

**Saint Benedict  
Catholic School  
Handbook**

**2016-2017**

# **St. Benedict Catholic School Handbook**

**2016-2017**

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*\*"The administration reserves the right to change or modify this document at any time."*

## **Mission Statement**

*Ora et Labora :Pray and Work*

*To love God and others through academic excellence*

## **Saint Benedict Catholic School Profile**

Since 1921 the Benedictine tradition has flourished in Lower Alabama. Saint Benedict Catholic School is proud of its longstanding tradition which emphasizes lifelong spiritual growth and academic excellence. Saint Benedict Catholic School, a fully accredited, interparochial, Catholic elementary school is comprised of students in grades PreK3 through Eighth. It is at the heart of Baldwin County serving the six parish communities 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, Elementary playground and High Hopes Program for children affected by developmental delays.

## **Faculty and Staff**

Saint Benedict Catholic School is fully accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Our highly qualified, caring, staff and certified teachers includes a Licensed Counselor/Art teacher, Music teacher, PE teacher and Academic Resource personnel. Remediation is also offered through our Title I tutor whose service is funded by Title I. Saint Benedict Catholic 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, Instruments, Peer Helpers, Cheer, Dance, Chorus and a Spring Musical are offered. An Extended Day Care program is offered through the school.

## **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 Catholic 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 Catholic School is proud to be a part of a long tradition that encourages its students to excel.

## **Philosophy Archdiocese of Mobile**

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other researchbased curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations

## **Parent's Role in Education**

We, at Saint Benedict Catholic 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 Catholic 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 (PreK 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. **NO DISCOURTEOUS, RUMOR DRIVEN, DISRUPTIVE, THREATENING, HOSTILE, OR DIVISIVE COMMUNICATIONS WILL BE TOLERATED.** 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. (Non custodial parent rights are protected through the Buckley Amendment. Please be sure all court documented paperwork is on file with the school office. Take time to schedule an appointment with the Principal to provide official documentation.)

## **Parents as Partners**

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

- Gets to bed early on school nights;
- Has a balanced breakfast and is provided a nutritional snack and lunch daily (NO CANDY, SODAS, OR CAFFEINATED BEVERAGES ALLOWED)
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school uniform specifications;
- Completes assignments on time.

We also ask that parents/guardians:

- actively participate in school activities such as ParentTeacher 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 wellbeing, 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 in order to be involved with any school function.*

Parents have the right to request information regarding (No Child Left behind Act of 2001):

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

### **Saint Benedict Catholic School Family Service 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 TALENT are equally important. Using volunteer workers, we are able to keep our expenses down. Our aim is to use the abilities 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.

## **Service Hour Guidelines**

The Service Hour Requirement for SBCS Families is 10 hours per year. Five (5) hours must be related to the PTO Draw Down and five (5) hours must be related to the German Fest in April. Families are also required to sell 2 Draw Down tickets and 1 car ticket. Volunteering is always encouraged and welcomed. CAPPs training/certification must be up to date.

## **Registration and Tuition Information**

Saint Benedict Catholic 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 your child's needs will be met. Children entering the Pre-K3 program must be three years old on or before September 10. PreK4 must be four years old on or before September 10. Those entering kindergarten must be five years old on or before September 10. 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 Catholic School are evaluated on the basis of current standardized test scores and report cards. Students applying for Admission in Grades 1-7 (we do not allow open enrollment for grade 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 Catholic School will meet the educational needs of the students. An interview with the student may be part of the admissions process. Testing in some academic areas may be held for new incoming students as well.

### **Immunization:**

All students enrolled in St. Benedict Catholic School must have current immunizations. An exemption to the policy will be made in the event that a student has an illness that would compromise his/her life by being immunized. Non-Catholics who have a religion exemption and who provide the proper immunization form will also be exempt.

**Remember:** registration is not final until all documentation is completed, on file and all fees are paid. *A student/family may be asked to withdraw at any time.*

## Tuition Payments

Tuition may be paid in 2 different ways: in full by cash, check or money order in July for the new school year, but no later than July 31. Otherwise, tuition payments must be made on the biannual 2installment, 10month, or 12month installment plan using the SMART Tuition Management Company. They charge a one time 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.
- 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.
- 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.

### Fees 2016-2017

- \$200 Registration Fee per child (Nonrefundable);
- \$80 Supply Fee per child (Nonrefundable)

### Annual Tuition

#### Preschool

Preschool per child	Catholic and Non-Catholic Rate
PreK3	\$4605
PreK4	\$4120

#### Kindergarten to 8th Grade

Children	Catholic Rate	Non-Catholic Rate
1 child	\$3265	\$4240
2 children	\$5810	\$7820
3 children	\$8325	\$10,740

*\*You must be a registered parishioner in one of our contributing parishes to receive the Catholic Rate: Our Lady of the Gulf (Gulf Shores), Our Lady of Bon Secour (Bon*

*Secour), St Bartholomew (Elberta), St. John (Magnolia Springs), St. Joseph (Lillian), St. Margaret of Scotland (Foley), and St. Thomas by the Sea (Orange Beach).*

## **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

*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.*

## **All School Rules**

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. 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.

## **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.

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 or inappropriate.
- The parent may be notified that he/she has 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 effect change, the student will move through the next steps.

- The decision to expel a student rests with the principal.
- 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.
- The expulsion may be reconsidered by the principal and superintendent when a written request for a special hearing is made by the parent.
- 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.
- 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 Regulations

- Sit in your seat with your seatbelt buckled at all times
- Inside voices are to be used, no loud noises—talking or yelling
- No gum, food, drinks, alcohol, tobacco, lighters/matches, electronic equipment, drugs, trading cards, smut/graffiti and weapons or anything that can be used as a weapon
- Heads, hand and arms must stay inside the bus at all times
- If your child is not riding the bus to school in the morning, please inform the bus driver or another parent, if possible, before the driver starts his/her route
- If your child is not riding the bus home in the afternoon, please send a note to their bus driver or teacher. **DO NOT** call the office
- Treat bus drivers, students—everyone with courtesy and respect at all times

The bus driver has the authority to enforce discipline on the bus. If these rules and regulations are not followed, the principal will be notified. The principal will notify the parents.

## **Attendance**

### *Attendance Guidelines For Grades K through 8 (Archdiocese of Mobile)*

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal
4. Out of town trips with prior consent of the principal

Students are allowed up to but not exceeding 10 excused absences for the school year. Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal. Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade or to be placed rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences. Arrangements for makeup work for absences will be determined at the local school level.

## **Tardy/Early Dismissal Guidelines**

Arrival and dismissal times for school should be determined at the local school level. Excessive tardies will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy authorities may be notified. 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.

Please send a note with your child if you are planning to check him/her out at a specific time in order to have the student prepared to leave campus. Work that is missed for an excused absence can be made up. It is the student's responsibility to get their makeup work and follow through to completion and turn in. All missed work for absences will receive a grade of zero. Teachers are not required to give makeup 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. 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 Hours

The school office is open on all school days from 7:30 AM – 3:30 PM. School hours for Grades PreK 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 with assigned teacher at 7:50 AM are considered tardy and must be checked in by a parent/guardian and have a tardy slip from the school office. Should your child be checked in without a parent, St. Benedict Catholic School will not be liable.

### Arrival Procedures

Student drop off is in front of the Gym or Office (look for orange cone). 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 with homeroom teachers.

### Dismissal Procedures

Prayer and afternoon announcements begin at 2:55 PM each day. Dismissal immediately follows. Please check the school calendar for early dismissal dates. Carline will be from stop sign to stop sign, two lanes facing south, with engines off. RAINY DAY WILL BE LOADED TWO BY TWO WITH ENGINES REMAINING ON. Students not picked up by the end of carline (3:15 PM) will be sent to the Extended Day Program (charges begin after 3:30). Parents allowing children to ride home with other families must send a note to the teacher. THOSE RIDING THE BUS MUST SEND A NOTE TO BRATS AS WELL via our BRATS coordinator.

### Extended Day Program

Saint Benedict Catholic 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.

Students are not permitted to return to the classroom after the 3:00 PM dismissal unless accompanied by a teacher.

#### 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](http://www.adph.org/allkids) or call 18883735437.

#### Weather Information

In the event of bad weather, we will send out an alert message to all families. Also, tune into your local radio and television stations for information regarding the closing or opening of school. LOOK FOR "ARCHDIOCESE OF MOBILE."

#### School Lunch/Snack

Students eat their lunch in the school cafeteria at scheduled times with their teachers and classmates. All students may bring their own lunch, and milk and juice will be offered a la carte for 50 cents. The school is also offering an on site catered lunch that is pre-ordered and prepaid by a set date prior to each month. Each lunch is currently \$3.50 but is subject to change based on cost and participation. We will not be able to alter dates of pre-orders, nor will days absent be able to be used as credits toward future lunch purchases. Checks may be made payable to St. Benedict Catholic School when ordering. Lunch orders & money should be placed in a clearly labeled envelope marked with your child's name and grade. Only 1 child per envelope. Have your child turn in the envelope to his/her teacher by the due date on the ordering form. Food is to be eaten in the cafeteria, and is not allowed outside (unless picnic lunches/snacks are supervised by the teacher) or in the gym during school time. Students will be encouraged to eat their entire meals. NOTE: Health regulations prohibit us from heating lunches brought from home. Self discipline, good manners, appropriate noise levels (set by the teacher), and accountability of personal cleanup are always expected in the

cafeteria. Snack items, and juice/milk may be purchased during Morning Break. Snack money should be sent in a separate envelope. *NO candy, sodas, caffeinated beverages when bringing lunch from home. Candy, gum, or soft drinks are not allowed at school unless for scheduled special occasions (bake sales, classroom celebrations, etc.).*

#### Home - School Communication

In order to ensure that all communication from school reaches home in a timely manner; St. Benedict Catholic School will begin communicating all information via Fresh Schools. No paper communication copies will be sent out on Wednesdays, rather you will receive an email/text alert of important information. Also, Teachers will post grades and important information on our replacement for "Solutions" called "Rediker." Remember, it is the teacher's discretion as to posting assignments and homework.

#### 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. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts or Library book before any final reports or transcripts released .

#### Right to Search

The school reserves the right to search items of personal or cotenant belongings at any time without notice. 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 permanently 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 update their information using the Rediker Online system and to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses

and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### Parties

Two school parties are held each year - Christmas and End of Year. Birthday Treats may be sent with your child at morning drop. *Remember, personal birthday party invitations will only be distributed from school if entire class is invited.*

### Service Projects

Saint Benedict Catholic 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. Projects may be schoolwide or classroom based.

### 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 SBCS personnel, unless specific instructions are provided by a doctor, or brought to school by the student. 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 obtained through the office or printed from the school website.*

### Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Benedict Catholic 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 in the Roman Catholic tradition. **YOUR CHILD WILL RECEIVE THESE SACRAMENTS THROUGH YOUR HOME PARISH.** *It is the responsibility of the parents to communicate with their home parish.*

## **Academic Information**

### Curriculum

The Diocesan curriculum guidelines meet and exceed the State of Alabama guidelines and are followed for the teaching of all secular subject areas. St. Benedict Catholic School offers students opportunities for growth in the following subjects: Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, Spanish, Art, Library, and Music.

### 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 extracurricular activities. A "C" average must be maintained in each subject area in order to participate in extracurricular 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. A good estimate of homework time is approximately 10 minutes per grade level beginning in kindergarten. Assigning homework is at the discretion of the teacher.

### Homework Policy Due to Illness

Students may also receive missed assignments from their teacher when they return to school. Parents are encouraged to email teachers regarding missed assignments should illness be lengthy. Students will be allowed two days for each day of excused absence to make up any missed work. Some assignments may be modified or unable to be made up due to time and pacing of curriculum.

### *Grading Scale Grades 3-8:*

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 midway between each nine week grading period.

#### 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.

#### Recognition Ceremony

Quarterly certificates are given out following the end of each quarter for all students who have achieved A and A/B Honor Roll, Student of Excellence, and other Student Recognition opportunities. The Fourth Quarter Ceremony will recognize those students who attained 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 Recognition Ceremony. The teacher will be expected to notify the parent/guardian regarding Student of Excellence award only.

#### Title Funding for Student Support

Federal free and reduced lunch forms are sent home at the start of each year. Thank you for your kind cooperation in completing these forms *even though we do not participate in Federal Lunch Programs*, which are kept completely confidential. The completed forms determine how much funding the school receives to provide for students such supports as our intervention teacher, learning materials, and teacher training.

## St. Benedict Catholic School Uniform Specifications

ALL CLOTHING ITEMS MUST FIT APPROPRIATELY

**Hair:** Neat (with bangs above the eyebrows) Boys' hair should be no longer than the middle of the ear and above the shirt collar. Natural, God-given hair color only. Hair ties, clips, bands, etc. must coordinate with a color from the uniform. Girls may wear holiday and special occasion ribbons-the week of only.

**Cosmetics/Polish 8th Grade girls only.:** Light cosmetics allowed in the second semester

**Jewelry:** One watch (non-beeping), one ring, one necklace (a simple cross or holy medal only), and one spiritual bracelet. Girls may wear one pair of *safe* earrings. Boys are not permitted to wear earrings. No sunglasses or caps/hats unless schoolwide day permitted.

**Light Blue Blouses/Shirts:** Clean and neat. All student shirttails should remain tucked in at all times with belt and waistband showing. Only solid white undershirts.

**Belts:** Brown or black belt (to match uniform shoe) required for all pants, shorts with loops, buckles must be simple and not exceed the width of the belt. Preschool NO BELT.

**Navy Shorts/Pants:** Logo free, uniform. Preschool elastic waistband preferred. Middle school boys, no shorts allowed.

**Plaid Items:** knee length or longer (Solid shorts to be worn with jumpers/skirts)

**Socks:** Solid white, black or navy ankle sock or higher.

**Tights:** Solid white, black or navy (socks required for PE grades 3-8)

**Shoes** Solid black or solid brown (*black sole allowed*) closed shoe with tread bottom (velcro/slip on required until student can successfully, consistently tie laces, *Preschool slip-on or velcro required.*). Girls are allowed Navy, Black, or Brown Mary Jane style shoe as well. Any athletic shoe for PE grades 3-8.

**Outer wear:** Solid Navy (NO COLORED TRIM, ZIPPERS, ETC) sweaters, Navy sweatshirts, Navy jackets (with or without hoods), Navy blazers, and Navy "Spirit and Pride" provided pullover hoodie (NO OTHER PULLOVER HOODIES PERMITTED)

**Logo:** Only SBCS approved logo allowed on any article of clothing (provided by Zoghby's Uniforms, Deidre Nelson, and Calling All Occasions- Pk3-2nd: 2 inch; 3rd-8th: 2 ½ inch)

### MASS ATTIRE:

- K3-2 GIRLS: LIGHT BLUE BLOUSE/JUMPER
- 3-5 GIRLS: LIGHT BLUE BLOUSE/JUMPER OR SKIRT
- 6-8 GIRLS: LIGHT BLUE BLOUSE/SKIRT
- K3-8 BOYS: LIGHT BLUE OXFORD/PANTS

**Backpack information: TWO STRAP BACKPACKS ONLY** (NO rolling/wheel backpacks/suitcases allowed)

**2016-17 UNIFORM PILOT ADOPTION: OPTIONAL RED POLO (MONDAYS ONLY)**

*Updated July 2016*

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 Teacher/Principal. Students who are out of uniform without this excuse will be sent to the office. Parents may be called to deliver proper uniform items.

#### Spirit Day Guidelines

- Students must wear nice jeans (or any approved uniform bottoms)
- Girls may wear jean capris/boys may wear jean shorts
- Tennis shoes or any closed shoe with tread bottom
- SBCS approved Tshirt (Tshirts associated with Saint Benedict Catholic School student activities, such as Raven Run, German Fest, Spirit shirts, etc.).

#### Example Spirit Days:

PTO, Special Mass representation/attendance, Special Services, Double Dollar Spirit Day and Special Dress Days (Students may be encouraged to dress up in “church best” on certain days, such as, Spring Portraits)

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

#### Grades 3rd - 8th PE Uniform Requirements:

There is a special PE uniform (shorts and Tshirt) for Physical Education classes, to be purchased through the SBCS Physical Education Department. Children have the option of wearing the solid black laced, athletic uniform shoe or an alternative laced, athletic shoe for this class. In cold weather, solid navy sweatpants with no logo or decoration may be worn during PE. ALL STUDENTS MUST HAVE THE PROPER SHOES, NO MATTER WHAT THE OCCASION, IN ORDER TO SAFELY PARTICIPATE IN P.E.

#### After School Practices

Students must remain in school uniform when possible. Sports related practices should be limited to an appropriate fitting Tshirt and shorts. Sweatpants are approved in cooler months. SHOES MUST BE WORN AT ALL TIMES WHEN ON CAMPUS!

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

**UNIFORM REGULATIONS/GUIDELINES SUBJECT TO ADMINISTRATIVE DISCRETION.  
UNIFORM INFRACTIONS OR VERBAL CORRECTIONS MAY BE ADMINISTERED.**

## **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 Catholic 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 Catholic 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

rachelmuller@highhopes4pdd.org or [www.highhopes4ppd.org](http://www.highhopes4ppd.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 student's' education records. These rights are:

The right to inspect and review the student's education records within 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 educational 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 202025901

[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 Catholic 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 Catholic 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.

## **Policy on Harassment/Bullying**

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. St. Benedict Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Benedict Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying. St. Benedict Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

### **Definition:**

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

### **Scope:**

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

### **Reporting Breach of Policy:**

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation. Report forms will be retained at school until the students involved leave the school.

### **Disciplinary Action:**

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

**Education:**

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in educating students, teachers, and parents about the policy must take place annually. Therefore, St. Benedict Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

**Weapons Policy**

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 wellbeing 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:

*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 may be expelled or suspended by determination of the principal of the school where the violation occurs. 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.

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

## Technology Acceptable Use Policy

PURPOSE: Saint Benedict Catholic School ("SBCS") provides students with regulated access to SBCS network resources including the Internet. In addition, the undersigned student ("student") is being assigned and provided the use of a SBCS laptop computer (Chromebook) and/or access to Ipads as a means of promoting academic achievement and providing diverse opportunities during the educational experience. The Computer shall remain the property of the SBCS and Student's use thereof, regardless of location, is subject to strict compliance with this agreement. In addition to this agreement, the use of any SBCS technology resources, including the computer, shall be in accordance with Saint Benedict School's Policy and digital technology processes and procedures.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY: The student will strictly adhere to these guidelines each time the computer is used. Student shall not have any expectation of privacy as to the computer or any of its content. Files stored and information accessed, downloaded or transferred on the computer are not private and shall be subject to inspection by SBCS personnel.

1. Student shall make the computer available for inspection by SBCS personnel immediately upon request. All content, regardless of source, stored on the computer shall be subject to inspection.
2. Student shall use appropriate language in all communications on the computer. Student shall avoid profanity, obscenity and offensive or inflammatory communications on the Computer. Harassment or any form of cyber bullying is prohibited.
3. Student shall report any personal attacks and/or threats on/against anyone made on or which are made while using district owned technology. Reporting shall be made to responsible school personnel.
4. In using the computer, the student shall follow the best practices and shall conduct himself/herself in a responsible, ethical and polite manner.
5. Student shall never reveal identifying information, files or communications to others through email or post to the Internet.
6. Student shall not attempt to access networks or other technologies beyond the point of access authorized by SBCS. This includes attempts to use another person's account and/or password. Student shall not share passwords or attempt to discover passwords assigned to any other person the student shall not download and/or install any programs, files, or games from the Internet or other sources onto the computer. This includes the intentional introduction of computer viruses and other malicious software.
7. Student shall not tamper with the computer's hardware or software nor mark, deface or attach anything to the computer. Student shall not remove or deface any identification information attached to the computer by SBCS.

8. Student shall not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.

9. Student's use of the computer during the instructional day shall be limited to school-related purposes. Any other use during the instructional day shall be prohibited.

10. Student acknowledges that all Internet usage, regardless of location, is routed through the SBCS server. Therefore, SBCS will have the ability to monitor Internet content accessed by the student. Student shall not, at any time, use the computer to locate or attempt to locate materials that are unacceptable in a school setting. This prohibition includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials

11. The student shall back up data and other important files regularly. Students are ultimately responsible for backing up all files on their own assigned storage media.

## **Drug Statement**

It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

## **Social Media**

Any posts and/or pictures that reflect St. Benedict Catholic School in a negative or defamatory way will not be tolerated.

## **Right to Search**

The school reserves the right to search anything brought onto school property, including confiscated cell phones, due to concern regarding questionable behavior/actions.

**St. Benedict  
Catholic School  
Forms**

**BY SIGNING BELOW YOU ARE OPTING TO WITHHOLD THE FOLLOWING:**

**Consent to withhold release of Directory Information:  
Elementary School**

All Parents and/or Guardians:

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and as amended, you have the right to withhold the release of any or all of the information listed below. These items listed below may be released for any purpose with your consent at the discretion of Saint Benedict Catholic School.

If you choose to have withheld any of the following information, a copy of this document must be on file.

If this form is not received in the Saint Benedict Catholic School office by Sept 15, it will be assumed that the information may be released for the remainder of the current school year. A new form for non-release must be completed each year.

Photographs/video of student for the purpose of *publicity materials*  
*Statistical data* of officially recognized activities  
Sports, awards, scholarships and other *honors released to the media*.

Parent's Name: \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Saint Benedict Catholic School Handbook Agreement

Recognizing the responsibility of parents as the primary educator of their children and acknowledging the importance of teaching Christian values by word and example, we the undersigned agree:

**To strive** to maintain a Catholic/Christian atmosphere in our home and to cooperate actively with Saint Benedict Catholic School in maintaining a Christian school community which teaches and reinforces Catholic/Christian values and habits to include: showing respect to everyone, using appropriate/proper language, asking for and receiving forgiveness, being honest, refraining from gossip, and practicing good manners at all times.

**To work** closely with teachers and counselors to derive maximum benefit from our association with Saint Benedict Catholic School.

**To read** and abide by the philosophy, policies and regulations of Saint Benedict Catholic School as outlined in the current handbook and communications to parents.

**To meet** our financial and service responsibilities to the school community in a prompt and fair manner and to participate in the activities and events listed for Family Service Hours.

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

BY MY SIGNATURE BELOW, I AGREE TO SEND ANY AND ALL DISPUTES RELATING TO THIS AGREEMENT, TO BINDING ARBITRATION. I ALSO HEREBY WAIVE MY RIGHT TO A JURY TRIAL IF A DISPUTE ARISES IN ANY WAY RELATING TO THIS AGREEMENT.

Family Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signatures: \_\_\_\_\_

Student Signatures (each student must sign):

\_\_\_\_\_  
\_\_\_\_\_

**Saint Benedict Catholic School**  
**Administration of Prescription Medication**

Student: \_\_\_\_\_

Prescription Medication and dosage: \_\_\_\_\_

\_\_\_\_\_

Time to be given: \_\_\_\_\_

Method of administration: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Special instructions: \_\_\_\_\_

I give permission for my child named above to be administered the above medication by school personnel as designated by the school. I release the Archdiocese of Mobile, Saint Benedict Catholic School and the school personnel from any liability associated with the administration of this medication.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_