

Saint Benedict School Profile

Since 1921 the Benedictine tradition has flourished in Lower Alabama. Saint Benedict School is proud of its longstanding tradition which emphasizes lifelong spiritual growth and academic excellence.

Saint Benedict Catholic School, a fully- accredited, inter-parochial, Catholic elementary school is comprised of students in grades PreK-3 through Eight. It is at the heart of Baldwin County serving the six-parish community of Our Lady of the Gulf in Gulf Shores, Saint Bartholomew in Elberta, Saint John in Magnolia Springs, Saint Joseph in Lillian, Saint Margaret of Scotland in Foley, and Saint Thomas-by-the-Sea in Orange Beach.

In addition to classrooms, other facilities on campus include a Gymnasium, Cafeteria, Chapel of the Holy Child, Library, Computer lab, Elementary playground and High Hopes Program for children affected by Developmental Delays.

Faculty and Staff

Saint Benedict School is fully accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Our faculty consists of certified teachers. This includes a media coordinator, a licensed counselor, Spanish and Art teacher, PE teacher and Chinese teacher. Our trained paraprofessionals complete the highly qualified, caring, staff of Saint Benedict School. Remediation is offered through our Title I tutor whose service is funded by Title I. Saint Benedict School offers a challenging curriculum which emphasizes formation of mind, body and spirit. Various intramural and interscholastic sports and extracurricular activities such as Student Government, Junior National Honor Society, Band, Guitar, Chorus and Drama are offered. Two Extended Day Care programs are offered either through the school or the YMCA. A summer day camp, Summer Sizzlers, is also offered.

Mission Statement

Rich in the Benedictine tradition, Saint Benedict School works with parents and the community in the formation of the mind, body, and spirit of our students. In following the teachings of Jesus Christ, our caring, disciplined environment models Gospel Values and Catholic Doctrine. All students are encouraged to develop skills that foster lifelong learning and a commitment to serve God and others.

Philosophy

The Latin motto of the Benedictines is "ora et labora." It translates as "pray and work." In the Benedictine tradition we at Saint Benedict School strive for a balance between prayer and work. Jesus is central in our lives and HIS way is reflected in all that we do—in our words and in our actions. We aim for our students to benefit from the past, live the

present to the fullest and prepare for the future. We strive to instill Christian values while providing a challenging, well-rounded education for every child. Saint Benedict School serves to bind its students, staff and families "together in faith" and enable its students to reach their full potential as Christian citizens committed to service, justice and democracy. Saint Benedict School is proud to be a part of a long tradition that encourages its students to excel.

Beliefs

1. Everyone, as a child of God, is recognized as an individual worthy of love and respect.
2. We are a Catholic school, committed to the teaching of Catholic Doctrine within a safe, family-like, Christian atmosphere.
3. Recognizing parents as primary educators, school and parents must form a partnership in educating the children.
4. All students can learn given appropriate opportunities for success.
5. Teachers use a variety of teaching strategies to better accommodate individual differences.
6. Academic excellence is fostered through a challenging curriculum and high teacher expectations.
7. Continual professional development enhances and promotes quality education in the school.
8. Developmentally appropriate self-discipline skills are taught and incorporated into the curriculum on a daily basis.
9. Children learn best when their spiritual, academic, physical, emotional and psychological needs are met.
10. We strive to prepare our students to be productive, service-oriented, Christian leaders.

Parent's Role in Education

We, at Saint Benedict School, consider it a privilege to work with parents in the education of their children. We believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Benedict School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is

the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents As Partners

As partners in the educational process at Saint Benedict School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

We also ask that parents/guardians:

- actively participate in school activities such as Parent-Teacher Conferences;
- see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- notify the school with a written note when the student has been absent or tardy;
- notify the school office of any changes of address or important phone numbers;
- meet all financial obligations to the school;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and return to school any requested information promptly;
- read school notes and newsletters and to show interest in the student's total education;
- support the religious and educational goals of the school
- support and cooperate with the discipline policy of the school;
- treat teachers with respect and courtesy in discussing student problems.

All Parents/Guardians MUST attend CAPPS training each year

Saint Benedict School Family Service Program Participation

Tuition, registration and book/materials rental do not cover the cost of the operation of the school. The balance is made up by parish subsidies, PTO contributions as well as other contributions. Donations of TIME and ENERGY are equally important. Using volunteer workers, we are able to keep our expenses down. Our aim is to use the abilities and talents of our volunteers in ways that fulfill our needs as well as theirs. Those who participate in this way are deeply appreciated. By working together the workload of all is appreciably lighter.

Family Service Policy

Each family is required to contribute a minimum of twenty-five (25) hours of service over the course of the school year to the school community. This commitment is made by contract (Family Commitment Agreement). In lieu of these service hours, a family may contribute \$250.00 to the school or \$10 per service hour not contributed. Of course, we prefer participation over contribution. Every family is expected to honor this commitment. Service hours may be secured by donating time, talent or approved materials. There are exceptions to this policy which must be cleared with the principal. As with any financial obligation, those families who do not comply with this policy will not be allowed to enroll their children for the next school year and their children's transcripts will not be sent to another school until full payment is received.

Service Guidelines

- The goal for each family is 25 hours/points, five of which must be associated with the German Festival. Basically one hour of service or \$10.00 worth of useable, approved goods equates to one point.
- Service hours will be kept from July 1 of the current year to June 30 of the next year.
- Volunteer services to the school are counted on an hourly basis. Please submit service hours in hourly increments.
- It is the responsibility of each family to maintain time sheets and send these sheets in for posting. Time sheets are normally tallied twice a year. Hours should be entered on the sheets for each service volunteered then added up as a running total in the right-hand column. If a contribution of materials/cash is made in lieu of services, one hour/point should be entered for each \$10.00.
- Attendance at PTO meetings counts but is limited to two points per family per meeting – one point per attending parent/guardian.
- Attendance at athletic events or social functions does not qualify for service. Field trip chaperone points are limited to actual chaperone duties. The Archdiocese of Mobile no longer allows overnight field trips.
- Those who register after August will have their hours pro-rated for the remainder of the year.
- Points cannot be transferred between families and children cannot earn point for the family.

Volunteer Services

The many commitments of families are understood. The following list is not designed to be restrictive in any way. These choices are a way of getting directly involved in the school:

Summer Help	Grounds Maintenance	Donation of Supplies
Uniform Recycling	Office Helper	SBS Team Coach
German Fest	Guest Speaker	Field Trip Driver
Classroom Aide	Health Screening	Field Trip Chaperone
Artistic Work	Painting	Lunch Room Help
Repair Work	PTO Classroom Rep.	Typing (school/home)
Donation of Paper	Storage Room Cleanup	Soup Label Coordinator

Here are some examples of possible earned points:

PTO Meeting attendance per family	1 points
Events Chairperson such as German Fest, Raven Run...	10 points
PTO Officer/School Board Member	10 points
PTO Classroom Rep.	10 points
Donations cash/supplies	1 Point/\$10.00
Field Trip Chaperone/Driver	1 point per hour
Volunteer work	1 point per hour

Registration and Tuition Information

Saint Benedict School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

To receive the Catholic rate of tuition, a family must be registered in a parish and supporting it. Each year a list of all families registered as Catholic is sent to their pastor to review and endorse. If a family does not receive their pastor's endorsement, then the family will be expected to pay the non-Catholic rate of tuition.

When school starts in our preschool program all students must be completely potty trained, able to dress themselves and meet their own bathroom needs. We understand that there may be accidents occasionally, at which time the parent or guardian will be contacted.

Children entering the PreK-3 program must be three years old on or before September 2. PreK-4 must be four years old on or before September 2. Those entering kindergarten must be five years old on or before September 2. A Birth Certificate, Baptismal Certificate, Social Security Card and a current Certificate of Immunization must be presented on or prior to registration.

At the time of registration, all new students seeking admission to Saint Benedict School are evaluated on the basis of current standardized test scores and report cards.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Benedict School will meet the educational needs of the students. An interview with the student is part of the admissions process. Testing in some academic areas may be held for new incoming students in Grades 3-8. **Remember:** registration is not final until all documentation is completed, on file and all fees are paid.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Benedict School.

Tuition for the 2010-2011 school year has been approved by the school board at the following:

	<u>Catholic</u>	<u>Non-Catholic</u>
1st child	\$2490.00	\$3310.00
2 children	\$4550.00	\$6070.00
3 children	\$6240.00	\$8270.00
PreK-4	\$3210.00	\$3210.00
PreK-3	\$3620.00	\$3620.00

Non-refundable Registration Fee...\$150/child; Books/Materials Fee...\$150/child; Technology Fee Grades PK4-8th...\$100/child; One time Smart Tuition Fee \$43.00
 Tuition assistance may be applied for on a limited basis for Kindergarten through Grade 8 and applications are available upon request. Call the school office at 986-8143 for more information.

Tuition Payments

Tuition may be paid in 3 different ways: in full by cash, check or money order in July for the new school year, but no later than July 31. We also offer a 2 installment plan with the first payment due in July and the last payment due before the second semester begins. Otherwise, tuition payments must be made on the monthly installment plan using the auto-draft SMART Tuition Management Company. They charge a one-time \$43.00 enrollment fee added to the first payment. Please complete the enrollment form and send it to our bookkeeper no later than June 15th for the new school year. PLEASE NOTE:

- In addition to the February tuition payment to SMART, there will also be a Registration Fee due per child paid directly to the school for the next school year.
- In addition to the April tuition payment to SMART, there will also be a Book Rental/Materials Fee due per child paid directly to the school for the following school year.
- No student will be admitted unless all delinquent and initial fees are paid
- Two months delinquent tuition may result in dismissal of the student. Please contact the school office/bookkeeper if there is a problem.
- No student will be allowed to take their exams unless all tuition/fees have been paid. That will mean the student will have an **Incomplete** on his/her report card until payment is received.

- The principal, in consultation with the Finance Committee, has the authority to waive these requirements in certain instances. Financial matters, of course, are kept in strict confidence.
- Families must notify the school if a student is withdrawn from the school.

Discipline Program and Procedures

DWP - Discipline With Purpose

In addition to the standard grade-level curriculum, your child will be learning and practicing self-discipline skills this school year. Parental support is crucial in helping children become self-disciplined! The fifteen self-discipline skills and appropriate ages for instruction are as follows:

Basic Skills Grades PK - 3rd

1. Listening
2. Following instructions
3. Asking questions
4. Sharing: Time, space, people, things
5. Social skills

Constructive Skills Grades 4th-6th

6. Cooperation
7. Understanding reasons for rules
8. Choosing procedures to accomplish tasks
9. Leadership
10. Serving others

Generative Skills - Middle and High School

11. Organizing time
12. Working with others to resolve problems
13. Taking the initiative to resolve problems
14. Separating fact from feeling
15. Serving others

All School Rules

Treat teachers, students, visitors and all adults with courtesy and respect at all times. No gum, candy, alcohol, tobacco, lighters/matches, electronic equipment, drugs, trading cards, smut/graffiti and weapons or anything that can be used as a weapon. No PDA (Public Displays of Affection), No cell phones. *Cell phones brought to school will be held in the office for parent/guardian to pick up.*

Opportunities to teach children the fifteen self-discipline skills abound within any school day. Teachers welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adults in the school.

Every teacher has adopted these four all-school rules:

- As a child of God show respect to yourself, others and your school
- Contribute to the learning environment
- Follow classroom procedures
- Practice Self-Discipline skills

These four rules affect the daily living together of all members of the school community. The teachers work with the children to make sure the rules are understood and reasons for the rules are taught. Children learn that each adult may have different procedures in helping them follow the rules. Children are tested orally and in writing to ensure that they know and understand how rules “safeguard each person’s rights.”

Each teacher has an established Discipline Cycle that lists consequences and rewards. Teachers work with their students to determine acceptable consequences. Your child’s teacher will explain to you the Discipline Cycle being used this year in his/her class.

After School Detentions, In-School Suspensions, or Out-of-School Suspensions may be the consequence assigned as a result of misbehavior.

The Big Three

Occasionally removal from the group is necessary to protect students and/or the learning environment of the school. This is necessary when a student:

- **is in physical or psychological danger or puts another in danger;**
- **is irrational or unreasonable; or**
- **pushes beyond the limit of respect in speech or actions.**

If possible, the adult who removed the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal’s office and an Administrative Discipline Cycle will be set in motion. Please note...This cycle is for misbehavior not uniform infractions!

Administrative Decisions

If a student is sent to the principal on a regular basis where no progress is being made or in extreme cases when the principal determines the seriousness of the action warrants it:

- **The Administration reserves the right to determine what is appropriate/inappropriate.**
- The student may be required to notify the parent that they have been sent to the office.
- A suspension may be earned, the length and type to be determined by the school administration. All school work missed during the period of suspension must be completed before the student rejoins the class.
- A conference may be held with a parent, teacher, student and principal upon the student's return from suspension.

These steps can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move through the next steps.

1. The decision to expel a student rests with the principal and superintendent.
2. If expulsion is the decision, the student's parents will be notified. The reasons for expulsion will be given and the right to request a hearing will be explained.
3. The expulsion may be reconsidered by the principal and superintendent when a written request for a special hearing is made by the parent.
4. A final appeal in cases of student probation or expulsion may be made in writing to the superintendent only by the student's parent or guardian and within ten days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.
5. A very few, serious infractions such as possession of alcohol, drugs or weapons or severe physical or moral misconduct will result in an immediate move toward expulsion.

BRATS bus rules and discipline policy - refer to index

Attendance

Students are allowed up to but not exceeding **ten (10) excused absences for the entire school year**. Should students absences exceed ten (10) days, the parent/guardian will be contacted by the school administration in order to determine the reasons for the additional absences. Should it be determined that these additional absences were due to chronic

illness, family difficulties, or other extenuating circumstances, the principal may make exceptions to the ten absences allowed for the year. Should a student's absences exceed ten days and the additional absences are not determined extenuating, the Office of Catholic Schools and local truancy authorities will be notified. Family vacations are not considered excused absences.

If a child suffers from a serious illness that requires them to be absent for a longer period of time, special circumstances may apply and that child may be promoted with the approval of the principal if they have a doctor's excuse, and if they have made up and turned in all missed work and achieved the grades necessary for advancement.

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal, such as natural disasters
4. Out of town trips of great importance, not just regularly scheduled vacations, and only with prior consent from the principal

Students **must** bring written excuses from a parent/legal guardian to explain an absence within 3 days of returning to school. Failure to do so within this reasonable length of time will result in an unexcused absence.

Students who have been absent due to illness must remain fever free without medication for 24 hours before returning to school. A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return.

During our spring testing period, the only excused absences will be illness or death in the family. No family vacations or routine doctor's appointments will be considered excused at this time.

Students needing medical appointments during school hours require a written note by the parent. A student leaving early must be signed out through the office by a parent or legal guardian before being paged to report to the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

For the safety of your child and all children all visitors must first report to the school office when on campus. Do NOT go to the child's classroom when checking out. This kind of interruption is quite disruptive to the educational process and contributes to an **UNSAFE** campus.

****Early dismissals will not be allowed after 2:30 pm**** Unless given special permission from the school administration early dismissals are discouraged because of the loss of learning and interruption to the class routine. Early dismissals are an interruption to the whole education process and should be avoided whenever possible.

Work that is missed for an **excused** absence can be made up. When a student is absent a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For each excused absence, children will be given two (2) days to complete and turn in make-up work. Make-up work that is not turned in will receive a grade of zero.

It is the students' responsibility to get their make-up work and follow through to completion and turn-in. For absences that are unexcused, the work that is missed **cannot** be made up. All missed work for unexcused absences will receive a grade of zero.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absences can be cause for a student to be retained in the current grade for another year according to the standards from the Alabama State Dept of Education.

General Information

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

School Hours

School hours for Grades Pre-K through 8th are 7:45 AM – 3:00 PM. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students not in their homeroom at 7:50 AM are considered tardy and must be signed in by a parent/guardian and have a tardy slip from the school office.

Arrival Procedures

Student drop off is in front of the Gym at the crosswalk. The school Gym is opened for students as early as 7:20 AM. Students arriving at that time will go to the Gym and remain with their class until they are dismissed to their classrooms at 7:50 AM. All students PK3 through 5th Grade are required to bring a book to read while in the Gym during this time. **No toys are allowed.**

Dismissal Procedures

Prayer and afternoon announcements begin at 2:55 PM each day. **Dismissal immediately follows.** (Afternoon carline procedure map may be found in the appendix.) Please check the school calendar and weekly newsletter for early dismissal dates. Students not picked up by the end of carline (3:15 PM) will be sent immediately to the Extended Day Program and charged \$5.00 for late pick-up. Parents will be charged the daily rate of \$12.00 for students picked up after 3:30 PM.

Extended Day Program

Saint Benedict School offers an Extended Day Program. Students who are enrolled in the program must pay a \$35.00 deposit at the time of registration. The program ends promptly at 5:30PM. There will be an additional charge for the first five minutes late and \$1.00 for each additional minute afterwards.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to **sign in** at the office when he/she enters the campus for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are required to **sign out** at the time of departure.

School Insurance

Insurance is available for a nominal fee. Information about school-day coverage will be made available at the beginning of the school year. **Allkids** offers comprehensive health insurance to all children. Go to www.adph.org/allkids or call 1-888-373-5437.

Weather Information

In the event of bad weather, we will send out an Immediate Response Information System (IRIS) message to all families. Also, tune into your local radio and television stations for information regarding the closing or opening of school. With the new IRIS messaging system we will be able to send out messages immediately to 5 points of contact for each family with information regarding weather or other pertinent messages.

Cafeteria Information

Delicious, wholesome, hot lunches are prepared daily in our school cafeteria. Snack items are available as well. School lunches are \$2.75 per day and include milk. Extra milk and juice are \$.50 each. Snacks are also \$.50 each. Adult lunches are \$3.00. Lunch payment **MUST** be made ahead of time. Meals may **NOT** be charged. Please pay daily,

weekly or monthly for your child's lunches, extra milks and/or juices. Put the money in an envelope clearly marked with your child's name and grade on it. Please only 1 child per envelope. Indicate on the envelope the number of lunches, extra milks and/or juices you are purchasing along with the amount of money in the envelope. Have your child turn in the envelope to his/her teacher at the first of the week or month. Snack items may be purchased during Morning Break. Snack money and snack drink money should NOT be included in your child's lunch money envelope. These go to a separate account.

Free and reduced lunches are available to those who qualify. Forms for free and reduced lunches will be distributed at the beginning of school to everyone. If you think that your family qualifies, please complete the form and return it to the office ASAP. Not only does your family benefit but the school receives substantial federal funding depending upon the number of free and reduced lunches that it provides. Students will be encouraged to eat their entire meals. If a student purchases lunch, milk **must** be included unless a doctor's excuse is on file in the school office. **NOTE: Health regulations prohibit us from heating lunches brought from home.**

Returning to School After Dismissal

Students are not permitted to return to the classroom after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Benedict School uses a Wednesday folder system. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. There is a \$1.00 replacement charge for envelopes that are lost. Information is not sent home if the Wednesday folder has not been returned.

Official school-wide and emergency communications are sent over the telephone and internet using IRIS® , Immediate Response Information System.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, books, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

Each student in Middle School is assigned a locker in which to store textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

Transfer of Students

Notice of withdrawal of a student must be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

The office phone is a business phone. Students are permitted to use it only in case of an **emergency**. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. The telephone in a teacher's classroom is for the use of the teacher only.

Parties

Two school parties are held each year. Classrooms may have a Christmas Party and end of the year party. Birthday Treats may be sent with your child at morning drop off and would be considered the scheduled snack for the day. Our school policy for invitations handed out at school for off campus parties such as birthday parties is that invitations be given to all students in the child's class with no exclusions.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children, their classmates and parents. These directories should not be **used** or **sold** for other purposes.

Service Projects

Saint Benedict School students in grades PK through 8 are participants in our stewardship program. The purpose of this program is to provide students with the opportunity to make a difference in our churches and surrounding communities through various service and support programs. Each grade will participate in pre-planned service projects. All grades have been assigned a specific area of stewardship emphasis.

Administration of Prescription Medication

Every effort should be made for medication to be administered at home. Non-prescription or OTC drugs may NOT be administered by SBS personnel or brought to school by the student. This is mandated by the Archdiocese of Mobile.

If **prescription** medication must be administered at school, the following regulations must be followed:

- Prescription drugs **MUST** have written permission from the parent or guardian of the student requesting that the school comply with a physician's order.
- Prescription medication **MUST** be brought to school by parent/guardian in the original container appropriately labeled by a pharmacy. Medication may **NOT** be sent with the student.
- Forms for permission to administer medicine may be found in the appendix of the handbook or obtained through the office.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Benedict School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred on students baptized in the Roman Catholic tradition.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Alabama guidelines, are followed for the teaching of all secular subject areas. St. Benedict School offers students opportunities for growth in the following subjects: Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, Chinese, Spanish, Computer Literacy, Library Media/Information Literacy, Music and Fine Arts.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities. A "C" average must be maintained in each subject area in order to participate in extra curricular activities such as sports and chorus.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework Policy Due to Illness

When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed two days for each day of absence due to illness.

Grading Scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 or below

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Progress Reports will be given mid-way between each nine-week grading period. A grade will be given for each enrichment class which will be averaged into the appropriate subject area as a test grade for the quarter. Participation and conduct will also be factored into the grade.

Parent-Teacher Conferences

Two Parent-Teacher Conferences are held each year. Conference schedules are prepared and issued by the teachers well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are issued quarterly.

Awards

Awards are given out following the end of each quarter for all students who have achieved A and A/B Honor Roll, Accelerated Reader Award, Student of Excellence and DWP. At the end of the school year, usually at the last Honor Assembly, we will recognize those students who attained Presidents Challenge Physical Fitness Awards. It will be the responsibility of the parent or guardian to monitor your child's classroom progress and make arrangements to attend every Honor Assembly. The teacher will be expected to notify the parent/guardian regarding Student of Excellence awards only.

Uniforms and Dress Code

Saint Benedict uniform requirements differ from public school. Please refer to our uniform summary and French Toast Catalog in the appendix. Uniform components may be ordered by phone, internet or French Toast approved vendor. When purchasing French Toast Uniform components, **only Saint Benedict ID # QS44FMR approved items are accepted. Please refer to Uniform Summary Sheet located in the appendix.**

Order by Phone: French Toast, Inc.® 1.800.373.6248 (use above school ID)

Order online: www.frenchtoast.com (use above school ID when ordering online).

Local approved vendor:

Back to School
24823 Commercial Ave.
Orange Beach, AL
Phone: 251.747.0082
Email: backtoschool@gmail.com

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform *without* this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special PE uniform for Physical Education classes for Grades 3 - 8 to be purchased through the SBS athletic department. In cold weather, solid navy sweatpants with no logo or decoration may be worn at PE.**

Uniforms - should be clean and pressed with all buttons attached and hem intact.

Shirrtails - must be tucked in. Only solid white undershirts may be worn under uniform.

Logo - Only **SBS approved Logo** allowed on any article of clothing.

Hair - All students' hair should be neat with bangs above the eyebrows. Boys hair should be no longer than the middle of the ear and above the shirt collar. **Hair coloring and bleaching is not permitted.** Scrunchies, hair clips, rubber bands, etc. must be in the hair and coordinate with a color from the uniform. Girls may wear Holiday and special occasion ribbons.

Cosmetics - Light cosmetics allowed in the second semester for 8th Grade girls only.

Jewelry - is limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. Spiritual or religious bracelets only will be allowed. Girls may wear **one** pair of stud earrings. Boys may not wear earrings of any type. Watches with a beeping device should be turned off during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

Spirit Day Guidelines - Students must wear jeans, not shorts and no cut-offs or raggedy jeans with holes tennis shoes, SBS approved t-shirts (T-shirts associated with Saint Benedict School student activities such as Raven Run, Christmas Program T-shirts, German Fest, etc.)

Brownie/Scout Uniforms – Students may wear their scout uniforms on meeting days

Your child will receive a Uniform Infraction Form should he/she not be in compliance with the policy. Students who repeatedly violate the uniform policy will be denied participation in the next Spirit Day or will serve a detention.

Modest attire required at any and all Saint Benedict School related functions.

Good Rule: If you must question whether or not to wear it, you should not wear it. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

High Hopes

High Hopes is an early intervention program for children affected by developmental delays. It is under the direction of Rachel Mueller, a board certified behavior analyst and is in cooperation with St. Benedict School. We are fortunate to have this program located on our campus. The students of High Hopes will enjoy everything we have to offer, such as: classroom parties, field trips, performing with our Christmas program, participating in Field Day, and they will also wear the Saint Benedict School uniform, even though this is a separate school program within our own program. For information contact:

Rachel Mueller, M.Ed, BCBA

251-228-2075

rachelmuellet@highhopes4pdd.org or www.highhopes4pdd.org

Rights Under FERPA

For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

The right to inspect and review the student’s education records with-in 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school or principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request]

Asbestos Hazard Emergency Response Act (AHERA)

President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA) which requires the inspection of every school in the United States, public and private, for asbestos containing materials. An Asbestos Management Plan based on inspection finding has been prepared and is available in the school office for your information. Should you have any questions about the plan, please feel free to ask someone in the office.

Title IX

St. Benedict School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Child Abuse Laws

In order to comply with the child abuse reporting laws of the State of Alabama the faculty and staff of Saint Benedict School are Mandatory Reporters. Reporting procedure established by the Mobile Archdiocese is followed when making reports to the Baldwin County Department of Human Resources. The law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Harassment/Bullying/Inappropriate Language Policy

The Catholic Archdiocese of Mobile and Saint Benedict School are dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect of others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated. In addition, no student, parent or employee of St. Benedict School shall be subjected to any type of harassment. Students who choose harassing behavior as defined below will receive appropriate consequences. If in the opinion of the administration, any employee who treats anyone in the St. Benedict community in a demeaning manner will receive appropriate consequences. If in the opinion of the administration, any parent who treats anyone in the St. Benedict community in a demeaning manner may be required to withdraw their children and sever the relationship with the school. St. Benedict School shall, on a regular basis, be responsible for educating students, parents and employees on harassment/bullying issues.

Definition of Harassment: Harassment is unwanted verbal or physical contact that denigrates or shows hostility or aversion toward an individual because of his/her race,

color, religion, national origin, age or disability, or that of his/her family, friends or associates. In addition, harassment has the purpose or effect of creating an intimidation, hostile or offensive environment, or unreasonably interferes with an individual's performance, or adversely affects an individual's opportunities.

Prevention through education is the best tool for the elimination of harassment. The following expectations will be met by the St. Benedict School students, parents, and employees:

Students, parents and employees of St. Benedict School shall treat each other with dignity and respect. Harassment of others will not be tolerated.

Harassing behaviors are defined as follows:

- Verbal harassment involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics or family.
- Physical harassment involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement.
- Visual harassment involves derogatory, inflammatory material, such as posters, cartoons, writing, or artwork.
- Sexual harassment involves unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.
- Using the internet or text messaging as a medium for sending derogatory comments, jokes, or slurs

The steps and procedures used when the Harassment/Bullying/Inappropriate Language Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Any violation shall be reported to the administration.
- An investigation of the reported violation should follow as soon as possible.
- Appropriate consequences shall be determined by the administration.
- Appeals shall be addressed to the Superintendent.

Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated at Saint Benedict School.

Standard Operating Procedure for handling claims of bullying or harassment at Saint Benedict School:

- Any violation shall be reported to the administration.
 - Cause of action: report by child to teacher, report by parent to school
 - A written report will be developed by the teacher and submitted to school administration
 - Parent will be notified immediately that report has been received

- An investigation of the reported violation should follow as soon as possible.
 - investigation by teacher, school administrator to begin
 - 7-10 days to investigate, if extra time is needed the parent will be notified
 - At the conclusion of the investigation, or no later than 10 days, the parent will be notified if there is sufficient evidence or not enough evidence to confirm allegation of bullying or harassment
- Appropriate consequences shall be determined by the administration.
 - Office of Catholic Schools will be notified for support, also in determining consequences
 - because of the child's right to privacy appropriate consequences will be determined, but may not become public knowledge
 - very few serious infractions will result in an immediate move toward expulsion
- Appeals shall be addressed to the Superintendent.

Weapons Policy - Catholic Archdiocese of Mobile

Our Lord Jesus Christ came so that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school-sponsored activities.

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned-vehicle, or during any school-sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

Dangerous Weapon – A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switch blade knife, gravity knife, stiletto, sword or dagger; or any billy club, blackjack, bludgeon or metal knuckles.
(AL Code)

Facsimiles of a dangerous weapon are subject to the following policy:

Any student found to be in possession of a dangerous weapon shall be expelled or suspended for a period of not less than one calendar year. The principal of the school where the violation occurs shall determine whether the student shall be expelled or suspended and shall determine the length of the suspension. The expulsion or suspension shall be subject to any appeal rights which may exist. In cases where there are substantial

mitigating circumstances, the principal may impose a term of suspension of less than one year but only with the permission of the Superintendent.

The principal of the school should immediately notify the Superintendent of any violations of the policy.