parents will be notified if a child becomes ill or if an emergency arises. If the parents cannot be reached, the school will follow the procedure outlined on the individual's emergency form. If school personnel deem it necessary, 911 will be called.

HEALTH RECORD

A health record is kept on file for each student. Parents are asked to notify the school if there are any adjustments to be made. Parents, students and school personnel must comply with State laws regarding immunizations and examinations.

IMMUNIZATION

The State of Illinois requires that all students entering **kindergarten and sixth grade** and those students, regardless of age, who are **new to a school** provide a completed **physical examination** including proof of **up-to-date immunizations**. These forms must be completed and returned the first day of school. Please take care of this parental obligation so your child will not be excluded from school. **According to the State law, all students should be sent home by October 15 if the physical examination is not on file and up-to-date in the school office.** School personnel review the health records annually and will communicate with a parent whose child has not been immunized in compliance with the law. Should you receive such notification, please have your child immunized to prevent exclusion from school.

DENTAL The State of Illinois requires all students in grades **kindergarten, two and six** to have a dental examination on file in the school office by **May 15**. **These forms must be current for a student to begin the school year for Grades 1, 3, and 7.**

VISION As of January 1, 2008, the State of Illinois law requires **comprehensive eye exams** for children entering kindergarten or students transferring into public, private or parochial elementary schools in Illinois. The eye exam will be valid for up to one year prior to kindergarteners starting school in the fall. Proof of the eye exam must be **submitted by October 15** of each school year.

All transfer students are required to have current physical examinations and to provide the health records from their previous school. These examinations must be completed and the Health Forms submitted to the school office before the student enters the school in the fall.

Students who participate in athletic programs sponsored by St. Alphonsus-St. Patrick School must have a current physical on file to be eligible for participation.

GENERAL HEALTH

Please do not send your child to school when he/she is obviously ill. **If the child is sick in the morning, the school expects the student to remain home for the day.** If your child has a communicable disease (strep throat, chicken pox, measles, etc.) please inform the office immediately. Children should not be sent to school until they have been free of fever for 24 hours. Parents should not request that a child enter school before the bell rings or remain indoors during outside activities unless the child has been seriously ill and the doctor advised against outdoor activities. Such requests should always be in writing.

It is extremely important that every child with special health problems ranging from epilepsy, diabetes, allergies, asthma, heart conditions to any other physical disabilities or limitations should have this noted on his or her emergency sheet.

SCHOOL MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless it is necessary for the critical health and well-being of the student. It is the policy of St. Alphonsus/St. Patrick School that school personnel, including teachers, administrators and administrative staff, shall not administer medication to students except as provided in the School Medication Procedures here described. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian:

SECTION 1- Medication

A complete **Medication Authorization Form** must be on file for the student. No student shall be allowed to possess or consume any prescription or non-prescription medication until this form is received. A completed form contains the following:

- A written prescription issued by a physician, dentist, or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
- Written administration instructions written by the licensed prescriber setting forth the routine, time or intervals of administration, and the duration of the prescription;
- Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and

- Written permission and authorization for the administration of medication signed by the student's parent or guardian.

It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers which are:

- Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- Manufacturer-labeled for non-prescription over-the-counter medication.
- The School Principal retains the right to deny requests to administer medication to the students provided that such denial is indicated on the completed **Medication Authorization Form.**

SECTION 2: Supervised Self-Administered Medication

A student may self-administer medication at school if so ordered by his/her licensed prescriber. Except as provided in **section 3** below, such medication must be stored in a locked cabinet under the control of the School Principal or her designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately. Except as provided in **Section 3** below, self-administration shall be under the supervision of the School Principal or her designee.

SECTION 3: Carrying and Unsupervised Self-Administration of Medication.

Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and self-administer such medication without supervision by school personnel only if the following conditions are met:

- A completed **Medication Authorization Form** has been received by the School Principal or her designee.

- A completed **Physician Request for Self-Administration of Medication** form has been completed by the student's physician and parent/guardian and received by the School Principal or her designee.

Medications are kept in a locked area. It is the student's responsibility to come to the office to ask for his/her medication. After the medication has been administered, the student's name, date, time and type of medication are recorded. At the end of the school year, or at the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

EMERGENCY MEDICAL CARE In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the School Principal or her designee, the Principal or her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the School Principal or her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian.

Notwithstanding the foregoing, the School Principal or her designee or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury, or need for immediate medical attention is perceived to be in need of emergency medical care.

EXCUSES FROM PHYSICAL EDUCATION

If a student is not able to participate in an outdoor recess or physical education class due to a medical condition, a note from the attending physician must be presented to the office. Without a written excuse from the physician, all students are expected to participate in daily outdoor recess (weather permitting) and the regularly scheduled physical education class. Children should be properly dressed for outdoor recess every day.

If your child has suffered an injury (i.e. broken arm, leg, concussion, etc) a medical note is required to be excused from taking physical education. A release from the doctor is required to participate in physical education classes after the injury.

STUDENT INSURANCE

Low-cost insurance is offered by Mutual of Omaha as an optional service to parents at the beginning of the school year. You are under no obligation to take school insurance for your child. Students involved in any sport activity must carry insurance.

When an insurance claim is to be made by the parent, information regarding the accident must be filed in the school office, and the insurance form must be signed by the school designee.

ATTENDANCE

Consistent attendance is key to academic success. Excessive absences jeopardize academic success. In cases of excessive absence, a meeting may be held with Administration to discuss the academic standing of the student.

There are no "excused" absences for medical or dental appointments during school hours. Medical and dental appointments are not sufficient reason to warrant an absence or curtailment of school hours and are expected to be made outside of school hours.

VACATIONS should be planned only during scheduled school holidays. Because students will be missing valuable instructional time, the school highly discourages vacations being taken during school time. Parents must understand that a child's academic grade may suffer from missing school.

Teachers are not required to provide assignments before a planned absence. Students are expected to make up assignments and projects within a reasonable amount of time as determined by the teachers. It is the parent's responsibility to contact the teacher and make arrangements with the teacher for any missed tests.

When a student is absent from school, he/she is not to participate in any after school activities or athletic events that day or evening unless extenuating circumstances are present.

IN CASE OF ABSENCE

It is important for academic success that students be regular and punctual in attendance. If your student is absent, the following procedures are to be followed:

- Parents are asked to call the school office (630)783-2220 before 8:00 a.m. every day of the absence except for extended illness. An answering machine is available before regular office hours for your convenience. This is an extremely important safety check. **Upon returning to school after an absence, the student must bring a note to his/her homeroom teacher stating the date and reason for the absence.**
- Students will receive missed work upon their return to school.
- After an absence of three consecutive days, a doctor's note is required.
- Any student who is absent from school on a given day may not participate in extra-curricular sports activities on that day.
- A student is considered tardy after 7:45 a.m. unless he/she arrives on a late bus. When our records indicate a pattern of tardiness, the parent will be informed and asked to come to school to discuss solutions.

- The school day is 6 ½ hours. A child missing 3 or more hours of the school day will be marked ½ day absent.

VISION AND HEARING SCREENING

Du Page County Department of Public Health provides, at a cost, annual mandated vision and hearing screening for our school. Teacher requests and parent requests are also honored for screening.

PROTECTING GOD'S CHILDREN

All adult volunteers who have contact with children must abide by the Archdiocesan Protection of Children Covenant which includes a criminal background check as well as participation in mandated training.

REPORTING CHILD ABUSE

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance.

There are no express time limits for initiating complaints and grievances under this policy; however, efforts should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

The initiation of a complaint of sexual harassment will not adversely affect the complainant's academic program, record, standing or opportunity in the educational environment.

Anyone may report suspected abuse/neglect. If you know of such a problem, you may call the 24 hour DCFS hotline, 1-800-252-2873.

UNIFORM POLICY

UNIFORM/DRESS CODE

Good grooming, neatness, cleanliness, and adherence to the uniform/dress code are expected of all students.

A uniform policy, designated by the administration and staff, is a requirement of all students of St. Alphonsus/St. Patrick School. All uniform articles may be purchased from Schoolbelles, a uniform company in Burbank, Illinois.

GIRLS

- **Plaid jumper (Gr. K-3), plaid skirt or split skirt (Gr. 4-8)**
- White uniform blouse (long or short sleeved) **TUCKED IN**
- Navy, green, or white solid-colored bobby socks, crewsocks, or knee highs.
- Navy or green vest (Gr. 4-8)
- In lieu of the vest, girls may wear a V-neck sleeveless, long-sleeved pullover, or cardigan sweater or the school authorized sweatshirt. (No "hoodies" or zip up styles.)
- Soled, casual shoes with non-marking soles in black, brown or navy blue are permitted. Shoes must be solid color with no emblems/logos/stripes, etc. allowed. Boots, shoes with high heels or backless shoes are not acceptable. In addition flip flops, slippers, and crocs/mules are not permitted. Gym shoes are only for gym.
- In accordance with dress code, make-up is not acceptable.
- Colored nail polish should not be worn to school. If worn, the student will be asked to remove it at school.
- Girls' jewelry is limited to watches, small, studded earrings, simple rings and religious necklaces.

WINTER ADAPTATIONS October 1 to April 30

In lieu of the jumper and skirts, girls may wear navy blue uniform slacks. A sweater, vest, or school-authorized sweatshirt must be worn with the slacks and school uniform blouse. When the skirt or jumper is worn, navy, green or white solid tights may be substituted for the socks. Grades K-3 may wear uniform pants or navy leggings under the uniform during the school day. Only school-authorized sweatshirts or sweaters may be worn in class. When there is a possibility of colder temperatures, please plan to have uniform apparel at school for warmth.

WARM WEATHER UNIFORM (BOTH BOYS AND GIRLS)

Blue uniform walking shorts may be worn by all students with the uniform shirt/blouse between May 1 and October 1.

BOYS

- Navy uniform slacks (Cargo pants may not be worn.)
- White or powder blue dress shirt (long or short sleeved) **TUCKED INTO THE PANTS.**
- White or powder blue knit/polo-style shirt (long or short sleeved) **TUCKED INTO THE PANTS.**
- Navy, green or white solid-colored crewsocks or bobby socks.
- Navy or green uniform cardigan sweater (optional)
- Navy or green uniform V-neck, sleeveless, long sleeved pullover, or cardigan sweater, or school-authorized sweatshirt (optional) (No "hoodies" or zip up styles)
- Soft-soled casual shoes with non-marking soles in black, brown or navy blue. No boots, flip-flops or crocs. Gym shoes are for gym only.
- Boys' jewelry is limited to watches, simple rings and religious necklaces.

Note: The school authorized sweatshirt for gym should not be worn with the regular school uniform.

HAIR STYLES

Hair must be simply styled. Extreme hairstyles are not acceptable. This means no sculpting, spiked, or shaved hairstyles. Hair must not be dyed. Hairstyles for boys should not extend beyond the eyebrows or ears nor should it touch beyond the collar. Merely slicking hair back or tucking it behind the ears does not exempt the students from school policy violation. The rule of thumb is that if combing the hair down causes it to extend beyond the length limit, it is too long. Only conservative hairstyles and hair accessories are acceptable for girls. Students may be asked to correct hairstyles or hair coloring that is against policy.

DRESS DOWN DAYS

While dress-down days are permitted periodically for various events/occasions, the underlying philosophy of our school is still in place. On "dress down days" we expect the following:

- Students will dress modestly. Clothing that is too tight and/or too revealing is NOT PERMITTED. Modest dress would exclude blouses with spaghetti straps, bared midriff, or styles more than 3" above the knee. Slacks and trousers may not be excessively tight or baggy.
- Student clothing will NOT display messages that are inappropriate.
- Student shoes must adhere to the shoe policy (see above) for safety reasons.
- Students shall not wear make-up or nail polish on dress down days.
- Any student dress that is deemed inappropriate by the school administration will require the student to change into acceptable clothing immediately. If other clothing is not available from home, students will be provided with a school uniform for the day.

GYM UNIFORM: ALL STUDENTS IN GRADES K-8

- T-shirt or sweatshirt imprinted with the school name as made available from school.
- Plain navy shorts or shorts purchased from school with the school logo. (WORN BETWEEN MAY 1 AND OCTOBER 1 ONLY.) Shorts should be no more than 3" above the knee.

- Plain navy sweatpants or ones purchased from school with school logo. WIND PANTS ARE NOT ACCEPTABLE.
- White LACED predominately white athletic shoes, worn only for gym class and on gym day (no slip-ons).
- Plain white bobbysocks or crewsocks.
- Students are asked to have wet wipes in a small container so they can refresh themselves after gym class.
- If a student does not have the regulation gym uniform, he/she will not be able to participate in gym class that day.

OTHER NOTES

- a) Shorts worn under uniforms should not be visible below skirts.
- b) Primary students must have all clothing well marked with their names for quick identification.
- c) T-shirts/undershirts - No colored t-shirts are allowed to be worn under gym shirts or uniform polos or blouses, nor should any shirts with lettering be seen through the material of any uniform top.

STUDENT PROGRESS POLICIES

COMMUNICATIONS

PROGRESS REPORTS

To insure productive communications between home and school, the teachers will periodically contact parents regarding the scholastic progress of their child in relation to ability, effort and character development. This will be provided through parent-teacher conferences, special consultations, mid-term progress reports and trimester report cards. Parents who desire a special consultation with a teacher are asked to call or send a note in advance in order to insure adequate time.

CURRICULUM

The curriculum of St. Alphonsus/St. Patrick School embodies all those courses of study necessary to fulfill the requirements of an elementary education (eighth grade diploma) and to prepare the students with the proper academic foundation to enter secondary schools and compete favorably with other students. This school does not offer classes in Special Education, however classroom accommodations are utilized for students with moderate special needs.

RELIGION/HUMAN DEVELOPMENT

St. Alphonsus/St. Patrick School enthusiastically attempts to aid parents in the faith formation of their children. Therefore, religion is the very heart of our school, and is presented not only as a course of study to be learned but as a precious reality to be lived. Formal preparation for receiving the sacraments is provided through the religion course of study. However, actual reception of the Sacraments of Reconciliation, Eucharist, and Confirmation takes place through the parish structure.

According to Archdiocesan guidelines, a course in Human Development is part of the regular curriculum of the school. AIDS education is included in this course.

FOREIGN LANGUAGE STUDIES

Spanish is a part of the language arts curriculum in grades 2 to 8.

CORE CURRICULUM

The subjects included in the core curriculum at St. Alphonsus/St. Patrick School are: Religion, English, Social Studies, Math, Science, Literature/Reading, Spelling/Vocabulary. Other required courses are Technology, Physical Education, Fine Arts, and Spanish (grades 2-8).

HONOR ROLL

HIGH HONOR ROLL QUALIFICATION: Straight A's (4.0) in the core curriculum subjects. A grade of D or U in any subject disqualifies the student from the Honor Roll.

ACADEMIC HONOR ROLL QUALIFICATION: All A/B letter grades in the core curriculum subjects. A grade of D or U in any subject disqualifies the student from the Honor Roll.

STANDARDIZED TESTING

Standardized tests (Terra Nova) are given in March to children in grades three to seven. Tests will not be made up if a parent chooses to take a student on vacation during the designated testing dates. The teachers use the results of these tests in their curriculum development and instructional planning.

HOMEWORK/CLASS ASSIGNMENT

Time for independent study is provided within the daily school schedule. However, homework is to be expected. A student will derive greater benefit from this exercise if parents display interest and encouragement and provide him/her with an assigned time and place to study. If parents have a question about the time or effort needed for home study, they are asked to contact the teacher at school for clarification. Generally, no homework will be given over the weekends unless illness or absence requires it. Homework policies for non-completion, late, or missing assignments are appropriately determined at the grade level. Check with your child's teacher for the specific homework/assignment policy for his or her grade.

CHEATING

Cheating is contrary to expected behavior at St. Alphonsus-St. Patrick School and violates our Christian values. Any student who cheats or plagiarizes material should expect to find their conduct reflected in their grade (may include "F" or "0"). The parent will be contacted, and other consequences may be given.

PROMOTION / RETENTION

Children are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability. Ordinarily, the decision to promote or retain a student is a cooperative one made by parents, the teacher and the administrator.

Students with special needs will be referred for testing by the public school and placed in appropriate programs as needed and where offered.

GRADING SCALE

A+....98-100	B+....90-92	C+....83-84	D+....73-74
A.....95- 97	B.....87-89	C.....77-82	D.....71-72
A-.....93-94	B-.....85-86	C-.....75-76	D-.....70
LOWER THAN 70....U			

ACADEMIC POLICY GRADE 8/GRADUATION REQUIREMENTS

In the eighth grade, a student who fails two or more trimesters of a major academic area must satisfactorily repeat the content of said quarters before a diploma is issued. Remediation of said content will be, but is not limited to: before or after school assistance, extra credit assignments, assignment contracts, modified course work, outside tutoring, or summer school. Both the program and program criteria must be discussed with the content area teacher and the principal prior to beginning remediation. Issuance of a diploma will be contingent upon reassessment of student after completion of the agreed upon program.

PARENT-TEACHER CONFERENCES

Conferences with the teachers are necessary in order to discuss the progress or needs of each student. Formal Parent-Teacher Conferences will be scheduled after the first trimester and during the third trimester. It is highly recommended that both parents, if possible, be present. If at any other time you feel a conference with the teacher is necessary, please don't hesitate to write a note to the teacher or call the school office. The teacher will be happy to meet with you.

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note requesting a conference or by calling the school office to make an appointment.
- If a concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator in making every effort to resolve the issue.
- Every effort should be made to resolve questions, concerns, and problems as soon as possible.

PROGRESS REPORTS/REPORT CARDS

Progress Reports are given to the students in Grades 4-8 four (3) times a year to communicate the child's progress to the parent before the actual report card is received. This report should be expected on the following dates and returned to the teacher within two days.

Progress Reports

October 13, 2011
February 2, 2012
May 3, 2012

Report Cards

November 28, 2011
March 9, 2012
June 11, 2012

If a conference is needed, please call the school office for an appointment.

STUDENT BEHAVIOR

EFFECTIVENESS OF SCHOOL DISCIPLINE

The effectiveness of a school's discipline policy - that is, its ability to help a student improve his/her work habits and/or behavior - depends largely on the parent's support of the school in its efforts. In order for a child to view the school and parents/guardians as being united, it is essential for parents/guardians to support the measures taken by the school and to not discuss any possible objections with the child. If there are objections or questions, please bring them to the attention of the teacher or staff member involved in the action for discussion. Parents are asked to trust school personnel in their efforts to do what is best for the individual child and the class as a whole. Teachers do need the support of parents in their disciplinary actions. It is beneficial to the child when parents and teachers work together. Specific policies are outlined in the Family Discipline Policy.

HARRASSMENT

The Pastors, administration, and staff of St. Alphonsus-St. Patrick School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school treats complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Sexual harassment is unacceptable. Employees or students who engage in any type of sexual harassment will be subject to the appropriate discipline, including suspension and/or dismissal.

SEARCH AND SEIZURE

All property of St. Alphonsus/St. Patrick School, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

CARE OF BOOKS/PROPERTY

- Each student is responsible for books and materials assigned to his/her care and use. The student will be held accountable for any damage to school property, books or materials.
- The school is not responsible for personal items a child may bring to school. We ask, therefore, that students not bring trading card collections or similar items of value, including iPods, toys, electronic games, electronic or expensive supplies, etc. to school.

TECHNOLOGY

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the students to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Guidelines for Communicating Electronically with Minors

Basics

Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, and instant messaging and, electronic publication of content on websites, message boards, blogs, and social networking sites.

All decisions related to the means used to communicate electronically with minors should be made by a pastor or principal, rather than by individual school employees or volunteers.

Before communicating with minors electronically, obtain written permission from parents to do so. Ask parents, in writing, which forms of communication they prefer be used to contact their children. Teachers, catechists, coaches, youth ministers and others should not collect email addresses and phone numbers from students; this information must be provided in writing, by parents. In the case of young children (i.e. elementary school and middle school students), only parents should be contacted directly. In the event minors are contacted directly by employees or volunteers, parents must be copied on the content of all messages (although the duplicate message need not be sent using the same means of communication used to contact the minor.

The content of electronic communication should be brief and on topic. When communicating with a minor, write or speak as if you are also communicating with their parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct (http://www.achdiocese-chgo.org/keeping_children_safe?code_of_conduct.shtm). Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it. Except in extraordinary circumstances, all communication between adults and minors should take place between the hours of 7:00 a.m. and 10:00 p.m. This includes the posting of content to websites and social networking sites.

Cellular Phones/Text Messaging

- Whenever possible, use school or office lines to conduct ministry/school-related conversations.
- Except in cases of emergency, do not call minors directly (e.g. on a minor's cellular phone). Instead, call parent or family lines.
- Avoid sharing your personal cell phone number with minors.
- Do not communicate with minors via text messages. A possible alternative to the use of traditional text messaging is the use of Twitter or social networking sites.

Email

- Do not contact minors using a personal email address. Only official Archdiocesan or parish accounts should be used for communication.
- If possible, always copy parents on emails sent to minors. In the case of certain minors (i.e. elementary school and middle school students), only email parents.
- Do not add minors to personal, electronic mailing list (e.g. when sending or forwarding an email unrelated to educational or ministry-based activities, do not add minors to the list or recipients).
- If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform your supervisor.

Social Networking Sites

- Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, instead of to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.

- No personal contact information should be listed in the profile fields. Only official email addresses, office phone numbers and job titles should be listed.
- Account settings should be set to maximize privacy.
- While schools and parishes are free to publicize their presence on social networking sites, minors should not be sought out as "friends" (i.e. label photos to increase their accessibility or visibility on a site.)
- Only comment on education or ministry-related threads.
- Do not use instant messaging programs. (e.g., Facebook chat).
- Official walls and pages must be frequently monitored for inappropriate posts. Inappropriate posts should be promptly removed/deleted. A specific individual should be responsible for monitoring sites and removing inappropriate content.
- If third parties create unofficial groups or fan pages out your group, periodically review them for inappropriate content (e.g. unauthorized use of logos, bullying, harassing or defamatory language, etc.) You may report these pages/groups/users/ to the hosting site and ask that they be removed.
- All content posted by employees and volunteers must reflect Catholic teachings and values.

TELEPHONE

Requests for return calls can be made through the office. Teachers will return them at their earliest convenience. We ask that you do not call the teachers at their homes. Students are not to use the office telephones except in cases of an emergency. Forgotten gym shoes/assignments/lunches **are not emergencies.**

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, on buses, or on school premises.

- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs", bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

Athletic programs are under the direction of the St. Alphonsus/St. Patrick Athletic Association and coached by volunteers who generously give of their time and talent. Parent interest, cooperation and support are vital to the success of all programs. Parents and families are encouraged to attend athletic activities. At all functions, Christian behavior in accordance with Archdiocesan guidelines is expected of anyone representing St. Alphonsus/St. Patrick School.

The following after-school sports are offered for students in grades 4 to 8:

Boys.....basketball, volleyball
 Girls.....basketball, volleyball, cheerleading

St. Alphonsus/St. Patrick School firmly believes that participation in the athletic program contributes to the total development of the student. Students gain many positive

benefits from this program and are encouraged to become involved. However, students and parents must understand that participation in this activity is a privilege and can be lost if certain conditions are not met.

To be eligible to participate in the athletic extracurricular program:

1. Academic average must be compatible with the student's ability level.
2. Appropriate conduct must be maintained. Persistent and/or serious misbehavior and disrespect will result in suspension from the program.
3. Students' progress will be reviewed at the time of progress reports and report cards.
4. Students who receive a deficiency notice for academic performance in any core subject or for behavior in any subject will be considered on probation for 2 weeks as a warning to improve studies. During this probationary period the student may participate in practices and games. If the student does not improve, the student will be temporarily suspended from both practice and games until such time as grades or behavior improve. After one week, if steady improvement is noted, the student may return to the program.
5. Students' progress will be reviewed every two weeks to insure that progress is maintained.
6. After three temporary suspensions, the student will be considered permanently removed from the program.
7. Coaches will be notified of the ineligibility status by the principal or the Athletic Director.
8. If the athlete is absent from school on the day of a game, he/she MAY NOT PARTICIPATE IN THE GAME.

BAND

Participation in the St. Alphonsus/St. Patrick School Band is available for students in grades 4-8. Students will be expected to observe a regular schedule of practices, and participate in the required Band events.

EXTENDED DAY PROGRAM

Extended day care is offered to any student (K-8) registered at St. Alphonsus/St. Patrick School. The Extended Day Program will begin at the end of the school day and end at 6:00 p.m. Parents interested in utilizing this program may request Extended Day information and Rate Schedule from the office. Parents who think they may use this service at some time during the school year are encouraged to complete a form at the beginning of the year, thereby, making their intentions known to the extended day care director. This optional educational program will include time for completion of homework, art/craft activities, outside play when weather permits, some quiet reading time, etc. To use Extended Day service, 48 hours notice is required. On holidays and days with early dismissal, Short Stuff, Inc. on McCarthy Road is available for day care.

MORNING CARE

Morning care is offered for those families who, because of parent work times, need to drop students at school between 7:00 and 7:25 a.m. Please come to the front door for admittance to the building. Students will be sent to Mr. O'Donnell's room only; they will be dismissed to their classrooms at 7:30. No advance registration or sign-up is necessary. There will be a fee of \$3 per family per day for this service. Students will be signed in each day when they arrive; billing will be sent home weekly in the Thursday Envelope.

CLUBS

The following clubs are offered to students as extracurricular activities: Yearbook, Choir, Student Council, Worship Commission, Mission Club, Art Club and Chess Club. Clubs generally meet after school. Information about each club (grade levels, meeting dates, etc.) is distributed in the first weeks of school. Young Rembrandts is also offered to the younger children. This and Chess Club have fees assigned to participation.

PROCEDURES/GENERAL INFORMATION

PURPOSE OF HANDBOOK

This handbook explains the policies and general operations of our school based on the teachings of the Catholic Church, the laws of the State of Illinois, the directives of the Office of Catholic Education of the Archdiocese of Chicago and school policies. Statements are necessarily general, and the administration reserves the right to make specific application as circumstances arise. Specific policies are also outlined in the Family Discipline Policy.

SCHOOL HOURS (K-8)

7:25 a.m.	Entrance; students should be in respective homerooms.
7:45 a.m.	Tardy Bell: students need to be in their seats and ready to begin class at this time.
2:10 p.m.	Bus rider dismissal.
2:15 p.m.	Car rider dismissal.

SCHOOL OFFICE HOURS ARE 7:00 A.M. TO 3:00 P.M.

CHANGE OF ADDRESS OR PHONE

Parents are asked to notify the school when there is a change of home or business address and/or telephone number. Parents should also notify the school if there is a change in the person listed for emergency calls from school.

EARLY DISMISSAL/LATE ARRIVAL

Students will be considered late at 7:45 a.m. unless they arrive on the bus. A written note or a phone call must be presented to the office if a student is to be excused early

or to arrive late. At such time the parent is asked to come to the office to sign the child in or out.

If a child becomes ill or hurt at school, a parent or a person listed on the emergency form will be called. The contacted person makes arrangements for the safe transportation of the student to his/her home. The person who will be picking up the child should report to the office.

EMERGENCY CLOSING INFORMATION

We will follow the procedures listed below in the event of school closing:

- If the **Archdiocese of Chicago closes their Chicago schools, we will be closed.**
- If Lemont **District #113 closes, we will be closed.**
- Any further decisions regarding the closing of St. Alphonsus/St. Patrick School will be determined by the administration.
- In the event that it is necessary to close school or to notify parents of any other emergency, the procedure will be as follows:
- Ms. Payne calls teachers and staff according to their preplanned system.
- Ms. Payne calls the head of the Room Parents who in turn calls the Room Parents.
- Room Parents call the Family Messengers in the homeroom for which they are responsible. Please make certain that when severe weather is predicted, you listen for and answer early morning phone calls.
- PLEASE DO NOT CALL THE SCHOOL TO SEE IF WE ARE IN SESSION.
- If the weather warrants an **early dismissal** for bus students and car riders, please have your child previously instructed as to what to do, and have that noted on the child's emergency form. It is impossible to let all children call home in the event of an unexpected closing.
- In making plans, do not consider having your child take a different bus, nor can non-bus riders plan to ride the bus. Both are contrary to District #113 bus policy.
- Unless otherwise instructed, walkers will be dismissed early as well.

- Due to weather conditions there may be some mornings that the buses will, of necessity, be late. If the waiting period seems extremely long either presume that the buses cannot travel or call the school office at 630-783-2220 to see if the buses will be coming. In such instances your child should know what you want him/her to do.
- In all cases, if you feel that the weather conditions are too dangerous for you or your child to be on the roads, **please use your discretion.**
- In addition, you may check out the website at www.cancellations.com, or listen to the following radio and TV stations:

WGN...720AM	WLS...890AM	WLLI...96.7FM	WGNTV...Channel 9	WJOL...1340AM
WBBM...B96FM	WBBM...780AM	WUSN...99.5FM	FOXTV...Channel 12	

MONEY

Tuition and all other monies sent to school with children should be **enclosed in an envelope with the child's name and grade and labeled with the reason for the dollars** (field trip, missions, donations, etc). Any large amount of money should be sent as a check or money order. Please send the exact amount as the school will not be able to make change. Students should not carry large amounts of money to school. **PLEASE DO NOT COMBINE PAYMENTS FOR SEPARATE ACTIVITIES ON ONE CHECK.**

PARKING

During the school day, visitors should park along Davey Road west of 109th street in the area designated by the visitor signs. Please refrain from parking in this area from 1:30 p.m. until 2:30 p.m. as dismissal is taking place.

SCHOOL ORGANIZATIONS

FAMILY/SCHOOL ASSOCIATION

This organization is an extremely supportive and dedicated organization whose efforts are continually directed toward the welfare of the school and its children. Meetings are held monthly. All parents are encouraged to participate in fundraising activities sponsored by this group. A membership fee is collected on book night.

BOARD OF SPECIFIED JURISDICTION

The Board of Specified Jurisdiction was founded in 2011 with the responsibility of supporting the students, staff, community, and mission of Saint Alphonsus/St. Patrick School. Board members have a strong desire to support the mission and vision of our school. They are an integral part of Saint Alphonsus/St. Patrick School and take on responsibilities in the school's publicity, development and fundraising, community engagement, financial planning, and strategic planning initiatives.

FUNDRAISING

School related fundraising activities take place through the Family/School Association, Board of Specified Jurisdiction and School Administration. Since tuition covers less than the cost of a child's education, our school is dependent upon the support of each parish and upon fundraising. We encourage school families to support their parishes financially, and to support our fundraising efforts as much as they are able. Each family's volunteer involvement in our fundraising efforts is necessary to ensure that all the work does not fall upon the shoulders of a few. Therefore, a policy was implemented obligating each family to financially support the school with a predetermined amount which is dependent upon the number of children from a family attending school, as well as, work one designated fundraiser throughout the year.

ATHLETIC ASSOCIATION

The Athletic Association and its officers provide a comprehensive and quality athletic program for the students of our school. Fees are charged to participate in the sports program. The Athletic Association Board and coaches meet regularly throughout the year. Again, parent help is essential to the success of our programs.

PARENTAL INVOLVEMENT

The St. Alphonsus/St. Patrick School achieves added distinction because both parents and school cooperate in the task of educating students. Parental involvement is part of the St. Alphonsus/St. Patrick's tradition, and is the foundation for the "family atmosphere" for which we are known.

Extraordinary volunteer contributions are evident. Parents are seen in the school daily. In addition to participating in the above fundraising activities, our volunteers also serve as Room Parents and help with activities such as the Art Fair and Art Quest, Book Fair, Library, Great Books, and field trips. We welcome parent participation. Children always benefit from close cooperation between families and school.

**ST. ALPHONSUS/ST. PATRICK SCHOOL
SCHOOL COMMUNITY HANDBOOK
2011-2012 SCHOOL YEAR**

Please sign, date and return this page to the school office by
Tuesday, December 13

<u>Student Name (s)</u>	<u>Grade</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

We have received and read a copy of the St. Alphonsus/St. Patrick School Community Handbook for Parents for 2011-2012. We have discussed the guidelines and rules with our children who are listed above. If we would like clarification of any items in the handbook, a request may be made to the principal or assistant principal.

We also understand that the provisions of this handbook are not to be considered as irrevocable contractual agreements between student and school. This handbook reflects only the current rules, policies and procedures in effect and are subject to change as determined to be necessary.

Parent(s)/Guardian(s) Signature _____ Date _____

It is understood by St. Alphonsus/St. Patrick administration that any unreturned agreements are not exempt from the policy and procedures of St. Alphonsus-St. Patrick School

