



*St. Alphonsus  
Catholic School*

*K-8  
STUDENT  
POLICIES  
AND  
PROCEDURES*

*2010-2011*

Administration

*Father Brian Kaskie, Pastor*

*Mrs. Tammy Mabile, NBCT, Administrator*

*Mrs. Beverly Eldridge, Preschool Director*

Office Staff

*Mrs. Mary Roberts, Administrator's Assistant*

*Mrs. Diane McCullough, Reception / Mrs. Pam LauRich, Bookkeeper & Registrar*

## **MISSION STATEMENT**

The mission of St. Alphonsus Catholic School is to serve, educate, and show our children the teachings of Jesus Christ in an academically challenging environment.

## **PHILOSOPHY AND OBJECTIVES**

St. Alphonsus Elementary and Middle School and Preschool is a Catholic school. The Educational Institutions of the Diocese respect parents as primary educators of their children and provide learning opportunities in an atmosphere that reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the Catholic school/center community in a cooperative relationship. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of our school/center.

The Catholic educators' task is to relate experiences of the students to the news of salvation. In the Christian environment, the students develop the ability to relate knowledge, understanding and skills taught in school to life experiences, which will nurture Christian ideals and values.

The goal is to develop the intellectual, spiritual, physical, emotional, cultural and social aspects of all students while taking into consideration individual needs, abilities, interests and ultimately foster personal holiness and social reform in light of Christian values. This would enable the students to become responsible to God, to themselves and to the world in which they live. St. Alphonsus Catholic School provides an environment of love and concern in the development of the total child.

Therefore, the goals of Catholic schoolteachers at St. Alphonsus are:

*To provide a ministry in support of the home which helps develop the three interlocking dimensions of the educational mission of the Church: the message revealed by God, fellowship in the life to the Holy Spirit, and service to the Christian community and the entire human community.*

*To provide quality education that nurtures the physical, social, emotional and intellectual aspects of the development of Children.*

*To educate students to their fullest potential in academic areas with an appreciation of a multi-cultural world and their heritage.*

*To create an environment which encourages self-discipline, high academic standards, critical and creative thinking, mutual cooperation and sensitivity to children's personal needs.*

*To provide opportunities for students to develop a positive self-concept and to help them recognize their potential and their limitations.*

*To provide skills needed for students to achieve economic self-sufficiency and to become responsible, contributing members of a democratic society.*

*To provide students with an awareness of global concerns and a comprehension of the individual's responsibility in achieving political and social reform while preserving the natural environment.*

*To recognize educational strengths and weaknesses in individual students and to meet and challenge these differences.*

## HISTORY OF ST. ALPHONSUS SCHOOL

Records show that a parochial school at St. Alphonsus was operating as far back as 1877 under the direction of lay teachers. Due to lack of funds, the school closed. Around 1893, the new priest, Fr. Lennon, re-opened the school with a lay teacher who was a graduate of the Sisters of Mercy in New Orleans. He then requested four sisters from Vicksburg (whose school had been successful) to establish a school at McComb. On September 8, 1901, the new school opened under the direction of these sisters. Later, in 1936, because of the deteriorating condition of the convent and school, the school was closed. Parishioners became concerned about the education of their children and once again the school and convent was rebuilt and reopened in the fall of 1958. The school operated for twelve years and closed again in 1970. The original school faced Minnesota Avenue where the original steps still exist along with the foundation which is now buried beneath the elementary playground of our school today. The primary grade classrooms were built in 1957 and McNamara Hall, our current office and kindergarten building, was the dormitory for the nuns. In recent history, the school reopened again in 1992. Each year a grade level was added; in 1997 new classrooms were constructed for the fourth, fifth, and sixth grade.

### ACCREDITATION

St. Alphonsus is accredited through the Mississippi Department of Education.

### NON-DISCRIMINATION POLICY

St. Alphonsus School, in compliance with the Civil Rights Act of 1964, admits students of any gender, race, color, national and ethnic origin or handicapping condition, where applicable, to all the rights and privileges, programs and activities generally accorded or made available to students at the school.

### ABOUT THE STUDENT HANDBOOK

The student handbook has the force of a printed contract between the parents of minor students and the school. Each family should print out a copy of the handbook from the school website. A form, which indicates receipt of the handbook, and an agreement to follow and support the rules and regulations of the school, is to be signed by the parents each academic year and this form will be kept on file in the school. The form must be signed and returned by the first week of school. The handbook will be reviewed and distributed annually with the newly printed school year appearing on each copy. The legal concept is that the handbook is a contract, generally for a one year period or until reprinted. ***The handbook is available on the school website: [www.stalphonsuscatholicsschool.com](http://www.stalphonsuscatholicsschool.com).***

### GENERAL DISCLAIMER

The administrator reserves the right to add or amend policies for the safety and well being of students and in conjunction with Diocesan policy. Parents will be given prompt written notification if changes are made.

## SCHOOL PROCEDURES, PRACTICES AND POLICIES

### ADMISSIONS

St. Alphonsus Catholic School offers programs of education and formation to all children who are willing and able to live within the religious, academic, behavioral and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. St. Alphonsus shall not be a refuge for parents/students who seek to avoid integration in the public schools. Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching and learning process, St. Al's may require a parent to withdraw the child and sever the relationship with the school.

1. After applying for admission by completing a registration form accompanied by the registration fee, families are interviewed by the principal or designated authority and judged that their interest and motivation are in accord with the highest order of Catholic education. ***IMPORTANT: REGISTRATION FEES ARE NOT REFUNDABLE.***
2. **All students are on PROBATION during the first semester** of their attendance at St. Alphonsus. During this

probationary period, St. Alphonsus shall determine whether or not it can meet the needs of the students. In accord with Section 37-15-9 Mississippi School Code (1982 supplement), schools will comply with the Mississippi Compulsory Attendance Law as amended in 1982: "No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another school within the state until the cumulative record of said pupil shall have been received from the school from which the student transferred. Should such record become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where pupil last attended school to initiate a new record."

3. Priority consideration for admission of students shall be given in the following order to:
  - A. All children currently enrolled
  - B. Children of Catholic families with siblings currently enrolled in the school
  - C. Children of parishioners
  - D. Children from other Catholic parishes
  - E. Children of other Faith Traditions with siblings currently enrolled in the school
  - F. Children from other Faith Traditions
4. To be admitted to any class, a child must be the appropriate age on or before September 1 of the school year for which the child is enrolled.
5. Any child coming from a non-accredited school must be given an entrance exam. Any and all transfer students may be administered a placement test (math and reading) to insure their admission to the proper grade level.
6. Under State Law, it is mandatory that all Kindergarten students, first grade students and transfer students from outside of the state of Mississippi furnish an immunization record and a certificate of immunization compliance from a physician or from the County Health Department (Form 121).
7. Pre-registration for all students who are to enter school in August is usually held in February. This enables the administration to make the necessary adjustments in organization and planning before the school year begins. A certified copy of your child's birth certificate, immunization compliance form issued by the health department, social security card, and proof of accident insurance should be provided at the time of registration.
8. In the event a class is filled, an applicant pool is established.
9. When a student exits the school, he/she is given his/her report card. If a child leaves in the middle of the quarter, the grades for that amount of time are sent to the next school when permanent records are requested. Parents are reminded that it is necessary for the administration of the child's NEXT school to send a written request for the child's permanent records or cumulative folder. These permanent records cannot be given to parents but can only be sent through the request of another educational institution.
10. Diocesan schools may not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional accrediting agency without administering standardized achievement tests and/or teacher-made special subject tests. These tests will determine grade level to which the elementary transfer student should be assigned.
11. In the development of preferential options for the poor, St. Alphonsus will strive to have financial assistance programs available for students from low-income families. Tuition assistance applications are available in the office; the deadline for mailing these in is April 30.

**The following documents must be presented at the time of Application for Admission:**

1. Completed registration form and certified birth certificate - copy to be kept by the school
2. Baptismal certificate - Catholics only
3. Immunization records – MS Form 121 from Health Department or physician
4. Copy of official transcript, final report card, test scores and medical information from last school attended
5. In the event of court ordered custody, the custodial parent/guardian will furnish the school with a copy of the court order establishing custody.
6. Accident Insurance - one of the following is required:
  - A. Proof of adequate student accident insurance (copy of insurance card).
  - B. A statement signed by the parent certifying that insurance covering personal injury of the student is maintained by the family. This information will become part of the student's emergency file.

**ADMISSION - CHILDREN WITH EXCEPTIONAL NEEDS**

St. Alphonsus DOES NOT offer special education programs for children with exceptional needs. If a student presently enrolled at St. Alphonsus is determined by the administration that the program facilities appear to be unable to effectively meet the needs of the child, then reconsideration of his/her continued enrollment will be reviewed by the administration.

Whenever a student seeks enrollment into St. Alphonsus, the school shall inquire as to whether the student has a history of or is presently eligible for an EEN Program relative to P.L. 94-142. Whenever there are indications that a child has an exceptional need, the child will be referred to the local public school to determine whether the child is eligible for P.L. 94-142 placement.

### **ADMISSION - STUDENT ELIGIBILITY**

Students' educational needs and school history are considered in determining eligibility for enrollment.

1. Students who have been home schooled may be accepted with conditions.
2. **Students who have been expelled from any school are not ordinarily eligible for enrollment.**
3. **Any information provided to the school will be verified.** False or misleading information will result in an invalid registration and the student will be asked to leave.

***CURRICULUM GOAL*** -The primary goal of the curriculum at St. Alphonsus is to provide those learning experiences most conducive to providing students virtues, knowledge, understanding and skills necessary for the student's spiritual, intellectual, social, cultural and physical development in keeping with the stated philosophy of the school.

***CURRICULUM OBJECTIVES*** -The distinctive purpose of Catholic schools is to proclaim the Gospel message, to build community and to educate. Within the school community the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom reflective of the Gospel values manifesting peace, brotherhood, love, patience and respect for others. To achieve this purpose, the Catholic school organizes its curriculum, its staff and its physical facilities:

1. To make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship;
2. To assist the students in developing an understanding of the Church of Christ, its community growth and its world dimensions;
3. To develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct and basic integrity;
4. To provide educational opportunities and experiences for all students related to their heritage, their American citizenship, their responsibilities to family, local community, and the larger society;
5. To enable students to acquire the basic skills, especially in the art of communication, in quantitative thinking, and in the sciences;
6. To help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self evaluation and self instruction;
7. To see that all students have available experiences to develop a sense of wonder, and appreciation for beauty and culture as their knowledge of human development expands;
8. To help students develop and foster physical and mental health and to deal constructively with the psychological tensions inherent in change and adaptation.

### **ASBESTOS**

St. Alphonsus, along with all other schools in the Diocese of Jackson, will conform to all regulations and legislation regarding asbestos inspection/abatement/removal as required by federal and state government agencies. Written documentation is kept at the school office and Diocesan School Office.

In addition, in compliance with the requirements of AHERA (763.93G4--Asbestos Hazard Emergency Response Act), St. Alphonsus Catholic School has completed the required inspection and has developed the specified management plan. A copy of required documentation is filed with the State of Mississippi, Department of Education in Jackson, Mississippi. The inspection report, management plan and supporting information is available for review at the St. Alphonsus School Office.

## ATTENDANCE

- It is important that students attend classes daily to receive full benefit from the instructional program.
  - Excused absences are those due to school related activities, illness, death of a family member or medical appointments out of town (parents are encouraged to try and schedule non-emergency medical appointments during after school hours or when school is not in session).
  - Absences due to vacation/other out of town ventures, hunting/fishing, and any other similar activities are **UNEXCUSED**. Parents are expected to plan vacations around the scheduled school vacation times.
  - Teachers are under no obligation to provide assignments in advance due to an UNEXCUSED absence.*** Periodic absences can cause a student to fall behind in the mastery of curriculum.
  - FIVE UNEXCUSED ABSENCES WILL BE REPORTED TO THE PIKE COUNTY TRUANCY OFFICE AND MAY RESULT IN PARENTS APPEARING IN COURT TO PLEAD THEIR CASE. This includes absences created by excessive tardies. (5 tardies = 1 absence)**
- VERY IMPORTANT: If a student misses more than 20 unexcused days during the school year, he or she may be subject to retention.**

School board policy regarding absences reads as follows:

*In case of absence, the parent or guardian of the student shall notify the school by 8:30 A.M. and on the day of return will provide the school with a written excuse giving the dates and reason for absence. After 3 consecutive days of absence, a doctor's excuse will be necessary.*

### EARLY DISMISSAL / Check out

Early dismissal of students from school can be granted when a parent has requested from the school office such early dismissal. Students can only check out and return for medical or legal reasons. In the case of written request of permission for early dismissal, the request should state the reason, the date, and time involved. This written request should be kept on file. Furthermore, the school administration requests that every effort be made to obtain appointments during hours outside the school day.

**Students are to be checked out at the school office.** STUDENTS MUST BE SIGNED OUT BY A PARENT OR GUARDIAN BEFORE LEAVING SCHOOL. No other individual will be allowed to check a student out unless prior approval has been obtained by the principal or secretary.

***Checking out students on a regular basis is strongly discouraged. This causes interruptions in the educational process.***

**Parents may not check out students between 2:00 – 3:00 p.m. unless the child attends speech therapy.**

## CATHOLIC SCHOOLS WEEK

The Catholic schools of our nation celebrate the annual CATHOLIC SCHOOLS WEEK as a means of publicizing the importance and uniqueness of Catholic schools by providing a theme and renewed enthusiasm for recruitment of students. Through the joint efforts of the U.S. Catholic Conference and the National Catholic Education Association, national dates for this celebration are scheduled and promotional materials are made available. St. Alphonsus observes Catholic Schools Week and works with other schools in the Diocese to plan liturgies, activities, and special events. This is usually the last week of January.

## COMMUNICATIONS

### GENERAL SCHOOL COMMUNICATIONS

The school provides information to parents and students through the school website, school bulletins/memos, school calendars, faculty-parent-student handbooks, school brochures and other publications. All publications sent through the school must have the approval of the principal.

Email is the primary means of communication between the school and parents. Parents are required to provide a working

email address. The principal will send information via email concerning upcoming events and various happenings around the school. The website is another means of communication. It is updated weekly. [www.stalphonsuscatholicsschool.com](http://www.stalphonsuscatholicsschool.com).

## MEDIA COMMUNICATION

All announcements regarding St. Alphonsus School should be cleared through the office of the principal to assure consistent policy and to avoid duplication.

## CONFERENCES

Conferences with teachers may be arranged through the office. The teacher will schedule the conference and office personnel will notify the parent of the time. Conferences, even brief ones, **are not to be attempted during class hours. Please do not go to your child's room and expect the teacher to have a conference with you at that moment.** Conferences are usually held in the classroom—not in the grocery store or on the ball field. No conference will be held without the teacher having reference to pertinent information readily available (grade book, etc.)

## CURRICULUM

### ELEMENTARY & MIDDLE SCHOOL EDUCATIONAL GOALS

Concerned with the academic progress of students, the faculty participates in an ongoing process for the development of programs, which will provide for the needs of all students.

The basic curriculum includes: Reading, Math, Language Arts, (English, Spelling, Listening, Writing), Science, Social Studies and Religion. Additional instruction may be provided in the areas of Music, Physical Education, Computers, French, and Art.

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**CURRICULUM OBJECTIVES** -The distinctive purpose of Catholic schools is to proclaim the Gospel message, to build community and to educate. Within the school community the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom reflective of the Gospel values manifesting peace, brotherhood, love, patience and respect for others. To achieve this purpose, the Catholic school organizes its curriculum, its staff and its physical facilities:

9. To make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship;
10. To assist the students in developing an understanding of the Church of Christ, its community growth and its world dimensions;
11. To develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct and basic integrity;
12. To provide educational opportunities and experiences for all students related to their heritage, their American citizenship, their responsibilities to family, local community, and the larger society;
13. To enable students to acquire the basic skills, especially in the art of communication, in quantitative thinking, and in the sciences;
14. To help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self evaluation and self instruction;
15. To see that all students have available experiences to develop a sense of wonder, and appreciation for beauty and culture as their knowledge of human development expands;
16. To help students develop and foster physical and mental health and to deal constructively with the psychological tensions inherent in change and adaptation.

## CUSTODY

**The custodial parent has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when he/she is in the care of the educational institution.**

Non-custodial parents will not be permitted to use the school/center for child visitation. Upon written request, the school will not, however, refuse to allow a non-custodial parent to pick up a child at the end of the day unless a court order has been issued stating otherwise.

Schools/centers in the Diocese of Jackson abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders modifying Buckley Amendment rights.

All subpoenas, court orders, etc. received by the school/center in child custody issues must be reviewed by the Diocesan attorney. Any legal fees incurred by the school/center in these custody matters will be billed to parents.

## DISCIPLINE

Catholic educational institutions do not exist in isolation. They are part of a Diocesan system and shall participate in and cooperate with diocesan policies/programs. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish school community in a cooperative relationship. Families are admitted into the school community when on the basis of a personal interview, the pastor or his designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. All students are on probation during the first semester of their attendance at a Catholic school.

Traditionally, Catholic schools have been known for their high standard of discipline, which has helped students grow personally and succeed academically. Students are to demonstrate and exhibit considerate Christian behavior at all times. They are responsible for their actions and behavior. Those choosing not to comply with established school and classroom procedures, practices and policies must face and accept the consequences.

The key person in maintaining classroom discipline is the teacher. They provide firm, consistent, and reasonable limits to behavior to meet the needs of classroom instruction. No single student has the right to disrupt the learning process with unruly, inappropriate and disruptive behavior.

At the beginning of the year, teachers will send home an explanation of their Discipline Plan (classroom rules, rewards, and consequences). Teachers are empowered to implement their own discipline plan and procedures. It is the student's responsibility to learn and follow the established classroom rules and procedures.

### DIOCESAN POLICY # 5406R

Any reasonable and appropriate means, including the use of physical restraint, may be used by school personnel:

To quell a disturbance that threatens physical injury to any person

17. To obtain possession of a weapon or other dangerous object within a student's control
18. For the purpose of self-defense to the defense of others
19. For the safety and well-being of a student or other students
20. For the protection of property

### DIOCESAN PROCEDURE FOR APPEAL OF DISCIPLINARY ACTIONS:

An appeal of a disciplinary action shall be addressed at the lowest level possible. Appeal to the next level will not be considered unless the complaint has been addressed on the previous level.

Level One: Concerns/appeals shall be addressed to the particular teacher or staff member involved. A meeting shall take place between the parties and an attempt made to informally resolve the situation. Written records of all meetings shall be maintained.

Level Two: If no satisfactory resolution is reached at Level One, an appeal may be made to the administrator. The administrator shall meet with all involved parties in an attempt to resolve the issue. Written records of all meetings shall be maintained.

The administrator will review the policies and regulations of the school/center as well as the Diocese in reference to the specific situation. The administrator will also carefully consider the concerns of the parent/guardian.

After a thorough investigation and review, the administrator will make a decision about the disciplinary action that was the basis of this appeal.

Level Three: After all the previous levels of appeal have been completed, a parent/guardian may appeal to the Superintendent of Schools. All written documentation of the involved parties will be reviewed and the Superintendent will make a decision. **The decision of the Superintendent is final.**

#### DISCIPLINE: AREAS OF RESPONSIBILITY

The school has responsibility for disciplinary control of students whenever the conduct of students directly and immediately affects the good order, efficiency, management and welfare of the school. The school has a right to discipline students enrolled in the school when they are engaged in activities at school or away from campus or on field trips, etc.

#### DISCIPLINE: GENERAL

It is considered a privilege to participate in St. Alphonsus. Therefore, every child is expected to abide by the rules of the school, respect staff members and all property.

#### DISCIPLINE NOTIFICATION

This is designed to inform parents of acceptable behavior, which warrants praise, and/or unacceptable behavior that may lead to disciplinary action (Detention, Suspension, etc.). **These reports must be signed and returned the following school day.** Parents will be notified in writing and/or by phone when a student receives a Detention or a Suspension.

#### DISCIPLINARY PRACTICES

Corporal punishment is not allowed for any reason. This follows naturally from belief in the worth and dignity of each individual and our belief in the school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

#### ELEMENTARY & MIDDLE SCHOOL DISCIPLINE

The Elementary & Middle School Discipline Policy is an accumulative one, meaning that the offenses can build to a point where, if not corrected, the student could be separated from St. Alphonsus School. Students who choose to disobey rules will be dealt with in a firm, fair, and consistent manner, allowing them adequate time to alter their behavior. When

there has been a pattern of behavior which has not been modified, the student may be subject to Probation, Suspension, or Expulsion. Please see the section concerning the Jackson Diocesan Policy regulating Suspensions and Expulsions.

**If a student's behavior becomes defiant and uncontrollable, parents will be called to take the student home. When this happens, parents must set up a conference with the teacher and principal before the student can be readmitted to class. Severe disruptions will result in serious disciplinary action, namely IMMEDIATE SUSPENSION OR EXPULSION, regardless of a student's previous disciplinary record. The principal is the final judge of what constitutes a severe disruption.**

#### DISCIPLINE: DEROGATORY WORDS OR ACTIONS:

The good name, reputation, and personal safety of each student, faculty and staff member as well as the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent is expected to treat the good name and reputation of each of the above with dignity and respect.

Derogatory words and/or actions against any of the above by a student, a parent, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or on the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to, text messages, blogs, images or other types of pictures, etc.

Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion/termination, by the school/center.

Likewise because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.

The school is not charged with monitoring a student's use of the Internet, emails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.

#### DISCIPLINE: BULLYING AND HARASSMENT: (Also see Policy # 4603 & 5503 Sexual Harassment)

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. Our schools and centers need to be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be construed as creating a *hostile environment* for another person or group, it cannot be tolerated in a Catholic school where respect for the human dignity of each person is a basic value.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person. The bully perceives this individual as vulnerable and, by any of the actions noted above, seeks to gain control over his/her victim.

Bullying/harassment complaints will be investigated immediately by the appropriate adult and referred to the school administrator. Individuals making threats –seriously or in jest – either physically, verbally, in writing, or on-line will be subject to immediate disciplinary action, up to and including expulsion or termination.

#### DETENTION

After a student has earned a Detention, parents are notified a day in advance that the student will serve Detention the following day. It is the student's responsibility to report to Detention at the assigned time. **PARENTS MUST COME TO SCHOOL TO SIGN OUT AND PICK UP STUDENTS IN THE ROOM WHERE DETENTION IS BEING HELD NOT THE SCHOOL OFFICE.** Students failing to report to Detention at the assigned time will be given an additional Detention. **PARENTS FAILING TO PICK UP THEIR CHILD FROM DETENTION ON TIME WILL BE FINED \$25.00. Children not picked up at the end of detention will be placed in after school care resulting in charges associated with this service.**

***Students that have detention 5 times for the year (this does not start over with the 9 weeks) will not be allowed to participate in field trips, field day or other special activities.***

**DETENTION WILL BE HELD EVERY DAY EXCEPT WEDNESDAY.** Consult the detention form to determine which teacher is in charge of detention.

#### **DETENTION TIMES ARE:**

**K-1 end of car pickup – 3:45 P.M.**

**2-4 end of car pickup - 4:15 P.M.**

**5-8 end of car pickup - 4:30 P.M.**

#### **DIOCESAN POLICY NO. 5403R REGULATES SUSPENSIONS AND EXPULSIONS FOR ALL CATHOLIC SCHOOLS WITHIN THE JACKSON DIOCESE.**

#### **AT HOME SUSPENSION**

If the seriousness of an infraction warrants at home suspension, this suspension may not exceed five school days. A conference with the student and his/her parent/guardian, which includes agreement of a written contract for improvement, will precede the student's readmission to the classroom and school activities.

#### **GROUNDINGS FOR IMMEDIATE EXPULSION**

1. POSSESSION OF ANY CONTROLLED SUBSTANCE ON SCHOOL PROPERTY SUBJECTS A STUDENT TO AUTOMATIC EXPULSION AS STATED IN MISSISSIPPI STATUTE 37-11-18
2. VIOLATING ANY POLICY, WHICH IS A STATE LAW SUCH AS POSSESSING ILLEGAL SUBSTANCES, WEAPONS, FIREARMS, ETC.
3. ANY ACTION ENDANGERING THE LIVES OF THE SCHOOL COMMUNITY
4. STRIKING AN ADULT
5. ANY OTHER SEVERE BEHAVIOR OR INFRACTION AS DETERMINED BY THE PRINCIPAL.

#### **MAKE UP WORK FOR SUSPENSIONS**

A student who is suspended (either in school or at home) is responsible for getting his/her own assignments and materials. The teacher is not responsible for gathering his/her assignments and materials. It is the student's sole responsibility to find a time to make up any tests missed and turn in any missed assignments. There will be no deductions from a student's grade if all assignments are turned in, complete and **on time**.

# STUDENTS WITH 5 DETENTIONS OR ANY SUSPENSIONS MAY NOT PARTICIPATE IN FIELD TRIPS OR FIELD DAY OR ANY OTHER SPECIAL ACTIVITIES.

## A FINAL WORD ON DISCIPLINE

The expectations and guidelines described herein are the minimums. Every situation cannot be addressed. If students practice basic Christian expectations, disciplinary actions will be minimum. The overall aim of discipline is to give students good habits they need to succeed in life, including their future career. Though all parties involved in discipline may not always see things the same way, our ultimate goal is the same: to raise a child that will become a responsible, productive, Christian member of our community. By working together and with the Grace of Christ, we can fulfill this goal.

## EMERGENCY PROCEDURES

### BOMB THREATS

If a telephone or written bomb threat is received by the school, the following procedure will be follows:

1. Evacuate the school. Destination will be J. J. White Presbyterian Church.
2. Inform the Police Department and other local authorities immediately.
3. Inform the Diocesan School Office.
4. Accept the decision of the police authorities concerning the next step to be taken.

### CIVIL DEFENSE

In the event of a threatened or actual attack or chemical spill, etc., the following procedures will be followed:

1. The principal will have a transistor radio available in the school for the purpose of receiving civil defense instructions and information in the event of a power failure.
2. The principal will follow the advice of the local civil defense authorities in the event of a threatened or actual enemy attack or chemical spill.

### FIRE/TORNADO DRILLS

Fire drills will be held each month. All students, teachers and employees are required to leave the building. A record will be maintained in the principal's office of the date and hour of each drill. The fire alarm system shall be tested at least once a month and a record of such tests will be maintained in the school office. In addition, at least one tornado drill will be conducted each semester of the school year. Each teacher is required to use a register to see that every student in their charge has been accounted for, and to report missing students to the principal.

### SEVERE WEATHER CONDITIONS

Should severe weather conditions occur on school days, either before or during classes, the following procedure should be followed:

1. **We will use the School Reach automated message system to notify parents over the phone of school being delayed, dismissed early or cancelled. (It is important that we have correct and working phone numbers for this reason).**
2. Disaster drills are held in compliance with state and local regulations. Children are trained to respond to local and school tornado warnings. Proper procedures are taken. PARENTS, PLEASE DO NOT CALL THE OFFICE DURING THESE CRITICAL TIMES. The phone lines need to stay clear for Civil Defense. Students will NOT be allowed to leave school during a tornado warning. This does not apply to a tornado watch.

The school has a disaster plan that describes steps the school will take in the event of an emergency. This plan is on file in the school office.

## **EXTRACURRICULAR ACTIVITIES**

St. Alphonsus Catholic School has several activities students may wish to participate in:

1. Beta Club
2. Chess Club
3. Drama Club
4. Tennis
5. Golf

## **FIELD TRIPS**

All field trips are educational in nature. For a student to participate in a field trip, a written permission form must be signed by a parent. Field trips are **privileges** afforded to students. Students who have exhibited a lack of discipline in the classroom will be excluded from participation in a field trip. This decision will be left to the teacher's discretion. Supervision at school will be provided if students do not participate in a field trip. If you choose for your child not to participate in the field trip, this is considered to be an UNEXCUSED ABSENCE if you keep your child at home. In case your child loses their copy, a **blank copy of the field trip form is found at the back of the handbook.**

## **FIGHTING AND PHYSICAL AGGRESSION**

Fighting and other forms of physical aggression will NOT be tolerated. As a Catholic community, we strive to teach children the Christian response to difficult situations. In situations of physical aggression, our Christian call "to turn the other cheek" is often overshadowed by the natural urge to defend oneself. Difficult as a Christian response may be, it must be our primary reaction to any act of physical aggression.

A student who is the subject of a physical attack by another student, provoked or unprovoked, must immediately seek the aid of any adult. Retaliation, even in self-defense, makes the attacked student an aggressor also. "He started it" is not an excuse to retaliate with violence.

Fighting involving students in grades K - 8, who physically assault another child in any manner, regardless who was the primary aggressor, will be given **at-home suspension**. Subsequent actions could result in **expulsion**. \*\*See section on Discipline.

## **FINANCIAL OBLIGATIONS**

### **ELEMENTARY & MIDDLE SCHOOL TUITION**

-Registration fees are payable at the time of registration. IF A STUDENT WITHDRAWS AT ANY TIME, THE REGISTRATION FEES ARE FORFEITED (NOT REFUNDABLE). (See registration worksheet at the back of this handbook.)

-Arrangements for tuition payment should be made through the school office no later than July 1.

Pay 100% of all fees at registration and receive a 3% discount on tuition (by July 1).

Pay 50% of all fees at registration (by July 1) and pay the balance by December 1<sup>st</sup>.

Pay by bank draft through the school tuition management system in 12 installments (June through May).

Pay by bank draft through the school tuition management system in 10 installments (August through May).

For the convenience of parents, a credit card payment option is included also.

Tuition Assistance is available. Applications are available in the front office. Please complete the packet and mail it to FACTS for needs determination BY APRIL 30. Families receiving tuition assistance will be notified in the summer. NO family will receive full tuition assistance. **Parents receiving financial assistance will be obligated to work 20--40 volunteer hours**

during the school year.

**ALL ADMISSION / REGISTRATION FEES ARE NON-REFUNDABLE.**

**REFUND OF TUITION**

- **Full tuition is due for any semester that the student attends at least one day.** If a student withdraws from school and does not attend school any day during the second semester, a 50% refund of tuition (if paid in full) will be granted or FACTS will be adjusted accordingly.

**(PAYMENTS ARE NOT BASED ON ATTENDANCE, THEREFORE, THERE WILL BE NO REFUND FOR DAYS MISSED. TUITION IS BASED ON 180 DAYS OF ATTENDANCE AND DIVIDED INTO EQUAL MONTHLY INSTALLMENTS.)**

**BEFORE & AFTER SCHOOL CARE – LATE/EXTENDED CARE FEES**

- **Parents are allowed to use after school care up to 5 times per month for the \$15 per day cost. However, if parents need to leave their child more than 5 times, they will be assessed that \$175.00 monthly afterschool/extended care price.**

**\*\* NOTE: THERE IS NO 15 MINUTE GRACE PERIOD FOR 5:30 PICK UP. A LATE CHARGE OF \$20.00 FOR THE FIRST 10 MINUTES [and \$20 for each subsequent 10 minute period) WILL BE STRICTLY ENFORCED FOR ALL CHILDREN NOT PICKED UP ON OR BEFORE 5:30 P.M.**

**CAPITAL ASSESSMENT FEE (yearly)**

St. Alphonsus Catholic School assesses parents a yearly capital assessment fee of \$400.00. These charges may be financed along with tuition.

**IRS CREDIT FOR CHILD CARE**

-Although parents can receive a credit with IRS for child care, it is the PARENT'S RESPONSIBILITY to maintain accurate records of payments for child care. No statement of payment history will be provided by the school. **For your convenience, the school's TAX ID number is 64-0898029.**

**NON-PAYMENT OF SCHOOL FEES (TUITION FEES, LUNCH FEES, AFTER-SCHOOL FEES, PAST-DUE BOOK FEES etc:** Non-payment may result in expulsion from the school. Parents will be sent a reminder letter at 30 days past due. At 60 days past due, the parents will be asked to remove their child from the program and will be taken to court for past dues fees.

**RETURNED CHECKS**

-A **\$30.00 service charge** will be assessed for any check returned to us for non-payment. Cash will be required to replace the non-payment check.

**FOOD SERVICE GUIDELINES AND FEES**

All families (except half-day preschool) are required to participate in our school lunch program. Elementary and full-time preschool students will pay a flat monthly food service fee of \$45.00 per child. **Breakfast and lunch will be served to all students.** On the first day of school your child will receive a lunch application for free or reduced meals. Please complete this application and return it to the school office. **THIS IS MANDATORY FOR ALL STUDENTS (INCLUDING HALF-DAY PRESCHOOL STUDENTS WHO DO NOT STAY FOR LUNCH) AS PER THE STATE DEPT. OF EDUCATION, OFFICE OF CHILD NUTRITION.** A letter will accompany the application with instructions and the due date. (If approved for reduced price meal allowance as a result of the application, the lunch program fee will be \$8.40 per month.) The first lunch payment is due on the first week of school (if you didn't qualify for free) with each subsequent payment due on the 1<sup>st</sup> of each following month, through May. Lunch fees are based on 180 days of attendance. **Lunch room fees are non-refundable.**

**There will be no additional charge for breakfast – the \$45.00 fee covers both lunch and breakfast. Breakfast will be served from 7:15 a.m. until 7:45 a.m. If you want your child to eat breakfast, make sure they arrive prior to 7:45 a.m. Students with food at the start of devotion will be asked to throw it away.**

Students are not permitted to bring any outside commercial food into the center / cafeteria (i.e McDonald's, Taco Bell, etc). This is in accord with State Health Department regulations.

The first ten minutes of lunchtime is QUIET TIME. This is so that all children will have an opportunity to eat without distractions.

Parents are welcome to eat lunch with their child. Adult lunches are \$2.00. Please contact the school office the day before you plan to share lunch with your child so we can give the cafeteria time to prepare extra meals. Monthly menus are sent home at the beginning of each month by email and can be found on the school's website.

St. Alphonsus presently participates in the USDA Food and Nutrition Service.

**7<sup>th</sup> and 8<sup>th</sup> graders will pay \$2 for lunch OR they may bring their own lunch from home. This age group is not eligible to participate in the Child Nutrition program. THEY MUST EAT –whether a school lunch or their own lunch.**

### **GOVERNMENT AID for Food Service**

Congress has provided federal assistance for the participation of students enrolled in both public and non-public elementary and secondary schools. Although these programs are administered by public agencies, the provision of benefits to eligible and non-public school students should be equitable to those provided to eligible public school students. In addition, The Mississippi Surplus Property Procurement Commission makes available federal surplus personal property to non-profit, tax-exempt educational institutions. Schools of the Diocese participate in government - funded programs which are beneficial to the student keeping in mind the rights of students and parents. St. Alphonsus presently participates in the USDA Food and Nutrition Service. In addition, the school acquires funding from the state through the diocese for textbooks. The school also has access to services and materials provided through Title I, Title II, Title IV, and Title VI.

### **GRADING SYSTEM**

Elementary (3rd-8th)	Pre-K, K-2	
A Excellent (90-100)	4	Exceeds Standards
B Above Average (80-89)	3	Meets Standards
C Average (75-79)	2	Beginning to Meet Standards
D Passing (70-74)	1	Does not Meet Standards
F Failing (<70)		
I Incomplete Work		
NG Not graded this quarter		

No plus or minus grades or numerical grades are to be indicated on report cards.

### **GRIEVANCE PROCEDURES**

Objections to the implementation of policies and/or procedures within the classroom and school sometimes occur. These may be the result of a misunderstanding or misinterpretation. Whatever the reason, they are best handled in a timely and orderly manner.

- 1) You MUST first confer WITH THE TEACHER WITH WHOM YOU DISAGREE. If you are not satisfied with the results of this conference,
- 2) Then a conference with the principal and the teacher will be scheduled.
- 3) Unsatisfactory results from this conference may result in a third conference between the teacher, principal,

and church pastor.

This is according to Diocesan Policy 5101R(b). All complaints must be put in writing, signed, and then submitted to the classroom teacher or principal prior to the conference. No complaints will be discussed over the phone.

### SEXUAL HARASSMENT

Students should implement the following Complaint Procedure:

Informal Complaint Procedure:

Any student who feels he/she has been subjected to sexual harassment should contact an on-site supervisor (teacher or administrator). Each school's Student Handbook shall clearly address the student discipline procedures for sexual harassment. If the problem cannot be resolved at the local level the Superintendent of Schools should be informed. (Diocesan Policy #5503R)

### ADULT TO STUDENT HARASSMENT

In the case of sexual harassment of a student by an adult, the administrator should refer to the document entitled **Protection of Children – Diocese of Jackson** (effective October 10, 2003).

### **GUM CHEWING**

No gum chewing allowed.

### **HEALTH AND SAFETY**

#### ACCIDENTS AT SCHOOL

Any serious accident will be brought to the attention of the principal as quickly as possible. If a situation warrants it, the parent or guardian will be notified. In case of serious accident, when the parent or guardian cannot be reached, the local police department will be notified.

An emergency pupil information card is available for quick reference. Cards, updated each year, contain information listing the parents' and other competent adult's address, telephone number at home and at work, the name and telephone number of the family physician, and pertinent data needed in case of an emergency. An accident report will be placed on file regarding all accidents occurring in school.

#### COMMUNICABLE DISEASES

A student with a communicable disease such as chicken pox, measles, severe colds, viruses, or a fever of unknown origin, etc. shall remain home until the disease/fever is gone or no longer a threat to that student or other students. Administrators will report to the health department all cases of communicable diseases, which might pose a threat to the health of the school/center or the community. A release card from the health department or a communication from the family physician is necessary for re-admittance to school. When concerned with a unique individual case, the welfare of all students and employees will be the prime consideration. Each individual case will be resolved in consultation with the Mississippi State Department of Health or other competent medical authority.

**Students should be vomit, diarrhea and/or fever free for 24 hours before returning to school.**

#### HEAD LICE

In the event of an outbreak of head lice, students with a confirmed case will not be allowed to return to school until

his/her hair has been treated and all nits have been removed. A child will not be allowed to return to school until nits are no longer present in the child's hair. The child must report to the school office and be thoroughly checked by at least two adult staff members. When a case of head lice is reported in a certain grade/class, parents with children in that grade/class will be informed by a memorandum. They will also receive a flier from the MS Department of Health which explains head lice, the treatment and precautions to take to prevent re-infestation. The school will then take all possible precautions to disinfect and treat that room to prevent re-infestation.

### IMMUNIZATION RECORD

While the health of the pupil is basically the responsibility of the parent, the State Health and Sanitation Departments have responsibility for general public welfare. The principal is responsible to see that state health regulations are carried out in the educational facility and cooperate with representatives of the local health department.

### NO STUDENT IS TO BE ACCEPTED INTO SCHOOL WITHOUT PROPER PROOF OF IMMUNIZATION (MISSISSIPPI SCHOOL LAW).

### MEDICATION - ADMINISTRATION AT SCHOOL (ELEMENTARY STUDENTS)

To assure the school attendance of children who must use medication in the treatment of **chronic** disabilities or illnesses, the school secretary will administer the medication at school. Any elementary student who is required to take medication during the school day must comply with the following regulations as dictated by the Jackson Diocese (Reference Diocesan Policy #5602 and Diocesan Policy #5602R):

1. No prescription medication will be administered by the staff without a completed Medication Consent Form (e.g. a Physician's Order for Medication Administration and the Parent Request and Authorization). Forms are located at the end of this handbook.
2. The school/center shall maintain an accurate medication file, which includes all necessary Medical Consent forms for each student receiving medication.
3. All medication must be in the original container with the following information: student's full name; name of medication; dosage; time to be given and physician's name.
4. Medication will be taken by the student at the designated time and administered by the nurse or by the other individual who has been identified to do so. Unless the physician indicates otherwise, **it is the responsibility of the student**, where appropriate, to come to the office at the designated times for the medication.
5. No more than a 30-day supply of medication is to be kept by the school/center.
6. All medication shall be kept in a locked cabinet, drawer, or other safe place.
7. The length of period for which the medication is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the medication is to be discontinued or the dosage time is changed from the original instructions.
8. An accurate system of record keeping shall be established for each pupil receiving medication. This system should include a list of student's receiving medication, an individual Medical Consent Form for each student receiving medication, and documentation of medication given.
9. School personnel are asked to report any unusual behavior of students who are on medication.

### MINOR ACCIDENTS

Minor accidents incurred by elementary, middle school and/or preschool students are treated by the school staff. In case of illness or serious accident, a parent/guardian will be notified to pick up their child.

***Please help us keep student information current by reporting changes in telephone numbers, places of employment and telephone numbers, and home addresses.***

## **STUDENT WELFARE/SAFETY**

For the welfare, health and safety of all pupils, no child is to leave the supervision of his/her teacher. In addition, students are not allowed in the school building without adequate supervision. The administrator/principal will implement a plan of adult supervision for the educational institution **during promulgated hours of service**. These hours are:

Students housed on the preschool campus:	6:30 A.M.-5:30 P.M.
Students housed on the elementary/ms campus:	7:15 A.M.-5:30 P.M.

Instructional areas, such as classrooms, library, cafeteria, playground, etc. will be supervised whenever students are present.

Students participating in hazardous activities in art, science, etc. will wear protective devices such as safety glasses.

## **HOMEWORK**

Homework is an important part of the educational process. It is an extension of learning that takes place in school. It provides practice, reinforces skills and develops independent study, research and a higher order of thinking.

All elementary children will have either written or study homework in some subject(s) almost every night. Parents should show an interest in their child's assignments and offer assistance, but parent should never do the homework for their child.

## **LIBRARY (MEDIA CENTER)**

St. Alphonsus School has a well-stocked library. All students have regularly scheduled visits to the library. The librarian will teach lessons relating to a weekly theme during the library period. Additionally, students may check out books and will also utilize the computer lab.

Books may be checked out. Books checked out must be returned or renewed the following week or a fine will be assessed. A book fine is imposed for overdue and damaged books.

## **LOCKERS & DESKS**

The school reserves the right to search lockers and desks at any given time.

## **NINE WEEK TESTS**

7<sup>th</sup> and 8<sup>th</sup> grade students may be exempt from 2<sup>nd</sup> and 4<sup>th</sup> 9-week tests. EARLY DISMISSAL FROM SCHOOL when 9-week tests are completed is only allowed 2<sup>nd</sup> and 4<sup>th</sup> quarter. If a child is checked out after a test is completed 1<sup>st</sup> and 3<sup>rd</sup> quarter, it will be counted as an unexcused absence.

## **NON-CUSTODIAL PARENT**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will allow the non-custodial parental access to the child or to the child's academic records and other school-related information regarding the child. If there is a court order, **it is the responsibility of the custodial parent to provide a copy of said court order to the school**. All stipulations noted/stated within this court order will be strictly adhered to by the staff and faculty of St. Alphonsus Catholic School.

The school should never be brought into the middle of custody battles between parents. This is unethical, consumes the time and energy of the administration, and will be regarded as unacceptable by the administration. \*\*See the section on Custody.

## PARENT INVOLVEMENT

### PARENTAL COOPERATION

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration in a particular Catholic school is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialog with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students. (Diocesan Policy # 5102.1)

### Parent League

- All parents of St. Alphonsus students are encouraged to join the Parent League. The Organization provides parents and teachers as well as parishioners an opportunity to become more effective teachers and role models for our children.
- This organization encourages members to a greater degree of cooperation in discharging their responsibilities and in sharing their time and talents with our school program.
- The Parent League will meet 4 times a year (once per quarter/9 weeks). The success of St. Alphonsus Catholic School depends upon the parents and their involvement in this very important organization.

### PARENT VOLUNTEER COMMITMENT

- The school assumes and expects that parents will actively take part in the lives of their child at school. St. Alphonsus believes very strongly that a parent's presence in the life of the school affirms the child. The early years of school life are the most instrumental in determining a child's attitude toward himself and their school.
- The school has a Parent Volunteer Program which seeks ways for parents to become involved in the school. Whether visiting for lunch, helping with fund-raisers, attending PTSO meetings or joining the school on field trips, a parent's presence at school is a necessary part of the life lived at St. Al's.
- If you are unable to contribute the equivalent of at least FIVE (5) hours of your time per year because of other commitments, we suggest a donation of \$25.00. Your support is very valuable to the school, so **please consider where you can realistically help out.**

### WE NEED YOUR COMMITMENT

The improvements made through your contributions will facilitate growth of our educational programs and continue the pride we share. For our plans to succeed and for everyone to share in these new improvements and programs, we need the generous commitment of every family. For more information, call 684-1843.

## PARTY INVITATIONS

If birthday party invitations are sent to school to be passed out, ALL students must have an invitation...not just a select few.

## PROMOTION AND RETENTION

The principal, after consultation with the parents and teacher(s) will have the right to make the final decision on the placement of students.

Appropriate instruments will be utilized for evaluation in order to provide sufficient information regarding the progress of the student.

A decision concerning the placement, advancement, acceleration, retention, or withdrawal of a student will be based on such data and made only after extensive consultation with the appropriate staff, parents, and the student.

#### **DIOCESAN POLICY NO. 5305R(a) REGARDING RETENTION OF STUDENTS:**

1. **Step I:** (End of first nine week marking period) Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
2. **Step II:** (End of second nine week marking period) The principal or the teacher with the principal's approval should discuss the retention possibility with the parent: (1) Conferences with parents should include the reason for the recommendations in addition to samples of the student's work, standardized text scores, etc.; (2) Conference objectives should aid toward a mutual decision between the parents and the school.
3. **Step III:** (May 1-15) A conference will be held with the parent, principal and teacher to inform the parents of the school's final decision.

A minimum of a "D" average is required in all major (full year) subjects (English, reading, math, social studies, science, and Christian Doctrine) to be promoted. A student who has made satisfactory progress (minimum of a "D" in all major subjects will be promoted to the next grade.

A student failing any one of the following: language arts, reading or math-related subjects in grades Kindergarten through 3<sup>rd</sup> will be retained. A student failing two or more subjects in grades 4<sup>th</sup> through 6<sup>th</sup> is not eligible for promotion and is retained in that grade.

### **RELIGIOUS EDUCATION**

The school's religious curriculum permeates the total school program. All students participate each day in formal religious instruction and prayer. The curriculum follows guidelines of the Department of Education and the Catholic Diocese of Jackson. It is the intent of St. Alphonsus School to provide experiences, which will allow children to grow in their understanding and appreciation for the Christian faith and the Catholic community.

All students are required to take Christian Doctrine (religion). It is taught on a regular basis and grades reflect assignments, knowledge gained, and tests. Students are not graded on their personal religious beliefs. The grade does not indicate that a child is a good or bad Christian. It only indicates their instructional evaluation. Christian Doctrine is considered a major subject and a minimum of a "D" average must be maintained for promotion.

All upper grade students are REQUIRED to attend and participate in the yearly student retreat on Holy Thursday. Students are asked to purchase a t-shirt and pay for the meal and snacks at the retreat.

### **REPORT CARDS and PROGRESS REPORTS**

The school year is divided into 4 quarters or 9-week sessions. Nine-week tests are held at the end of each nine-week session/quarter. Progress reports are sent home at the end of the 4<sup>th</sup> week. Report cards will be issued at the end of each quarter. These two means of reporting during the grading period are the only ones which are required of the teachers. Be aware that students' grades may fall between the time progress reports are sent and report cards are issued. While a teacher may contact parents/guardians if grades begin to drop, **it is the responsibility of the student and parent to keep up with test grades, homework, and etc.**

\*K-2 teachers are not required by the Diocese to send home progress reports.

## SCHOOL HOURS, PICK UP TIMES, AND LATE FEES

### ELEMENTARY

	SCHOOL HOURS	AFTER SCHOOL CARE
Monday, Tuesday, Thursday, Friday	7:55 a.m.-3:07 p.m.	3:25 p.m.-5:30 p.m.
Wednesday	7:55 a.m.-2:00 p.m.	2:20 p.m.-5:30 p.m.

### PRESCHOOL PICK-UP TIMES

Regular Preschool (half day)	11:30 a.m. [15-MINUTE GRACE PERIOD ALLOWED]
Full Preschool and Day Care	5:30 p.m. [NO GRACE PERIOD ALLOWED]

### **LATE PICK UP FEES:**

***A late charge of \$10.00 for the first 10 minutes late and \$10.00 each subsequent 10 minute period will be strictly enforced.***

ANY AND ALL STUDENTS ARRIVING AT ST. ALPHONSUS PRIOR TO 7:15 A.M. SHOULD REPORT TO **THE 3-YEAR OLD BUILDING (the door at the top of the ramp)**. THE PARENT OR GUARDIAN WHO ACCOMPANIES THE STUDENT **MUST SIGN THEM IN**. AT 7:15 A.M., ELEMENTARY /MS STUDENTS ARE MOVED TO LIGUORI HALL.

Elementary/MS school staff will be available to supervise students from 7:15 A.M. until 3:30 P.M. (2:30 P.M. on Wednesdays). After which students will be in after school care until 5:30 p.m. Students **MAY NOT** be on campus without appropriate adult supervision. Parents will be contacted immediately if students are left on campus outside the specified time when supervision is provided. Parental cooperation will be expected in taking corrective action.

**There is no supervision of children before 6:30 A.M.. or after 5:30 P.M. If you cannot pick up your child by 5:30 p.m., daycare/extended care arrangements should be made elsewhere.**

Doors will open with adult supervision at 7:15 A.M. in Liguori Hall. Any elementary/middle school student needing Before School Care (6:30-7:15 A.M.) and/or After-school care (3:30-5:30 P.M.) must be enrolled through the school office at the cost of \$175.00 per month. PLEASE **DO NOT** PARK IN FRONT OF LIGUORI HALL OR IN THE ALLEY AND WALK YOUR CHILD INTO THE BUILDING.

### LEAVING AND ENTERING SCHOOL DURING THE SCHOOL DAY:

Students arriving late or leaving early from school must be signed in or out in the school office by a parent or designated representative. If a student must be checked out of school during the day, these procedures will be followed:

- Students will stay in the classroom until person checking them out arrives in the office.
- DO NOT CALL THE OFFICE AND ASK THAT THE CHILD BE ALLOWED TO WAIT IN THE OFFICE. – THIS REQUEST WILL BE DENIED.**
- If someone other than a parent or person indicated on the student's record is to pick up the student, the school must have written authorization from the parent before the student will be released.
- Identification is required of individuals checking out a student. Please inform the persons whom you have designated to be allowed to pick up your child that they may be required to show identification.
- Pupils are not to be released from school during the day without the approval of the administrator. These requests should occur only in unusual circumstances. *Parent/guardians should not request to have their child released from school during the school day for activities which can take place after school (e.g., doctor's appointments, dental appointments, etc.)*
- **Students should not be checked out early every single day or even on a regular basis. This is disruptive to the entire class.**
- Students may not be checked out between 2 – 3 p.m.**
- Parents are expected to plan vacations around the scheduled school vacation times. Vacations taken during the school year are considered unexcused absences. Teachers will NOT be responsible for providing make up work during this

type of absence.

### DAILY RELEASE

A child may be picked up only by their parents or an individual who has been authorized in writing to pick him up. THERE WILL BE NO EXCEPTIONS TO THIS. Parents with children enrolled in the elementary after-school care program or full preschool and daycare MUST COME IN AND SIGN THE CHILD OUT IN THE AFTERNOONS. This can be done by the parent or a designated individual who has been identified as being allowed to pick up the child. All children should be picked up ABSOLUTELY NO LATER THAN 5:30 p.m. Late fees will be strictly enforced.

### SCHOOL OFFICE

School office hours are from 7:30 A.M. to 4:00 P.M. daily during the school year (Monday – Friday). All school business should be conducted in the school office during office hours. Any phone calls after 4 P.M. should be made to the main phone number.

SCHOOL OFFICE (MAIN NUMBER) 684-1843

SCHOOL OFFICE (Line 2) 684-2948

FAX: 684-1831

Email:

Principal: [stalphonsus@bellsouth.net](mailto:stalphonsus@bellsouth.net) Book keeping: [stalssecretary@bellsouth.net](mailto:stalssecretary@bellsouth.net)

Principal's secretary: [stalsfrontdesk@bellsouth.net](mailto:stalsfrontdesk@bellsouth.net)

Reception / waiting area: [stalsreceptiondesk@stalphonsuscatholicsschool.com](mailto:stalsreceptiondesk@stalphonsuscatholicsschool.com)

104 South 5<sup>th</sup> Street

McComb, MS 39648

### SMOKING POLICY

St Alphonus School is a smoke-free environment. There will be no smoking or tobacco products allowed in the building before, during, or after school hours.

### SUBSTANCE ABUSE (Diocesan Policy #5607)

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and /or alcohol is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all students on school property, all students in school vehicles, and all students off school property, but attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school sponsored functions, it may require students to submit to a drug, chemical, and/or alcohol test (Diocesan Policy # 5607R(b)). Regulation 5607R(a) through 5607R(e) apply to any drug, chemical, and alcohol testing required by the school.

All elementary and secondary schools in the Diocese shall provide programs for intervention/prevention of substance abuse in their curriculum. The Discipline Plan states that possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Statute 37-11-18.

Any student involved in the abuse of drugs, chemicals, and/or alcohol must receive counseling and continued assessment from a reputable and recognized agency for the possibility of addiction prior to readmission to the school.

Support and referral procedures shall be available for students.

## TARDINESS

All **elementary and middle school** students are expected to be on time for school with all necessary books, materials, assignments, etc. The start of the school day is devotion which starts promptly at **8:00 a.m.** Devotion services are a privilege that we enjoy at St. Alphonsus Catholic School. All students are expected to participate.

Doors to Liguori Hall will be shut when devotion starts. Students will need to report to the office to check in as tardy.

**5 tardies will equal 1 absence. 10 tardies will equal 2 absences, etc.**

## TELEPHONE

Students may not use the phone unless it is deemed necessary by school personnel. ***They may not use the phone to make personal arrangements or to call for items left at home (such as homework, books, etc.). Telephone calls for students are prohibited except for emergencies.*** Classrooms will not be interrupted for routine phone calls to students or teachers. No student in the elementary or preschool will be allowed to bring a cellular phone or pager to school.

## TELEPHONE MESSAGES

Important telephone messages for students or teachers will be taken by the receptionist in order to minimize classroom interruptions. For emergencies, messages for students will be taken by the office provided the school receives it at least 30 minutes before the end of the school day. Messages for teachers will be given to them. Due to their daily schedule a call may not be returned on the day it is received. Every effort will be made to return the call as soon as time permits.

## TESTING

As a part of the Diocese of Jackson, St. Alphonsus is required to utilize the Stanford Achievement Test. Testing will be administered (including make-up tests) in the fall. Parents will be notified in advance. Results of testing should be returned with the first semester report card (January).

## TRAFFIC SAFETY

In the interest of safety, St. Alphonsus will establish and promulgate traffic procedures for entering and leaving the property of the school/preschool center during hours of service. **Please read the following subtitles concerning pick-up and drop-off for preschool and elementary students carefully.**

### MORNING DROP-OFF LOCATIONS

#### Elementary & Middle School Students

Elementary & middle school students will be dropped off in front of Liguori Hall on 5<sup>th</sup> St. after 7:15 A.M. Elementary parents should turn off Delaware Avenue onto 5<sup>th</sup> St. **IN THE MORNINGS ONLY.** The curb in front of Liguori Hall is a STUDENT DROP-OFF ZONE. **DO NOT PARK IN THIS DROP-OFF ZONE.** Your vehicle should be facing South (Minnesota Ave.) when dropping off your child. **ELEMENTARY PARENTS DO NOT USE THE ALLEY IN THE MORNINGS TO CUT THROUGH AND TURN IN FRONT OF LIGUORI HALL. THIS INTERFERES WITH PRESCHOOL DROP-OFF.**

**The alley is a one way street. Do not drive down the alley the wrong way! Do not speed down the alley!**

For families with Preschool AND Elementary / MS Students

- BEFORE 7:45 A.M.:** Please turn down Delaware Avenue, drop off the elementary students, then circle back around to Fr. Derivaux Dr. to park and sign in the preschooler.
- AFTER 7:45 A.M.:** Please drive down the alley, drop the preschooler off (two teachers will be waiting to assist), and then turn right in front of Liguori Hall and drop the elementary students off.

### **AFTERNOON PICK-UP LOCATIONS**

Elementary / MS Students

**IN THE AFTERNOONS ONLY,** parents should use the alley. The alley should be approached by turning off 6th Street (NOT DELAWARE AVENUE).

- Elementary/MS students will be picked up in front of Liguori Hall beginning at 3:07 P.M. (except on Wednesdays when school is dismissed early at 2:00P.M.).
- Parents picking up only elementary/MS children should come down the alley (west to east) and turn right in front of Liguori Hall.

For families with Elementary/MS AND Preschool Students

Parents picking up preschool children AND elementary/MS children between 3:07 P.M. and 3:30 P.M. should:  
(1) come down the alley, turn right into the flow of traffic in front of Liguori Hall and pick up the elementary child, then go around and park on Delaware and walk down to pick up their preschooler; **OR**  
(2) arrive early enough to pick up the preschooler and then continue down the alley for car pick up for the elementary age child. **DO NOT PARK IN THE ALLEY AND LEAVE YOUR CAR UNATTENDED.** Instead, park your car in one of the spots available. This will cause a traffic jam of elementary/ms parents in the car pick up line!

After-School Elementary/Middle School Students

All parents of elementary & MS students must sign their child out when they are picked up. Traffic rules should be followed as given above. Parents must come inside the campus to sign out the child.

**VERY IMPORTANT: Only those persons listed on a student's pick-up list will be allowed to pick up/sign out a student. NO EXCEPTIONS!**

### **UNIFORM REQUIREMENTS/STUDENT DRESS**

All students will be required to wear school uniforms. The school uniform is worn daily. Students may be refused admittance to class if they come to school out of uniform or an incorrect uniform. Uniforms are a visible sign to everyone that a student is a representative of St. Alphonsus Catholic School.

**Please read carefully all specifications and regulations governing uniform dress.**

Uniforms must be worn in a manner that demonstrates pride in school and in self. Dirty, torn, or otherwise incomplete uniforms as well as those worn in a sloppy manner are not acceptable. In the interest of good grooming, a student is to be clean, neat, and have his/her hair properly combed.

Preschool students are NOT required to have a dress mass uniform. Preschool uniforms are OPTIONAL.

See the next page for the Uniform Policy and Out of Uniform Form.

**St. Alphonsus Catholic School  
Uniform Policy & Out of Uniform Form**

**Your child is out of uniform today. All uniforms must be purchased from the uniform company. Liberty Uniforms.**

**The following checks indicate today's uniform violation(s). Please correct before returning your child to school.**

**Mass Uniforms: Boys K-8**

White oxford cloth shirt with button down collar (no logo) that is in good condition –with no holes, stains, and is not wrinkled or too tight.
Navy slacks in good condition (no holes, stains, fading, or wrinkles.)
<b>Dress shoe</b> that is navy, brown or black (NO other shoe is acceptable)
Socks (navy or white)
Tie in school plaid
Braided navy belt
Navy sweatshirt or hooded zip sweatshirt with logo in good condition
Navy or red cardigan sweater with logo

**Mass Uniforms: Girls K-8**

Plaid jumper for K-3 girls that is in good condition - with no holes, stains, and is not wrinkled or too tight AND follows finger tip rule.
Plaid skirt for 4-8 girls that is in good condition - with no holes, stains, and is not wrinkled or too tight AND follows finger tip rule.
White, Peter pan collar blouse (4-8 girls should wear a camisole or t-shirt underneath so you cannot see through the shirt)
Plaid cross tie (4-8)
<b>Dress shoes</b> in black, navy, or brown (no high heels, open toed or backless shoes). <b>Mary Jane style is preferred.</b>
Knee socks (navy or white) or tights–non-sheer knee highs or tights or pantyhose.
Navy sweatshirt or hooded zip sweatshirt with logo in good condition
Navy or red cardigan sweater with logo

**Regular Day Uniform: PK-8<sup>th</sup>**

Red polo with logo that is in good condition (with no holes, stains, and is not wrinkled or too tight).
Navy pants that are in good condition (with no holes, stains, and are not wrinkled, faded, or too tight).
Navy shorts (following finger tip rule and that is in good condition - with no holes, stains, and is not wrinkled, faded or too tight).
Navy skorts for girls (following finger tip rule and that is in good condition - with no holes, stains, and is not wrinkled, faded, or too tight).
Navy or red sweatshirt or hooded sweatshirt with logo or angels in cool weather (with no holes, stains, and are not wrinkled, faded, or too tight).
Neutral colored soft sole shoes (tennis shoes or loafers or boat shoes are acceptable – no light up shoes, no checkered shoes, sandals, flip flops, boots, rollerskate shoes, no open heeled or open toe shoes)
Socks –must be worn...white or navy
Navy sweatpants in good condition (with no holes, stains, and are not wrinkled, faded, or too tight)...must be worn with leg pulled down to the ankle.
Navy braided belt
Shirts tucked in at all times
T-shirts on Fridays (any St. Al's t-shirts)
Blue jeans on Fridays if you pay \$1.00 –jeans MUST be in good condition

**Hair PK-8**

Hair bows, headbands, ties, scrunchies must be white, navy, red or uniform plaid.
Boys hairstyle must not TOUCH the collar.
Hair should be combed and clean.
Hair must not be shaved or cut in a manner that draws attention to it.
Hair must be the natural color – no highlighting or coloring or dyeing.
Hair must be out of the eyes at all times.

**Jewelry K-8 (no jewelry for PK except small earrings)**

Only one small earring in each ear lobe. – no large hoops.
One finger ring.
One simple bracelet, one plain watch, one necklace is acceptable.
Heavy or large gauge necklaces or not acceptable.

**Jackets / Overcoats**

Navy blue or red large overcoats ONLY –no other colors (NEW)

The administration will make final decisions as to the appropriateness of dress.

**Other**

We look forward to your cooperation. Thank you!

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

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

*(Please sign and return)*

3 out of uniform forms = detention

Uniform Company Information:

Liberty Uniforms Phone: 601-693-5331

Website: [www.uniformsacc.com](http://www.uniformsacc.com) Click on our school then enter the password: **angels**

end of form

**NOTE: All shirts must be tucked in!!!**

**“Jeans for Jesus” Fridays**

To raise money for various service projects, on Fridays the students may pay \$1.00 for the privilege of wearing blue jeans (shorts or pants) along with a St. Al’s t-shirt. T-shirts must have a school logo and be in good condition (no holes or stains). No other t-shirts are allowed. St. Al’s T-shirts are also allowed on Fridays with navy pants (for no charge).

Addition:

Students may not wear thong underwear. Length of shorts, skirts, and skorts should follow the fingertip rule. No tattoos, hologram contact lenses, multiple piercings, and sagging pants.

**T-SHIRTS**

Throughout the year, students will be asked to purchase t-shirts for various events. These t-shirts will cost between \$10—15. Students may wear any St. Al’s t-shirt on Fridays.

**THE ADMINISTRATION WILL MAKE THE FINAL DECISIONS FOR ALL STUDENTS AS TO THE APPROPRIATENESS OF DRESS IN QUESTIONABLE CASES.**

**VISITORS**

For security purposes and to insure the safety of students, **all visitors, including parents and guardians, are to report first to the school office.** Visits to the school to observe classroom instruction are welcome. However, it is necessary that we minimize classroom interruptions, so please make arrangements with the office prior to visits. Conferences with teachers must be arranged in advance, also. Activities such as having lunch with your child should be arranged in advance, also. These prior arrangements allow us to make the conference and/or visit worthwhile and enjoyable for all concerned.

Only parents or their designated representatives are allowed on school grounds unless the individual is on official business.

**YEARBOOKS**

Yearbooks are available for purchase at the end of the school year.



**PARENT/GUARDIAN RELEASE FOR FIELD TRIP PARTICIPATION**

I/WE, THE PARENT(S) AND/OR GUARDIAN(S) OF \_\_\_\_\_ REQUEST THAT THE SCHOOL ALLOW THE AFOREMENTIONED CHILD TO PARTICIPATE IN THE ACTIVITY/TRIP DESCRIBED BELOW.

I/WE HEREBY RELEASE AND SAVE HARMLESS OF THE SCHOOL OF ST. ALPHONSUS AND ANY AND ALL OF ITS EMPLOYEES FROM ANY AND ALL LIABILITY FOR ANY AND ALL HARM ARISING TO THE AFOREMENTIONED CHILD AS A RESULT OF THIS ACTIVITY/TRIP.

DESCRIPTION OF ACTIVITY/TRIP \_\_\_\_\_

EDUCATIONAL OBJECTIVE \_\_\_\_\_

DESTINATION \_\_\_\_\_

DESIGNATED SUPERVISOR OF ACTIVITY \_\_\_\_\_

DATE AND TIME OF DEPARTURE \_\_\_\_\_

DATE AND ANTICIPATED TIME OF RETURN \_\_\_\_\_

METHOD OF TRANSPORTATION \_\_\_\_\_

STUDENT COST (admission, if any) \_\_\_\_\_

(bus rental, if any) \_\_\_\_\_

(meal/snacks) \_\_\_\_\_

(Aspending@ money) \_\_\_\_\_

(other, if any) \_\_\_\_\_

**TOTAL COST** \_\_\_\_\_

PARENT/GUARDIAN=S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(PLEASE RETURN THIS FORM TO \_\_\_\_\_ ON OR BEFORE \_\_\_\_\_  
(Teacher=s Name) (Date)

**§ 37-11-18. Expulsion of student possessing controlled substance or weapon or committing violent act on school property.**

References

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the Superintendent of Schools in the case of a Catholic School.

# St. Alphonsus Catholic School

## PARENTAL ACKNOWLEDGMENT FORM (Sign and return to the school office immediately.)

STUDENT'S NAME:

STUDENT'S GRADE OR CLASS:

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**I ACKNOWLEDGE THAT I HAVE RECEIVED (ON SCHOOL WEBSITE), READ, UNDERSTAND, AND WILL ABIDE BY THE POLICIES AND PROCEDURES SET FORTH IN THE ST. ALPHONSUS CATHOLIC SCHOOL STUDENT/PARENT HANDBOOK.**

*(Email and the website are our primary means of communication.)*

**I AGREE TO MAINTAIN A PARTNERSHIP WITH THE SCHOOL FOR THE BEST INTEREST OF MY CHILD AND THE SCHOOL.**

**I AGREE TO PAY ANY AND ALL TUITION FEES, LUNCH FEES, REGISTRATION FEES, ASSESSMENT FEES (AND ANY OTHER FEES THAT MAY BECOME DUE) THAT ARE NECESSARY FOR THE ABOVE-NAMED CHILD (ren) TO ATTEND ST. ALPHONSUS CATHOLIC SCHOOL.**

**I UNDERSTAND THAT FAILURE TO PAY THESE FEES IN A CONSISTENT AND TIMELY MANNER CAN AND WILL RESULT IN THE ABOVE-NAMED CHILDREN'S DISMISSAL FROM ST. ALPHONSUS CATHOLIC SCHOOL. IF DISMISSAL OF MY CHILDREN (DUE TO DELINQUENT FEES) SHOULD OCCUR, I UNDERSTAND THAT ST. ALPHONSUS CATHOLIC SCHOOL CAN AND WILL TAKE ANY AND ALL NECESSARY STEPS TO COLLECT THESE DELINQUENT FEES FROM ME.**

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PARENT NAME (PRINTED)

\_\_\_\_\_  
DATE

(2010-2011 SCHOOL YEAR)

(Students that do not have this form completed by the end of the first week of school will not be able to return to school until the form is completed and turned in.)

[www.stalphonsuscatholicsschool.com](http://www.stalphonsuscatholicsschool.com)