

# **St. Benedict Catholic School**

## **Parent/Student Handbook**

### **2023- 2024**



**Inspiring young lives to pray, serve, lead, and succeed.**

12786 Illinois St  
Elberta, AL 36530  
School: 251-986-8143  
[www.saintbenedict.net](http://www.saintbenedict.net)  
Dr. Kathy McCool, Principal

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**saint benedict**  
CATHOLIC SCHOOL

***Dear St. Benedict School Family,***

I count it a blessing to be your principal. You are the reason I keep smiling and feeling young at heart.

We have an incredible school here at St. Benedict! As 2023 rolled in, we were able to further grow and strengthen our bonds, celebrate each other's smiles and slowly resume activities and events together. As Mother Teresa once said, "Be thankful for the small things; it is in them that your strength lies." Her words ring true as we reflect on our gratitude for being able to gather together as God's children within our precious St. Benedict community.

Visitors to our campus often share that from the moment they enter, they feel the presence of God and see the beautiful fruits of His works alive in our students, families, faculty, and staff. I am certain that it is His will that brings us together to continue St. Benedict's noble mission of inspiring young lives to pray, serve, lead, and succeed for generations to come. Thank you for your dedication, support, and faithfulness to St. Benedict. Together, we can continue to make a difference.

***God Bless,***

***Kathy McCool, Ph.D.***

**Principal, St. Benedict Catholic School**

[KMcCool@SaintBenedict.net](mailto:KMcCool@SaintBenedict.net)



*enriching lives since 1921*

12786 Illinois Street • Elberta, Alabama 36530 • SaintBenedict.net • 251.986.8143

## **GENERAL INFORMATION**

### **History**

St. Benedict School opened its doors in Elberta, Alabama on September 6, 1921. St. Benedict has continuously inspired young lives to pray, serve, lead and succeed for 100 years. The school was founded by Father Thomas Stemmler, O.S.B., pastor of St. Bartholomew Parish and Benedictine monk from St. Bernard Abbey in Cullman. Father Stemmler invited three Benedictine Sisters from the Sacred Heart Convent to serve as its first educators. The sisters opened "St. Benedict Academy " in a two-story building which served as both school and convent. Sixty children attended that first year in 1st – 8th grade, learning reading, math, religion and German. School was dismissed in early May to allow the children to work the farms. Sister Assumpta Tomerlin, Sister Johanna Daly and Mother Ottilla Haas were the first educators at St. Benedict School from 1921 to 1924. Those first years were hard, almost primitive. There was no running water, electricity or gas. Sometimes there was a shortage of food. Students helped with chores around the school. During the 1930s, St. Benedict began to accept boarders who stayed in the second floor of the school building during the week and returned home on weekends. There was an 11-horse stable at St. Benedict School to house horses and mules used by the commuting students. Often the children had to work on their family farm milking cows and feeding animals before coming to school in the mornings. The current cafeteria was built in 1952 to add two classrooms, each serving two grades. With improved roads and the purchase of buses in 1953, the school ceased boarding students and became solely a day school. St. Benedict was officially described as an "inter-parochial school." In 1958, the original school building was torn down to make way for the current school building which was dedicated in 1959. In 1958, the frame structure was replaced by a brick building, and a new convent for the sisters was also built. These same structures serve the needs of St. Benedict School students today. The Benedictines completed their mission at St. Benedict School in 1992. Sister M. Cecilia MacDermott, O.S.B., was the last Benedictine principal at the school. The school remains under the guidance and direction of the Archdiocese of Mobile but will be forever influenced by its proud heritage. St. Benedict School is now led by Dr. Kathleen McCool, who took over as principal in 2018 and whose own son previously attended St. Benedict. Dr. McCool is an esteemed educator in the Baldwin County School District with over 26 years of experience. The faculty and staff are thrilled to be leading St. Benedict into its 100th year of operation, celebrating its Centennial during the 2020 – 2021 school year. St. Benedict has continuously grown and changed over the years, getting better and better. Most recently, the school has added pre-kindergarten programs for 3- and 4-year-olds, a computer lab, bus service from six parishes and a gymnasium. One thing has remained the same throughout the last 100 years: its commitment to provide a quality education and instill Christian values in all who walk through its doors.

### **Accreditation**

Saint Benedict Catholic School is accredited by the Southern Association of Colleges and Schools (SAC-Advance Ed) and meets all the requirements of the Archdiocesan Department of Catholic Education.

### **Archdiocese of Mobile Philosophy**

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 research-based 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.

## **Mission**

Inspiring young lives to pray, serve, lead, and succeed.

## **Vision**

A caring and engaging Catholic-Christian school in the Benedictine tradition, building a community of inquisitive minds, faithful souls, and giving hearts.

## **Saint Benedict Catholic School at a glance**

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 composed 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, classroom libraries, Science Technology Engineering Math Lab (STEM), Elementary and Early childhood playground.

## **ADMISSION**

### **Admittance**

*Saint Benedict Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. Saint Benedict Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.*

### **In-school Registration**

Pre-Registration for current families enrolled in St. Benedict Catholic School will be in January. **A student will be automatically registered for the upcoming school year, unless notified otherwise by April 1st.** If your child/ren is/are currently enrolled, their names will be added to the June class list only if all academic requirements, behavioral standards, and financial obligations have been met. The yearly registration/supply fee must be paid by May 1st of the current school year to guarantee a place on the roll.

### **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 the necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

### **Confidentiality of Records**

St. Benedict Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding the confidentiality and access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts must make a 2 school-day request to the School Office. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## Office Records

Parents/Guardians are requested to update their information using the PlusPortals system and 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. Full payment or continuation of FACTSTuition Agreement must be remitted by July 31st of the withdrawn school year.

## New Student Registration

New student registration will begin the last week of January during Catholic Schools Week. Students will be admitted to St. Benedict Catholic School if they meet the following criteria:

- The school is suited to his/her needs.
- There is a vacancy in the grade in which the student will be enrolled.
- The conditions for admission to the school set both by the school and the state have been met.
  - Age Requirements
  - K-4 Child must be four on or before September 10
  - K-5 Child must be five on or before September 10
  - 1<sup>st</sup> Grade Child must be six on or before September 10

Your child will be considered for admission to St. Benedict Catholic School after the following registration procedures have been completed. **Students may not attend the first day of school without this documentation.**

- Completed and returned registration packet.
- Copy of most recent report card and copies of any previous testing is received.
- Original birth certificate with state seal, State of Alabama Immunization form, Baptismal certificate (if Catholic academic records are evaluated and consultation with the student's principal of the previous school by the principal of St. Benedict Catholic School has occurred.)
- Social Security Card/Number of child
- Interview with you and your child by the school principal is completed.
- Follow-up interview is held if deemed necessary.
- Payment of all fees.

**Any attempt to withhold information or to give false information may result in a request to remove your child/ren from the St. Benedict Catholic School rolls.**

## Financial Obligations

In placing your child in this school, you as parent or guardian take on the responsibility of paying tuition. Neglecting or running late with tuition payments interrupts the child's learning process. **If you fall behind more than 20 days, your child will not be allowed to attend until tuition has been caught up. Please take this responsibility seriously. The registration/supply fee and monthly tuition must be paid prior to the students first day of school.**

## Other Finance Policies

Statement of accounts will be emailed monthly. If tuition **is more than 20 days behind**, the student will **NOT** be permitted to attend school until the financial obligations are met and/or arrangements are made with the finance office.

- A late fee of **\$25.00** will be charged each month for payments after the 10<sup>th</sup> of each month.
- All payments received are applied first to the oldest outstanding item, including any prior year balance!
- Tuition is non-refundable should a family withdraw or be asked to withdraw before the end of a month in which the child is in attendance.
- Transcripts, report cards and diplomas will not be issued until all financial obligations are settled for the current year including library books and fines, and After School Care. Students may be denied participation in sports, field trips and other school related activities if tuition is in arrears.

- Registration **will not be accepted for next school year** until all debts owed to this or any other Catholic School has been cleared. If tuition becomes delinquent after early registration the child(ren) will be considered conditional until all debts have been cleared from the previous year.

### Payment Policy & Tuition/Fees

“Continuous Enrollment,” which means enroll once and your student is enrolled until they complete eighth grade or until you let us know differently. No more re-enrolling and filling out paperwork every year. Do it once and you're done. It's that simple!

Here's a checklist of what we do need to secure your child's spot for the upcoming school year:

- **Up to date** State of Alabama **Immunization Certificate** (on file in office)
- **Confirm your FACTS** payment information for the new school year, if applicable
- **Pay registration fees** by March 1st (if paying by cash, check, or credit) or pay in three monthly installments through FACTS online tuition management program (invoiced on February 15th, March 15th & April 15th (through your FACTS incidental billing option)
  - Registration fees are \$450 per student and encompass all supplies, textbooks, technology, administrative and the Office of Catholic Schools' annual pupil tax & accreditation. They are non-refundable.

The annual tuition rate for the upcoming school year is as follows:

- Kindergarten to 8th grade (Active Catholic\* Rate: \$4400 / Standard Rate: \$5400)
  - A 25% tuition discount for each additional sibling (K - 8th grade) will be given.
  - In order to receive the *Active Catholic* rate we must have a *Contributing Catholic Agreement* card on file indicating that you are a registered parishioner in one of our contributing parishes (see office or website for form, if needed).
- Pre K3 and Pre K4 (Rate Per Student: \$4800)

There is a budgeted amount for financial tuition assistance available each school year for eligible families with students in Kindergarten through 8th grade. First consideration will go to current families (that have all debts paid in full). All students must be in good standing, maintain good attendance, and have passing grades in all subjects. We strongly encourage all interested families to apply early. No financial aid will be awarded after June 1st. The application process (see below) will be open February 1st through April 28th:

- Remit registration fees for the upcoming school year (\$450)
- Complete the FACTS Aid online application process ([www.smartaidforparents.com/#/login](http://www.smartaidforparents.com/#/login) - link on school website, too)
  - FACTS requires a copy of your 2022 tax return
  - We are happy to help! Computers & SBCS assistance are available by appointment
- Complete the Pastoral/Principal Financial Aid Form (can be found on school website)

You will be notified of your tuition assistance status, once the committee has processed & finalized all applications. Recipients must sign & return their acceptance letter to confirm. Additional assistance is available through the Kremer Foundation Grant (see school website for application).

Please contact Jill Rivera at [jrivera@saintbenedict.net](mailto:jrivera@saintbenedict.net) with any questions regarding payment information or to schedule an appointment for tuition application assistance. *\*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). A blue card must be picked up at the SBCS office and signed by the pastor as verification of membership at Parishes.*



## Extended Day Program

We are pleased to offer an Extended Day Program.

St. Benedict School will provide a safe, caring, and fun environment for students from the close of school until 5:30 PM. The program will serve children in grades preschool through eighth, and allots time for homework, snack, and recreation. **When school is in session for half-day, there will be no Extended Day. Any student not picked up from school by 3:15 pm will be sent to Extended Day and will be charged a drop in fee. This fee is paid the day of service.**

- Your child will report to the Extended Day staff in the lunchroom immediately following the 3:00 bell.
- He/she will check in when they arrive and you must sign your child out when you pick up your child.
- Your child may not be signed out by anyone who is not on the pick up form.
- If you wish anyone else to pick up your child, written permission must be given.
- Your child may not leave the premises without a written note from you. This pertains to dance, sports etc.
- You may sign up for this service after school begins.
- A snack is provided daily.
- Extended Day fees may be added to FACTS as incidental fees.

| Fee            | Amount                       | Number of Children               |
|----------------|------------------------------|----------------------------------|
| Registration   | \$35.00 one per year         | Per family                       |
| Full-time Fee  | \$65.00 a week               | First child                      |
|                | \$110.00 a week              | Two children                     |
|                | \$140.00 a week              | Three children                   |
| Drop in Fee *  | \$15.00                      | Registration first day per child |
|                | 15.00                        | First child                      |
|                | \$25.00                      | Second child                     |
|                | \$35.00                      | Third child                      |
| Late Pick up** | \$1.00 per minute after 5:30 |                                  |

- **\*Drop in fees must be paid the day of service (students not picked up after 3:15 pm will be sent to Extended Day and drop in fees will apply)**
- **\*\*Late fees must be paid that day**

**Chronic late fees may result in your child being removed from the program and the fees will be added into your tuition by the finance office.**

## **ADMINISTRATION**

St. Benedict Catholic School is a ministry of 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.

### **Pastor**

Father Zogby, the pastoral representative, is the spiritual leader of the school community. The pastoral representative shares in the work of the Archbishop of Mobile. As a delegate of the Archbishop, the pastor is the administrative head of the school.

### **School Principal**

The principal, Dr. Kathy McCool is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to creative learning. The principal is responsible for the day-to-day operation of the school, and is the person primarily responsible for administering policies enacted by St. Benedict Catholic School and the Office of Catholic Schools.

### **School Advisory Council (SAC)**

The SAC's primary functions are to assist the pastor and principal in developing policies for the school in conformity with the policies of the Archdiocese and laws of the State of Alabama, to assist in developing plans to acquire funding for the operation of the school, to assist in positive marketing and public relations for the school and assist with evaluating the effective performance of the school. Meetings are held on the third Wednesday of each month.

### **Parent Teacher Organization Committee (PTO)**

The PTO exists to provide a vehicle of communication between parents and teachers, and as a means to address questions, concerns, as well as bring fresh ideas for building school spirit and a sense of ownership among faculty, staff, students, and parents. This valuable organizational committee is part of the School Advisory Council.

### **Faculty and Staff**

St. Benedict Catholic School is proud to have a committed, faith filled, professional and dedicated faculty and staff. The faculty includes twelve classroom teachers, including a physical education teacher, a part-time resource teacher, a part-time art/theater teacher, a part-time STEM teacher and a part-time counselor. Faculty are licensed through the State Department of Education and work yearly on professional development to provide your student with the most current educational methods and technology.

## Faculty & Staff

Kathy McCool *Principal*     [kmccool@saintbenedict.net](mailto:kmccool@saintbenedict.net)

Rhonda Krehling *Secretary*     [rkrehling@saintbenedict.net](mailto:rkrehling@saintbenedict.net)

Jill Rivera *Bookkeeper*     [jrivera@saintbenedict.net](mailto:jrivera@saintbenedict.net)

Mary Beth Corcoran *Prek 3*     [mcorcoran@saintbenedict.net](mailto:mcorcoran@saintbenedict.net)

Pearl Conkel *Prek 3*     [pconkel@saintbenedict.net](mailto:pconkel@saintbenedict.net)

Shawn Niles *Prek 4*     [sniles@saintbenedict.net](mailto:sniles@saintbenedict.net)

Cindy Mann *Kindergarten*     [cmann@saintbenedict.net](mailto:cmann@saintbenedict.net)

Kim Welsh *1st grade*     [kwelsh@saintbenedict.net](mailto:kwelsh@saintbenedict.net)

Braunwyne Mulkerne *2nd Grade*     [bmulkerne@saintbenedict.net](mailto:bmulkerne@saintbenedict.net)

Cookie Krehling *3rd Grade*     [ckrehling@saintbenedict.net](mailto:ckrehling@saintbenedict.net)

Marri Tisdale *4th Grade*     [mtisdale@saintbenedict.net](mailto:mtisdale@saintbenedict.net)

Kathryn Loescher *5th Grade*     [kloescher@saintbenedict.net](mailto:kloescher@saintbenedict.net)

Susanne Roman *6th Grade*     [sroman@saintbenedict.net](mailto:sroman@saintbenedict.net)

Kim Frank *7th Grade*     [kfrank@saintbenedict.net](mailto:kfrank@saintbenedict.net)

Maria Conger *8th Grade*     [mconger@saintbenedict.net](mailto:mconger@saintbenedict.net)

Mick Keyes *PE*     [mkeyes@saintbenedict.net](mailto:mkeyes@saintbenedict.net)

Courtney Catalogna *Art Theater*     [ccatalogna@saintbenedict.net](mailto:ccatalogna@saintbenedict.net)

Donna Hemmert *Resource*     [dhemmert@saintbenedict.net](mailto:dhemmert@saintbenedict.net)

David Pooley *Algebra*     [dpooley@saintbenedict.net](mailto:dpooley@saintbenedict.net)

Greg Tucker *S.T.E.M.*     [gtucker@saintbenedict.net](mailto:gtucker@saintbenedict.net)

Phil Gazzo *Counselor*     [pgazzo@saintbenedict.net](mailto:pgazzo@saintbenedict.net)

Pam Willis *Cafeteria*     [pwillis@saintbenedict.net](mailto:pwillis@saintbenedict.net)

# STUDENT BEHAVIOR POLICY

Please reference the Student Behavior Policy on the SBCS website under “Parents.” This policy aims to provide a consistent approach to behavior management.

## ACADEMICS

### Archdiocesan Grading Guide

#### Kindergarten Academic and Skills

**Progress codes used:** C – Demonstrates consistently and independently  
S – Demonstrates sometimes with support  
N – Needs continued development  
Blank – Not assessed during marking period

Grades 1 and 2 are evaluated using an A, B, C, D, F scale for Reading, Writing and Math

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

**4,3,2,1** Scale is used for Religion, Social Studies and Science

4 - Performing above grade level independently  
3 – Performing at grade level  
2 – Performing at grade level with continued assistance  
1 – Performing below grade level

S,N are used for PE, Art, Music, Foreign Language, Computer S - Successful N – Needs improvement

Grades 3-8 are graded using an A, B, C, D, F, scale for all subjects except Art, Music, Computer, and Foreign Language

A 90-100 B 80-89 C 70-79 D 60-60 F 0-59

Semester Exams- Students in grades 6-8 take semester exams. Exam grades, which count as two test grades, are averaged into the second and fourth quarter grades.

Evaluating Conduct Code Grades 1-8 O Outstanding G Good I Inconsistent U Unsatisfactory

### 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. Parents can always reference student grades on the parent portal.**

### Honor Roll Requirements

- There is an “A” Honor Roll and an “A/B” Honor Roll.
- To qualify for the “A” Honor Roll a student must have all “A’s” and no “I”s and no “U”s on conduct
- To qualify for the “A/B” Honor Roll a student must have all “A’s/B’s”, no “I”s” and no “U”s on conduct.

## 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 have attained Physical Fitness Awards. It will be the responsibility of the parent or guardian to monitor your child's classroom progress. The teacher will be expected to notify the parent/guardian regarding the Student of Excellence award only.

## Curriculum

The Archdiocesan Catholic Schools follow the State of Alabama Course of Studies as a minimum foundation for its grade level academic skills. The Catholic faith is the foundation upon which every aspect of our curriculum is built. The teachings of Jesus are at the heart of our curriculum. It is our faith in Him that guides our efforts to meet the academic, physical, emotional and spiritual needs of our children while meeting and exceeding all requirements of the State of Alabama and the Office of Catholic Schools.

The academic program embodies the curriculum areas of Religion, Mathematics, Language Arts, Science, Social Studies and Fine Arts. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from a recommended list issued by the Archdiocese of Mobile.

## Homework

Homework is assigned to reinforce skills taught in the classroom, to check for understanding, to teach study habits and time management, and to develop critical thinking. It is impossible to set strict time limits on the amount of homework given because individual differences cause students to vary in ability. In general, a child should spend ten minutes a night for each year in school. For instance, a second grader can expect twenty minutes per night, a third grader thirty minutes, and so on, exclusive of preparation for tests and long-term activities such as reports or projects. If a child, working steadily, cannot complete the routinely assigned work in a reasonable amount of time, the teacher should be contacted. Since children are expected to complete all assignments, failure to do so may alter the student's grade. **Participation in sports and other activities should not interfere with homework or a child's performance in school. Your child's first responsibility is to be a student and to participate fully in all aspects of his/her school experiences.**

Types of homework assignments include, but are not limited to:

- ✓ Completing unfinished classroom assignments
- ✓ Additional practice to strengthen new skills introduced in class
- ✓ Researching long-term or short-term projects
- ✓ Extended classroom reading
- ✓ Study materials for a test
- ✓ Other assignments as specified by the teacher

**Assignments, except for homework, will be lowered one letter grade for each day the assignment is late.** After three days, the child will receive a zero. At the teacher's discretion assignments may be turned in after the third day. Teachers may require students to redo an assignment if it is not submitted in a satisfactory manner. Homework is to be done the night it is assigned unless the teacher gives prior permission for it not to be completed.

## Make-Up Work

Your child is responsible for obtaining make-up work from teachers upon returning to school after an absence. He/she will be allowed the same number of days as absent to make-up work. In the case of an unexcused absence, the faculty is not expected to make the same effort to help the student with make-up work as would be expected in cases of excused absences.

**Suspension from school is considered an unexcused absence.**

## Physical Education

The physical education program at St. Benedict Catholic School requires active participation from students in grade K-8. The pre K3 & pre K4 students will participate in the physical education program as well. The program is based on the State Department of Education Course of Study. The program is designed to meet the safety, health, physical and recreational needs of the students while

fostering a Christian attitude toward good sportsmanship. All students must participate and dress out (*grades 3-8*) in Physical Education unless prohibited by a doctor. A doctor's written recommendation is required and must be on file at school. A parent's written request may excuse a student from P.E. for a short period of time (2 days maximum). Students who are out of P.E. for an extended amount of time may be given alternate assignments for assessment.

## Promotion/Retention

In decisions to "Promote or Retain" a student, the following factors must be considered:

1. Current report card grades
  - Retention in Grades 1 and 2: A yearly average of "F" in two core academics (Reading, Writing or Math)
  - Retention in Grades 3-8: A yearly average of "F" in two core academic areas (Religion, English, Reading, Math, Social Studies and Science)
2. Past academic records, previous grade retention, standardized test scores.
3. Age, emotional development and social skills of student.
4. Present grade placement
5. Present family history: divorce, death, siblings, etc. and parent support
6. Regular attendance
7. Approval of the principal

The possibility of retention will be discussed at the end of the recording period (2<sup>nd</sup> through 4<sup>th</sup> quarter).

## Rediker

Rediker is an online program for you to keep up with your child's academics and behavior. It is recommended that you check your child's online grade status at least one time per week. Directions will be provided in August.

## Religious Activities

As a St. Benedict student, your child is expected to participate in each activity that is a part of our school life. We assume that your child's registration in a Catholic school indicates you wish him/her to attain the fullness of a good Christian life. Your child will receive daily instruction in the Faith. Our students prepare for the Sacraments of Reconciliation and First Eucharist in second grade. Our school community celebrates Mass together on a weekly basis. The Sacrament of Reconciliation in the form of a penance service is planned during the seasons of Advent and Lent. During the months of October and May the rosary is said weekly. During Lent students participate in Stations of the Cross each Wednesday. It is our wish to create a Catholic environment where Christian values are practiced.

See the Google calendar for dates and times of planned religious and other SBCS events. Link at [saintbenedict.net](http://saintbenedict.net), under About, School Calendar.

## Student Evaluation

Progress reports are given mid-quarter and report cards are issued quarterly. At the end of the first and second quarter you are required to attend a parent/teacher/student conference to pick up your child's report card. This enables you and the teacher to share the accomplishments and concerns about your child's progress. **At the end of the second quarter parents are notified if a student is in jeopardy of failure of grade level.**

## Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation at the discretion of the principal. This could affect participation in clubs and/or sports in grades 3-8.

## **Teacher Accessibility/Communication**

If you need to see a teacher, please call the school for an appointment or contact your child's teacher by email. Each teacher has an email available for parent communication. The teacher will respond and set up an appointment at the earliest possible time. Teachers are **NOT** available to meet or communicate during class time. Parents may **NOT** go to the classrooms without permission from the school office.

In order to respect our teachers' and their time with their families, teachers will not respond to parent communications before 6:30 am, after 7:00 pm; however, teachers will make every effort to respond to emails/phone calls from parents within 24 hours of receiving.

## **Testing For Special Needs**

Some students may have special needs while attending our school. St. Benedict Catholic School personnel may request a parent to have a student tested for a special need. **If this concern is ignored, St. Benedict Catholic School has the responsibility to notify the parent that the child can no longer be served at our school.**

## **Title I Teachers**

St. Benedict Title I Resource Teachers are paid by federal funds and may work only with those students who meet specific requirements including academic and psychometric testing. Students will be pre and post tested. The teachers work closely with the classroom teachers. We have one part-time resource teacher for Grades K-8.

## **Tutoring-after school**

If your child is tutored after school by a St. Benedict teacher, on our campus, the tutoring payment must be paid through the school's financial department and given to the bookkeeper, not directly to the teacher.

## **Title Funding for Student Support**

Federal free and reduced lunch forms are sent home at the end of each school 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 in the upcoming school year to provide for students' support such as our resource teacher, learning materials, and teacher training.**

## **Written Recommendations**

Neither administration nor faculty will provide letters of recommendation for students, except in limited cases of college admissions, or for application to enrichment or extra-curricular programs.

# **Technology Policies and Procedures**

## ***Acceptable Use Policy and Student Email Policy***

### **Acceptance of the Technology Policies**

Parents and students indicate their acceptance of these policies by signing the Handbook Acceptance letter. The signatures indicate that all parties have read and understand the policies regarding technology and student emails set forth by St. Benedict Catholic School. Failure to sign the policy will result in loss of privileges.

### **Consequences for Violation of Technology Policies**

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.

Note: Revoked privileges may have academic consequences if assignments require the use of school technology.

### **Privacy**

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or

the creation of information within technology tools that fall under the purview of St. Benedict Catholic School technology devices. St. Benedict Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

St. Benedict School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

- Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to St. Benedict Catholic School.
- The *Acceptable Use Policy* also applies to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (Google Apps for Education); Student Information Systems such as Rediker Parent Plus Portals (Parent/Student Gradebook Access); online-based educational tools such as Moodle; anti-plagiarism software (Turnitin.com)

### ***Internet Use***

- All use of the Internet will be guided by the Mission and Philosophy of St. Benedict Catholic School. All activities will be in accordance with the Christian principles supported in that statement in this Handbook.
- Access to the Internet will be allowed as part of classroom instruction and for research assigned by classroom teachers.
- An adult supervisor must be present whenever a student uses the Internet. Although precautions will be taken to restrict access to controversial material, your child may inadvertently receive inappropriate material. In this event, he/she must immediately inform the teacher.
- If your child is found using the Internet in an inappropriate or illegal fashion he/she will be subject to loss of computer privileges, suspension, expulsion and/or legal action. The principal will deem what is inappropriate use. The principal along with the pastor will determine the type of punishment and notify the parent.

## **IN CASE OF DISTANCE LEARNING**

### **Addendum to the Policy for Electronic Communication with Minors for Distance Learning**

Catholic School teachers, faculty and staff will follow the Archdiocese of Mobile' Children and Adolescent Protection Program (CAPP) when interacting with students during any distance learning session. The Archdiocese's Electronic Communication with Minors will also be followed. In addition, the following guidelines are added for distance learning options.

- During the closure of schools, faculty and staff are still prohibited from meeting students in their homes or meeting with students in private places such as restaurants, etc.
- Communication portals, platforms, etc. for communicating with students must be approved by the principal while also following the Communication Policy.
- When using Zoom, Google Classroom, or similar online learning platforms, the link to each live classroom session must be shared with a school administrator, principal, assistant principal, department chair or other designated staff member named by the principal. When possible, another member of the school staff should attend live sessions. Taping of sessions should be used, when possible. Parents are to be informed that their child may be part of a recorded session.
- Chats can only take place between the instructor/moderator and all the students so that all those attending the session can view the chat dialogue.
- One-on-one on-line tutoring, school counselor sessions, or resource teacher instruction sessions need to take place through the school's approved communication platform. The link to each live session must be shared with a school administrator, principal, assistant principal, department chair or other designated school staff member.
- One-on-one on-line sessions must be arranged with the parent. Ideally the parent should be contacted at the beginning and at the end of the session. The parent must be in the home at the time of the on-line session.
- Teachers and students alike should be dressed appropriately and modestly for any virtual learning session.
- Mandatory reporting rules for sexual abuse, physical abuse, emotional abuse or neglect remain in effect.



## School Email Accounts Issued to Students

SBCS provides student email accounts (SaintBenedict.net) to students in PreK - 8th for educational purposes. These student accounts issued by SBCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student SBCS email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at SBCS. These student accounts grant access to a variety of school-sponsored resources such as those provided through the school's subscription to Google Education. As a school provided resource, student email accounts are treated legally as lockers and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's AUPs. The school may, at its discretion, filter, access and monitor technology resources and usages of such resources. Further school expectations and policies will be covered by the Student Email AUP signed by the students and parents on the issuance of a school student email account.

## Cell Phone Policy

Students may **NOT** carry cell phones on their person on campus. If you choose to send a cell phone to school with your child it should be dropped off with the child's homeroom teacher, labeled, and claimed from the teacher at the end of the school day. It is ***strongly encouraged*** to leave cell phones at home. In case of emergencies the student will be allowed to use the office phone. **However, if the student does NOT turn in the phone on his/her own, the phone will be confiscated, labeled, and kept in the school office until claimed by a parent. Should a second occasion or subsequent occasions occur; a \$10.00 fee will be required before it is returned.**

**If your child is found making a call, texting, receiving or sending text messages or photos during the day regardless who is contacting the student, discipline actions may take place in addition to phone confiscation. The school reserves the right to search cell phones that are confiscated due to concern regarding action or behavior. Parents should not contact their students via cell phone during the school day.**

## School Phone

- Students are rarely called to the phone. Emergency messages may be left in the office and will be given to the student at a class break.
- If your child is ill, the secretary or the principal will call the parent/guardian.
- All arrangements for after school activities should be made before coming to school.

## Electronic Devices

Smart watches and other non-school electronic devices are not to be worn or used during the school day. It is advised that these devices be left at home. If an electronic device of any kind is brought to school, it must remain turned off and inside the child's backpack. St. Benedict is not responsible for lost, stolen or damaged electronic devices that are brought on campus.

Recording of interactions in the classroom without permission of the principal or teacher is not allowed.

## ATTENDANCE

### Arrival/Dismissal

- ✓ School hours are from 7:55 a.m. to 2:55 p.m. **Student supervision is NOT available prior to 7:30 a.m.**

Dismissal time is 2:55 p.m. You are asked to pick up your child promptly. If your child has not been picked up by 3:15 p.m. they will be sent to extended day and drop in fees will apply. We respect your time as well as our teachers' so please be prompt. Please make sure your child knows who will be picking them up in the afternoon to avoid needless telephone calls from the office. Parents will be provided two visor name plates the first week of school for efficient and safe student pickup. (Additional name plates may be purchased in the office for \$5.00) Please do not park in the car line and leave your vehicle. We know that everyone wants to exit quickly so if you do not have your child please step out of the car and notify a faculty member with a walkie talkie so they can call your child's name again. **PLEASE WATCH FOR YOUR CHILD AND WAVE TO THEM THE FIRST FEW WEEKS OF SCHOOL UNTIL THEY ARE IN A ROUTINE OF LOOKING FOR YOU AND YOUR VEHICLE. THIS WILL HELP SPEED UP THE PROCESS THE FIRST FEW WEEKS OF SCHOOL.**

Attendance Guidelines for grades K through 8 per Archdioceses of Mobile Office of Catholic Schools states for an absence to be excused, the parent/guardian of the student must send a **written note** with the student within two days of the return to school. Students must be present for one-half of the school day (11:30) to be counted as a day on roll. Early dismissals are discouraged.

## Absences

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.** Email Dr. McCool at [kmccool@saintbenedict.net](mailto:kmccool@saintbenedict.net) for prior approval.

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.

**Students who are absent or suspended are not allowed to participate that day(s) in extracurricular school events.**

## Early Dismissal/Tardies

If your child needs to leave school for an early dismissal due to appointments that cannot be set up at a time outside of school hours, we ask that a note be written ahead of time to the teacher. This will allow your child to be ready when you arrive. Your child needs to be signed out at the secretary's office in order to leave. This is to be done by you or your designee. **Frequent early dismissals are strongly discouraged. Please do not check your child out of school after 2:30 p.m.**

- The school day begins at **7:55 AM.**
- If your child arrives after the **7:55** bell he/she is considered tardy. **After 7:55 a.m. (tardy) parents or a designated adult must accompany the student to the school office.** Students will not be allowed in class if a parent/guardian does not accompany them. The parent is required to sign the student in and then the student will be given a tardy slip and allowed to enter his/her homeroom.
- **Repeated tardiness may result in disciplinary action.**
- For the safety of the school environment the schoolyard gates are closed at 8:00 AM. **If your child arrives after 7:55 or later, you are to park, and walk in with your child to the front entrance and sign him/her in at the secretary's office. PLEASE DO NOT ALLOW STUDENTS TO WALK TO THE FRONT ENTRANCE ALONE.**
- **Every 10 tardy/early dismissals, will convert to one absence.**

- Tardies that exceed 10 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.
- Please do not check your child out of school after 2:30 p.m.

## Weather Information

In the event of bad weather, we will send out an alert message to all families via Rediker. Also, tune into your local radio and television stations for information regarding the closing or opening of school. Look and listen for “CATHOLIC SCHOOLS IN BALDWIN COUNTY.”

## Medical Policies & Procedures

### Illness:

- Please, do not send your child to school if he/she is sick in the morning.
- The child has a temperature of over 100.4 degrees. He/she should not return until he/she has been fever free for 48 hrs.
- The child has vomited two or more times in the previous 24 hours.
- The child has diarrhea or other intestinal distress.
- The child has excessive coughing, sneezing, or nasal drainage.
- The child has any communicable diseases such as strep, pink eye, lice, chickenpox, etc. The student must stay at home and receive medical treatment.
- When a student is ill, please inform your child’s homeroom teacher and call the office at 251-986-8143 by 8:30 a.m. to inform the school that the student will not be attending due to illness. **It will still be necessary for you to send a written excuse when your child returns to school or it will be documented as unexcused.**
- If your child is ill and you wish to receive schoolwork for them, call and make the request early in the morning to give the teacher time to gather the items. **Items may be picked up at the front office between 3:00-3:30 p.m. Not during the school day.**

### Immunizations

All students enrolled in the Archdiocese of Mobile’s PreK – 12 Catholic schools, daycare centers and Mother’s Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.

### Medication

**All medication will be kept in the office.**

- Students are **not allowed** to have medication in their possession. Medicine to be taken at school must be delivered to the office by a parent or guardian. **Please do not send medication with students.**
- Parents or guardians who request the office to dispense medication to their children must fill out an authorization form. This must be renewed each year.
- If the medication order is changed during the school year, for example, a change in dosage is ordered, the parent/guardian must complete an additional authorization form.
- Medication must be sent in the original prescription bottle. Some over-the-counter medications may be kept in the office., i.e. Advil, Tylenol, only if accompanied by a doctor’s prescription with directions for administration, and only in the sealed bottle. **The reason for administration, for example, headache, ankle pain, must be on the prescription.**
- Students are allowed to have cough drops or Chapstick in their possession, provided it does not disturb the classroom routine.
- The parent or guardian must pick up any medication at the end of the school year. **Medication not picked up at that time will be destroyed during the first week of June.**
- SBCS is not responsible for any problems arising from dispensing medication at a parent’s/doctor’s request.

### Other Medical Issues

- If a student requires crutches, a doctor’s note specifying necessary accommodations and the duration of these accommodations is required.

## **Health Services**

Should a student become ill or have an accident during the school day, a call will be made to the parent immediately to inform them of the condition. A mutual decision will be made on how best to address the needs of the child. In an emergency situation the parent and 911 will be called. The Emergency Information Form previously completed by the parent will be used as a guideline for the paramedics. A copy of this form will be transported with the student to the Emergency Room at the closest hospital.

## **Required Reporting of Abuse or Neglect**

If your child reports to anyone in authority, or we see signs that he/she has been abused and or neglected, we are required by law to report directly to the authorities. We do not have an option in this regard.

## **PARENTAL ROLE**

### **Parents Role, Rights and Responsibilities**

#### **A. PARENTS HAVE THE GOD-GIVEN RIGHT TO EDUCATE THEIR CHILDREN:**

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure. For it revolves on the parents to create a family atmosphere so animated with love and reverence for God and man that a well-rounded personal and social development will be fostered among the children.”

#### **B. CATHOLIC PARENTS SHOULD SUPPORT AND COOPERATE WITH CATHOLIC SCHOOLS WHEREVER AND WHENEVER POSSIBLE:**

- o Parents should weigh seriously their obligation to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgements of authority are essential for Christian citizenship.
- o Parents should train their children to incorporate worship through family prayer, family participation in the Eucharistic celebration of the parish, and reception of the sacraments.

#### **C. THE SCHOOL HAS THE RIGHT TO EXPECT THAT ALL PARENTS WILL:**

- o Send their child to school physically fit by taking care that he/she has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- o Assist the child in his/her academic development by cooperating with the school’s scholastic program, by participating in parent-teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.

## **Parent Cooperation**

It is an expectation of enrollment in St. Benedict Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. **It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).**

**These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (after school care, athletics, field trips, etc.) The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.**

Working as a team, supportive parents and dedicated teachers can provide a strong, spiritual and educational program which will lead to success in the school program and in life.

## **Parent Communication**

Communication between the home and school is **vital**. Conferences are encouraged as a means of helping a child to do his/her best. Your child's academic growth is of the utmost importance to St. Benedict Catholic School.

1. Parents wishing to contact a child's teacher may use the following options:
  - Use the Rediker account furnished by the school office at the beginning of the year.
  - Call the School Office. Ask for an appointment with a specific teacher giving some suggested times and dates. The teacher will be notified to contact the parent.
  - Write a note or email to the specific teacher asking for an appointment giving some suggested times and dates. The teacher will respond accordingly.
  - Use Remind 101 with information furnished by the teacher.
2. The Raven Report, our bimonthly newsletter, will be published electronically at the beginning and middle of each month. Additional communication is sent through Rediker, Remind 101 and Facebook to provide better communication between home and school.
3. Teachers will post grades and important information on PlusPortals. All families are strongly encouraged to use Plus Portal's to monitor grades and attendance.
4. Parents must submit email addresses (Dad, Mom, Step-Parents, etc.) to the office to receive communications.

## **Parent-Teacher Conferences**

A schedule of parent/teacher conferences will be arranged twice annually, October & January. It is expected that teachers communicate with parents/guardians as often as necessary during the year. Parents **may not** conference with teachers when he/she is responsible for a class or on duty. Teachers are available to conference with the parents/guardians **by appointment only**. Parents are to call for an appointment and may conference with a teacher before or after school or when the teacher has a planning period and is not responsible for students.

## **Parent Volunteers**

Parents are expected to take an active role at St. Benedict Catholic School. Your help is invaluable to the classroom teacher and to the success of school programs. The Office of Protection for Minors and Adults within the Archdiocese of Mobile requires all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescents Protection Program (CAPP) training and the annual on-line retraining thereafter. ALL volunteers, room mothers, coaches, and parents who wish to accompany classes on field trips must be trained in this policy. Classes are offered at the school at the beginning of the school year. **There are NO exceptions to this rule.**

## **Service Hour Guidelines**

The Service Hour Requirement for SBCS Families is 20 hours per year. Five (5) hours must be related to the German Fest in April, and (15) hours to other interests of your choice (ex. Drawdown, Annual Fund, coaching, committee member, teacher helper, room parent, etc.). Families will be billed \$25.00 an hour for each unworked hour. With a maximum of \$500.00 (20 hrs. X \$25.00) Also,

families are required to sell 2 Draw Down tickets (2 x \$50.00 = \$100.00) and 1 German Festival raffle ticket (1 x \$100.00 = \$100.00). Families will be billed for unsold tickets.

**We are not asking you to purchase tickets but sell tickets to family & friends.** Volunteering is always encouraged and welcomed. Protection of Minors & Adults training/certification must be up to date, to participate in service hour requirements.

**Opportunities for Parent Participation may include: this is active participation in helping with an activity or event**

**Parish Fish Frys**

**Field Trips**

**German Festival**

**Trunk or Treat**

**Special Class Readers**

**Annual Fund Drive @six regional Parishes**

**Draw Down**

**Turkey Bowl**

**Foley Mardi Gra Parade**

**Coaching athletic programs**

**Teacher Appreciation Week**

**Campus Work Days**

**PTO Meetings**

### **Rights of Non-Custodial Parents**

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights.

Upon request, parents shall furnish to the administrator a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third-party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities. Official documentation must be provided to the Principal. This includes, but is not limited to, information involving restrictions on who can pick up/drop off the child and visit during the school day. **The school will not be held responsible for failing to honor arrangements that have not been made known.**

### **Transfer On Grounds of Parental Behavior**

Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend or require transfer for these reasons:

- A parent has been persistent and overtly uncooperative with school staff.
- A parent has regularly failed or refused to comply with school policies and regulations.
- A parent has caused school personnel undue aggravation, annoyance, or distress.
- A parent has interfered in matters of school administration or discipline to the detriment of the school's ability to serve the needs of the student.

## **ADDITIONAL SCHOOL POLICIES AND PROCEDURES**

### **Media Release Letter:**

**If you do not want your child to be photographed, videotaped, and/or have access to the Internet, you MUST write a letter. If no letter is on file you will be giving St. Benedict permission for your child/ren:**

- to be photographed during school activities for the purpose of St. Benedict publicity materials. If you object to such use, you will notify the school in writing.

- to be videotaped during school activities for the purpose of St. Benedict's publicity materials and for teacher's professional development. If you object to such use, you will notify the school in writing.
- to use the internet as guided by the school's usage policy. I understand that any violation of this policy by my child may result in appropriate disciplinary actions. If I object to such use, I will notify the school in writing.

## Lunch

St. Benedict proudly offers a catering lunch program, which allows you to go online, prepay and select your student(s) preferred lunch options. There are a variety of participating restaurants ranging from Chick-Fil-A to Panda Express.

Lunches are offered on all *full* school days Monday through Friday.

The monthly ordering window is between the 15th and the 21st at midnight of each month. The only exception to this is the beginning of each school year where lunches will begin the first *full* week of school (see below for details).

The lunch program will begin the *first full week of school* (Monday, August 22nd). If you would like to order for the prorated month, you may do so beginning Friday, August 5th through Thursday, August 12th (at midnight).

Unfortunately, the system does not process any orders or payments after each monthly deadline. So you will need to send a pre-made lunch to school with your student.

Reimbursements are not available no matter the reason. However, your student's lunch may be picked up at the school or donated to students or teachers. Please call Rhonda Krehling in the front office (251-986-8143) to let her know what to do with your student's lunch for the day they are absent. If we don't hear from you, your student lunch will be donated.

All orders & payments are done online at: [www.orgonline.com](http://www.orgonline.com). Detailed instructions are on the SBCS website <https://saintbenedict.net/parents/convenience-lunch/>

The volunteer coordinator for this program is Penelope Taylor. She can be reached at 251-223-9530 or [penelopetaylor@icloud.com](mailto:penelopetaylor@icloud.com)

## Visitors At School

Visitors will be asked to sign in at the front office and receive a visitor's badge. Visitors without a badge will be escorted to his/her destination.

Non-enrolled students or children may not be in the classroom.

Parents are always welcome to visit. Please make arrangements with the classroom teacher ahead of time. **No parent, or other visitor, is permitted to go directly to the classroom without speaking first with the school secretary - even if an appointment has been prearranged.** Failure to observe these regulations may result in asking said adult(s) to leave the school grounds. All those who enter the school are asked to remove sunglasses and hats and quiet cell phones.

## Classroom Interruptions

Parents should follow these steps in order to provide a distraction-free environment for their children:

- Prior to leaving home in the morning, check your child's backpack for everything he or she needs.
- It is strongly discouraged to bring forgotten items to school. Forgotten items cannot be requested over the phone in the office or classroom.
- Lunch may be dropped off at the office.
- It is important for students to be in the classroom by 7:55 in order to hear school announcements and pray.
- Appointments should be scheduled after 3:00 p.m.
- Check-out is not permitted after 2:30 PM.

## Parties

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

## **Candy, Drinks, Food, Toys, etc. Policy**

Students may not bring or have in their possession food, drinks, sodas, toys, candy, gum or excessive amounts of money. There should be no food or drinks in the classroom without the expressed permission of the classroom teacher. **\*Toys including media devices are not permissible.** Should a student be found with these items, the items will be confiscated and disciplinary consequences may result.

## **Communication**

St. Benedict staff and administration always welcomes talking with you and your child. If at any time you need information or feel there is a problem, you are encouraged to first contact your child's teacher or other school personnel to communicate your concerns or views. If you do not believe your concerns have been heard, you should talk to the principal. The principal will listen and try to help you in every way possible.

Regular communications are sent home to each family. If you do not receive these please let us know so we might remedy the problem. It is important that you read the emails and newsletters.

- Bimonthly newsletters are sent via email.
- Text messages and emails through Rediker
- Additional communication is via Rediker, Remind 101 and our social media platforms to provide better communication between home and school.

## **Emergency Procedures**

We have an approved emergency plan in place.

- In case of emergency (tornado, hurricane, etc.) your child will not be sent home unless it is phoned out by Rediker (an automated system that sends you message via phones and/or emails) or so noted on the radio and/or television.
- Do not come to the school to pick up your child until instructed to do so. Your presence could interfere with the response of emergency personnel.

## **Field Trip Policies**

- Field trips are a privilege. They are opportunities to expand your child's knowledge.
- Your child must show that he/she can behave at school before he/she is allowed to attend a field trip. If your child has acquired a number of behavior notices due to misbehavior, our Discipline/Code of Conduct says he/she can be excluded from the field trip.
- As a school, we are responsible for the conduct of a student during school hours. For your child's safety and the safety of all concerned, only those who behave at school will be allowed to go on field trips. We appreciate it when you volunteer to drive for field trips. If your vehicle is used for field trips you must have the appropriate car insurance and a form on file. **Drivers must stop at only predetermined locations set by the coordinating teacher(s).**
- If you remain with the group during the field trip, you may be asked to assist in supervising students.
- Your child must be properly restrained according to state guidelines.
- **You are required to have completed the initial/follow-up Child and Adolescent Protection Program (CAPP) training during the current year, to be eligible to volunteer on a field trip. This training must be completed at least one week prior to the field trip.**
- Students may not be allowed to participate in field trips if there is unpaid tuition, fees, after school care fees, and/or library fees
- Due to insurance liabilities siblings are not allowed to attend the field trip with a parent that is volunteering.



## Fundraising

We try to limit fundraising; however, it is necessary to maintain a strong program and minimize tuition raises. It is the responsibility of each parent to participate as fully as possible in all fundraisers. Every child who attends this school is subsidized by St. Benedict. With your help and the help of every other family we will do wonderful things.

## Student Safety Guidelines

- Your child is **never** to leave the school classroom or grounds without permission.
- Your child is not allowed on the school campus outside of school hours unless properly supervised.
- Your child may not have dangerous items (matches, knives, etc.), electronic devices, headsets, video games, toys and other objects at school that would distract from the learning process.
- No animals are to be brought on the school grounds without permission
- Before and after school (7:30 – 7:55 am; 2:55 – 3:15 pm) students will be under the supervision of designated adults and are expected to be respectful of other students and those adults and to behave in an orderly manner. Students should not run around, swing on poles or use balls and should ask permission to leave their designated area.

## Cafeteria

- Your child should practice good manners and speak in moderate tones.
- Your child should leave his/her eating areas clean and in the proper order.
- At the discretion of the homeroom teacher, students may eat/drink in the cafeteria, classroom or outside.
- Sugary drinks are not permissible at St. Benedict.

## Recess

- Safety is a priority. Any hazardous or potentially hazardous items/behaviors are prohibited. Classroom teachers review our play yard safety rules with the students. The designated supervisor determines what is hazardous.
- Contact games, kicking balls inappropriately, throwing rocks, sticks, bark, etc., misuse of equipment, hard balls, bats, softballs, and super-balls (small bouncy balls) are examples of potentially hazardous items/behaviors and are not permitted on the school grounds.
- Your child must stay in the designated play areas. He/she may re-enter the building or leave the area only with permission of the supervisor.
- Your child should walk quietly and promptly to line up in his/her designated spot when recess is over.

## Emergency Drills

Fire and tornado procedures and routes are posted in all classrooms and in the school hall. Fire drills are conducted monthly, and tornado drills are conducted each semester. Lockdown and other drills are conducted at the discretion of the administration. Everyone on campus, including parents and visitors, are expected to participate in drills and follow all administrative directions during such drills.

## Uniform And Dress Guidelines

Students in pre K3 through grade eight will wear the proper uniform daily. Students are expected to maintain a neat appearance. School faculty and staff have the right and responsibility to enforce the uniform policy. Disciplinary action will be taken against students failing to maintain uniform guidelines. **Parents may be called to bring correct clothing for students who are out of uniform.**

## Young Ladies:

- **Jewelry**
  1. One watch (non-beeping) (**Apple and “Smart Watches” are not permitted**), one ring, one necklace (a simple cross or holy medal only), and one spiritual bracelet.
  2. Girls may wear one pair of *studs*.
- **Cosmetics**
  1. No cosmetics in grades pre K3 - 8th grade
  2. Light cosmetics are allowed in the second semester for 8th grade girls only.
- **Hair**
  1. Ladies braids must not cause a distraction because of length, number or adornments.
  2. Extreme or exotic hairstyles and hair colors are not permitted.
  3. Red, white or blue bows only. Monograms ARE allowed.

- **Nails**
  1. Artificial nails, acrylic nails and nail polish are not permitted.

### **Young Men:**

- **Jewelry**
  1. No earrings may be worn.
  2. Only one watch or bracelet on each arm and a simple chain with cross or religious medal may be worn.
- **Uniform**
  1. Slacks are to be worn at the natural waistline with a black belt.
  2. All shirts are to be tucked in prior to entering the school building and are to remain tucked in while on campus.
  3. Uniform belts are necessary with all trousers, slacks, and shorts. Uniform belts must be plain black. Belt buckles are to be plain in appearance and without distracting decoration.
  4. Pre K3- 8th grade boys must wear slacks for Mass. **Shorts are not permitted!**
- **Hair**
  1. Young men's hair must be cut above the eyebrows and ears and must not touch the collar.
  2. No mohawks
  3. Braids must be close to the head and not reach the collar or hang over the ears.

### **Additional Dress Code requirements for young men and ladies:**

- No clothing items worn under uniform shirt, skort, or slacks may extend beyond the sleeves or hem of uniform attire. Shirts worn under uniform **must be white or P.E. gray.**
- Coats **may not** be worn in the classroom. A regulation St. Benedict sweater, sweatshirt or fleece with the school emblem may be worn over the school shirt or blouse for cooler days.
- Uniforms and uniform shoes are to be clean and in good repair.
- Tattoos, body writing, and body piercings are not permitted.
- No sunglasses or caps/hats unless schoolwide day permitted.
- **Please put your child's name in each piece of clothing.**

### **Backpacks**

Two Strap Backpacks Only *(NO rolling/wheel backpacks allowed without discussing health exceptions with principal).*

### **Spirit Day Attire**

Students must wear nice denim (not colored denim) jeans (or any approved uniform bottoms) no tight jeans, tears, rips, holes or patches. No leggings.

- Girls may wear jean capris/boys may wear jean shorts
- Athletic shoes or any closed shoe with tread bottom- **Crocs are not allowed!**
- SBCS approved Tshirt (T-shirts associated with Saint Benedict Catholic School or St. Michael Catholic High School student activities, such as Raven Run, German Fest, Spirit shirts, etc.)
- St. Michael Catholic High School hoodies and sweatshirts can only be worn on Spirit Days.

### **PE Uniform Requirements**

- Students in pre K3 - 2nd will not change into PE clothes & will wear uniform shoes.
- Intermediate & Middle School (3rd -8th) will change into PE clothes and tennis shoes in the locker room each day.

There is a special PE uniform (shorts and T-shirt) for 3rd - 8th Grade Physical Education classes, to be purchased through the SBCS Physical Education Department. The cost is \$33.00. 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 or black 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 T-shirt 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.**

**Consequences for violation of uniform code are:**

1. **The student will call the parent immediately to bring whatever is needed to be in full uniform.**
2. **If there is a third violation of being out of uniform, the student will be sent home with one day suspension.**

### **Parent-Student Handbook Disclaimer**

Failure to read the Parent-Student Handbook does not excuse students or parents from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these policies and procedures.

### **PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgment of the administration will be used to decide issues not covered by this handbook.

St.Benedict Catholic School Administration is the final recourse and reserves the right to interpret, alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and parents notification of change via email, and weekly folders.

**APPENDIX A**  
**Technology Acceptable Use Policies**

By signing below, you agree to the terms of the Technology Acceptable Use Policy as listed in the SBCS handbook.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade Level \_\_\_\_\_

**APPENDIX B**

*As a St. Benedict Catholic School parent, you must agree that these guidelines are important and that you will abide by this code. This signature page should be completed by you and returned to the school within the first two weeks of the school year.*

**STUDENT/PARENT/GUARDIAN HANDBOOK VERIFICATION AND SIGNATURE PAGE**  
**2023- 2024**

This page is to be signed and returned to St. Benedict Catholic School. No textbooks will be assigned until this document has been received.

Our signatures below verify that we:

- have read and understand the contents of the St. Benedict Catholic School Handbook.
- understand that compliance with all rules and policies of St. Benedict Catholic School is required.
- understand that we are responsible for knowledge of activities on the school calendar.

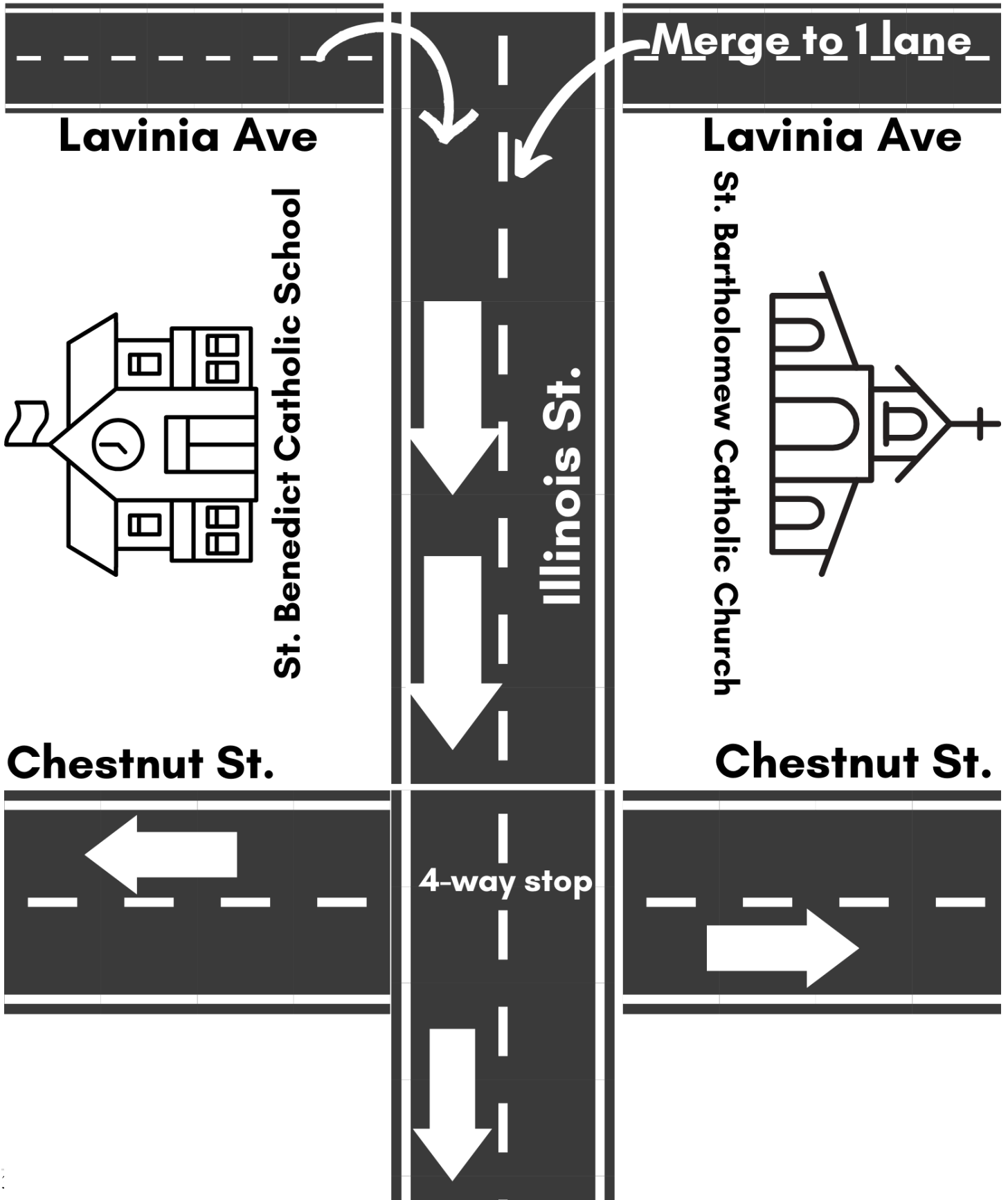
**While the student is enrolled at this Catholic School, he/she will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

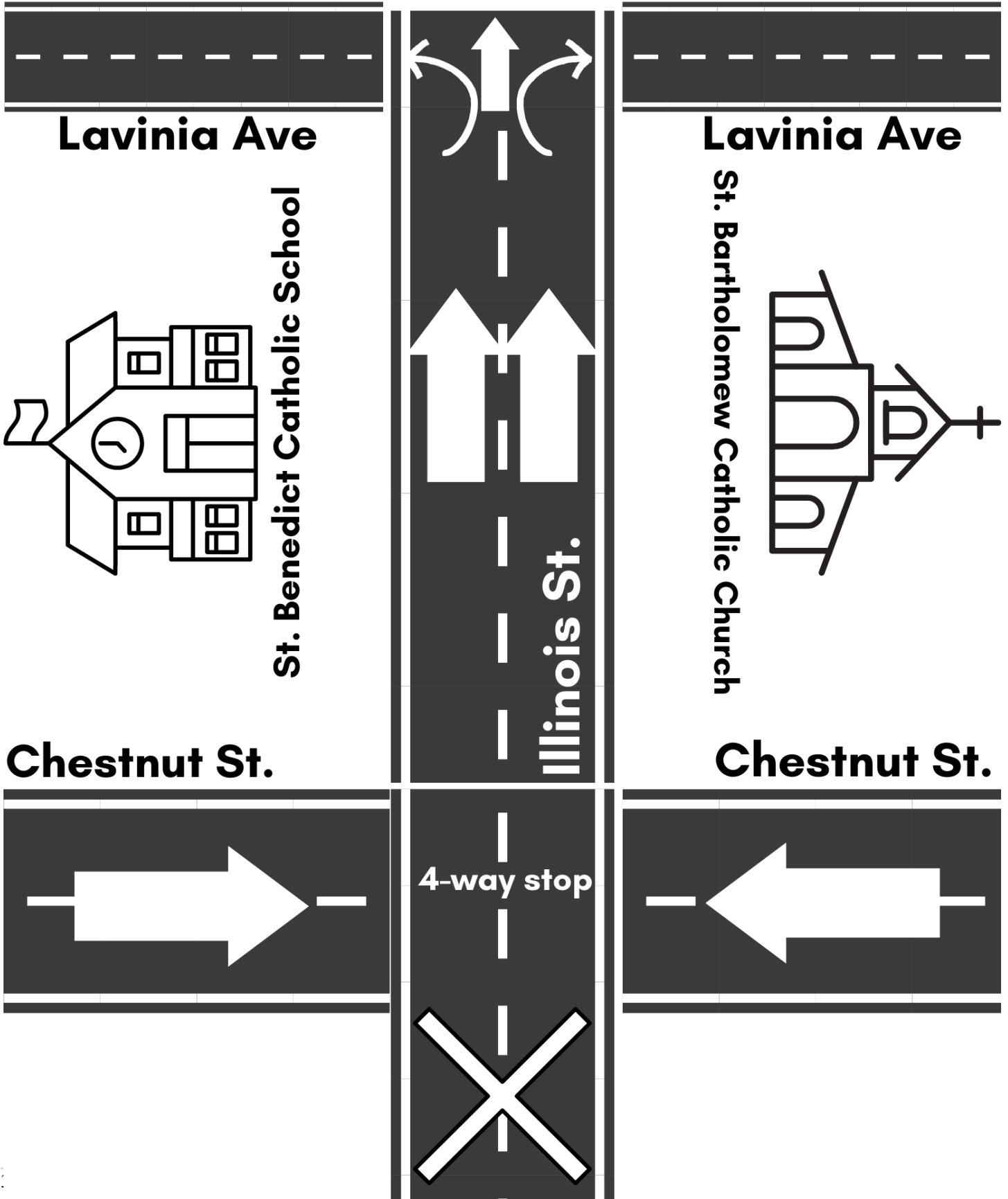
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed and returned to the school.

# Morning Traffic Flow



# Afternoon Traffic Flow



## APPENDIX E

### **MEDICATION PROCEDURES**

**Medicine procedures should always be in writing and available to parents. Points that should be covered in your procedure are:**

- **Minor illnesses, such as colds, should be treated at home by the parent**
- **a permission form to administer medication must be signed by a parent and kept on file**
- **prescription medication must be sent in the original prescription bottle**
- **medication should not be delivered by the child to school, but should be delivered by the parent**
- **only the parent should pick up the leftover medication at the end of the year**
- **the parent should give the first dose of the new medication at home in case of a possible allergic reaction**
- **the principal shall designate specific personnel to administer medication**
- **when medication is given, personnel should record time of day dosage given, and initial a log**
- **over the counter medication will only be given when it is prescribed by a physician, it should be provided in a new sealed original bottle**
- **to have medication on a student's person, the student must have a doctor's orders on file, if a student self-medicates, this should be entered on the medication log in the office**



## Appendix F

**Department of Catholic Education  
Archdiocese of Mobile  
Child Prescription Drug and Medicine Authorization**

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Phone \_\_\_\_\_ Parent Email \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Prescription/Medicine \_\_\_\_\_

Prescribing Doctor \_\_\_\_\_

Dosage \_\_\_\_\_

Dosage Time \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_