



**PRESCHOOL STUDENT  
POLICIES  
AND  
PROCEDURES  
2010-11**

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## MISSION STATEMENT

### **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.

We would realize this mission through faculty and staff who will exemplify and nurture in the students, both an intellectual and experiential knowledge of Jesus Christ, his mission and church, together with basic Christian attitudes and values within the context of the Catholic tradition.

## PHILOSOPHY AND OBJECTIVES

St. Alphonsus Elementary 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. The preschool reopened in the existing buildings several years before the elementary school opened because of the need in the community. Each year a grade level was added; in 1997 new classrooms were constructed for the fourth, fifth, and sixth grade.

## **ACCREDITATION**

St. Alphonsus Preschool is accredited through the Mississippi Department of Health.

## **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 have a copy of the handbook (extra copies can be picked up from the school office). 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 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's 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. Updates will be found on the school website.

## **SCHOOL PROCEDURES, PRACTICES AND POLICIES**

### **ADMISSION POLICY**

St. Alphonsus Elementary and Preschool 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.
3. Priority consideration for admission of students shall be given in the following order to:
  1. All children currently enrolled
  2. Children of Catholic families with siblings currently enrolled in the school
  3. Children of parishioners
  4. Children from other Catholic parishes
  5. Children of other Faith Traditions with siblings currently enrolled in the school
  6. 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. Under State Law, it is mandatory that all Pre-Kindergarten students furnish a certificate or immunization compliance from a physician or from the County Health Department (Form 121).
6. 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 121), social security card, and proof of accident insurance should be provided at the time of registration.
7. In the event a class is filled, an applicant pool is established.
8. 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.

#### ADMISSION REQUIREMENTS

Students must have on file a current application for admission and all registration fees paid to be eligible for admission. Age requirements **on or before September 1<sup>st</sup> of the calendar year in which the school year begins are:**

|                   |   |
|-------------------|---|
| 1-Year-old Class: | Must be 1 years old, walking, eating table food, and weaned |
| 2-Year-old Class: | Must be 2 years old   |
| 3-Year-old Class: | Must be 3 years old, potty trained (no exceptions)          |
| 4-Year-old Class: | Must be 4 years old   |

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. **In the event of court ordered custody, the custodial parent/guardian will furnish the school with a copy of the court order establishing custody.**
5. 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. (Liability insurance is not provided by the school for

students. Parents must have insurance coverage or admittance may not be granted.) Amended 8-29-08

#### ADMISSION - STUDENT ELIGIBILITY

1. Students' educational needs and school history are considered in determining eligibility for enrollment.
2. Students who have been home schooled may be accepted with conditions.
3. **Students who have been expelled from any school are not ordinarily eligible for enrollment.**
4. 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.

#### ARRIVAL TIME

Preschoolers need to arrive no later than 8:30 a.m. in order to be on the daily schedule with all other students.

Allowances are made for occasional tardies for doctor visits, etc.

#### 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.

#### 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 school bulletins/memos and newsletters, the school website, school calendars, faculty-parent-student handbooks, school brochures and other publications. All publications sent through the school must have the approval of the principal.

##### 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 are 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.

## CURRICULUM

### PRESCHOOL EDUCATIONAL GOALS

We will provide a child-centered program, which will be developmentally appropriate for the stages of development of the children in each age group, as well as individually appropriate for each child based on his/her needs and sound child development practices.

The basic preschool curriculum includes readiness in reading, math and writing. Social skills and good citizenship will be emphasized. Religious instruction will be incorporated into appropriate activities. Music and art activities will be part of the daily routine.

*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.

## One Year Old Preschool Curriculum

Our main goal is to provide your child with a loving, caring, nurturing environment. Your child should feel safe at all times. One year olds learn to share and interact through play. This is accomplished through indoor and outdoor activities with the teacher as the facilitator and guide.

### Intellectual and Physical Development:

At the beginning of our one year old program, your child should be able to drink from a sippy cup, feed himself finger foods, walk independently, be weaned from the bottle, and be accustomed to napping. By the end of the program, your child should be able to drink from a cup or straw, feed himself with a spoon, have an increased vocabulary, and follow one line directions.

Our one year olds participate in coloring and painting activities, singing, counting, finger play, group activities, putting 4 or 5 piece puzzles together, building towers, and throwing a ball.

## Two Year Old Pre-School Curriculum

In the two-year-old classroom, our main goal is for the children to acquire a positive self-esteem in a happy, caring stimulating and Christian environment. Through play, children learn to recall, organize, associate, choose, verbalize, create, and interact. We accomplish this by exposing the children to a large variety of language, manipulative and outdoor activities. The child is the prime motivator of the learning activities and the teacher serves as the facilitator and guide.

The program utilizes weekly/monthly thematic units; emphasis is placed on calendar activities such as counting, days of the week, months of the year, weather, colors, religion, music, and alphabet.

### Intellectual and Physical Development:

Two year olds are intellectually light years ahead of where they were a year ago. Now they can form images in their minds, make judgments, categorize and arrange things in order. Their memories are much more sophisticated and they are beginning to understand more abstract concepts, such as "more" vs. "less", "the same" and "different". Their imaginations are more fertile, their play is creative, not just imitative of what they've seen or heard.

By the time your child is two-years-old, they should be able to:

Take off an article of clothing, "feed" a doll, build a tower of 4 cubes and identify 2 items in picture by pointing.

As your child develops, they will probably be able to:

Build a tower of 6 cubes, throw a ball overhand, speak and be understood half of the time, identify 1 item in a picture by naming, identify 4 items in a picture by pointing.

Your child may even be able to:

Jump up, draw a vertical line in imitation, build a tower of 8 cubes, put on an article of clothing and carry on a conversation of 2 or 3 sentences.

## Three Year Old Pre-School Curriculum

The three-year-old preschool program contributes to the child's physical, cognitive, language, social and emotional development. Children at this age learn best by participating in activities involving concrete objects, and exploring their environment through play. The program utilizes weekly

thematic units. Activities involving skills in math, language, science, and creative art reinforce each theme. Emphasis is placed on developing hand/eye coordination for future reading and writing skills. In addition, Music, Religion, Cooking, and Library are offered. Centers are setup, which enable children to explore independently, and allow for instruction in small groups.

#### Intellectual and Physical Development

By the time your child is three years old your child should be able to:  
Identify 4 pictures by naming, wash and dry hands (3 ½ years), identify a friend by naming, throw a ball overhand, speak and be understood half the time, carry on a conversation of 2 or 3 sentences, and use prepositions.

As your child develops, they will probably be able to:  
Use 2 adjectives, put on a T-shirt, and broad jump.

During the three-year-old year, your child may even be able to:  
Balance on each foot for 2 seconds, describe the use of 2 objects, copy a circle, prepare a bowl of cereal, identify at least 4 colors and dress without help.

#### Four Year Old Pre-School Curriculum

The general objective of the four-year-old pre-school program is to help each child to develop to their highest capacity spiritually, socially, emotionally, intellectually, and physically. Specific aims include developing: a love for learning, moral values, poise and self-control, cooperation through group participation, social graces, communication skills, an appreciation for art and music and responsibility. The program provides further enrichment through religion, science, cooking, utilizing the library, and gymnastics.

#### Intellectual and Physical Development

By the time your child is four years old, they should be able to:  
Identify basic colors, describe the use of objects, copy certain forms prepare their own cereal and dress themselves without help.

As your child develops, they will probably be able to:  
Play well with others, share and take turns, run, jump, climb verbalize needs, use classroom materials correctly, grip writing tools correctly, cut out objects, be able to count to 10, recognize some numbers, recognize their name, recognize basic shapes, recite the ABC's, and sound out some 3 and 4 letter words..

### **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.

**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.

**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.

**DIOCESAN POLICY # 5406R** - Any reasonable and appropriate means, including the use of physical restraint, may be used by school personnel:

1. To quell a disturbance that threatens physical injury to any person
2. To obtain possession of a weapon or other dangerous object within a student's control
3. For the purpose of self-defense to the defense of others
4. For the safety and well-being of a student or other students
5. For the protection of property

## 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.

**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 children in grades PK - K will be dealt with by the faculty and principal on an individual basis. Subsequent actions could result in **expulsion**.

PRESCHOOL DISCIPLINE - Guidance techniques used will be constructive. The child's age, intelligence, emotional makeup, and his/her past experience will be considered when redirecting and guiding the child's behavior. Encouragement and praise for good behavior will also be used.

### PRESCHOOL DISCIPLINARY PROCEDURES

Each preschool teacher will inform parents of a child's behavior on a daily basis. This may be done with a note, with red, yellow, or green lights, with "smiley faces", etc. Teachers will give a copy of the classroom rules and regulations at the beginning of the year to each parent.

Preschool discipline will follow a ladder of levels as follows:

Level 1: Level 1 offenses are minor and will be dealt with by the teacher. They may include (but may not be limited to)

1. Not prepared (supplies, permission slips, homework, folders, diapers, extra clothes, book bag)
2. Out of seat without permission, excessively
3. Talking out of turn, excessively
4. Out of uniform (K-4)
5. Littering
6. Gum chewing
7. Excessive noise in walkway or cafeteria
8. Disruptive behavior
9. Excessive tattling
10. Running in the cafeteria

Level 2: Infractions that result in immediate pick up by parent (remove from school for rest of the day)

1. Habitual classroom disturbances
2. Red light or sad face 5 times in a 9 week period
3. Out of uniform (3 times)
4. Rude / Discourteous
5. Harassment
6. Misbehaving for music or library teacher, or in cafeteria
7. Unsportsmanlike conduct
8. Inappropriate table manners – spitting, throwing food, playing with food

Level 3: Results in suspension from school

1. 3 – Level 2 incidents
2. Profanity (mild to severe)
3. Gestures equivalent to profanity or vulgarity
4. Severe verbal abuse of students
5. Disrespect of faculty or other authority – hitting, pinching, biting, fighting, yelling, kicking at teacher, refusal to sit in time out.
6. 2 incidents of harassment (picking, bullying, spitting)
7. Sexual harassment (comments, gesturing, drawings, touching)
8. Insubordination / failing to obey authority
9. Fighting (3 days if student stops when told; 5 days if student will not stop when told)
10. Causing physical injury purposely –biting, hitting, kicking  
Biting:  
1 year olds- 5 consecutive days of biting in a month  
2 year olds – 4 consecutive days of biting in a month  
3 year olds – biting 3 times in a 3 week period  
4 year olds – biting 2 times in a 2 week period

11. Damage or destruction of personal or school property (plus restitution)

Level 4: Expulsion from school

1. Possession of a weapon
2. Possession of a controlled substance
3. Striking an adult
4. Any other severe behavior or infraction as determined by the principal or director
5. 3 suspension assignments
6. Continued harassment of other students

**The principal and/or director reserves the right to remove any child from the preschool for the benefit of the whole group. Parents are expected to cooperate fully with any system or program of intervention in attempt to change behavior. If the interventions are not successful, the child will be withdrawn from the preschool.**

#### GROUNDS 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 OR DIRECTOR.

#### 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.**

#### 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.

## **DRESS CODE FOR PRESCHOOL**

Pre-kindergarten (1 yo – 4 yo) children have the option to wear uniforms purchased through our school uniform company. St. Al's t-shirts may be worn anyday. Uniforms are not required but are convenient.

All children are required to bring a change of clothes to leave at school. ***Plainly mark the container of extra clothing.***

***Two year old students are required to provide diapers and wipes. The teacher may require a certain type of pull ups for potty training. Potty training students may require several extra change of clothing.***

FOR SAFETY REASONS, PRESCHOOLERS WILL NOT BE ALLOWED TO WEAR JEWELRY (EXCEPT SMALL PIERCED STUDS). NO NECKLACES, RINGS, COWBOY BOOTS OR CLEATS ARE ALLOWED. NO flip flops or crocs. Sandals are permitted if they have a back strap over the heel.

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

## **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 OR the McComb Public Library.
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.

### **FEES, Class**

3 and 4 year olds will pay a \$10 cooking snack fee per year. Make the check payable to the teacher or cash. (This is a snack the students help prepare in conjunction with weekly themes.)

### **FEES, SUPPLIES**

At registration, parents will pay a \$100 supply fee for educational supplies. However, a few extra personal supplies are needed to be brought in by the parents for their children:

For full day students 1 yr old – K4:

One King sized pillowcase and One King sized beach towel OR roll up mat with blanket attached. The pillow may be attached to the mat –no loose pillows, please! **NO SLEEPING BAGS ALLOWED!**

All students 1 yr old – K4:

1. Zip up book bag large enough to hold a folder
2. Raincoat – to be kept in bookbag at all times
3. Extra change of clothing to leave at school including socks and underwear
4. One and Two year olds should supply diapers and/or pull-ups – your child’s teacher may ask for a certain type of pull up for potty training.

When supplies run out, parents will be asked to bring in supplies (later in the year).

### **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.

### **FINANCIAL OBLIGATIONS**

#### **PRESCHOOL TUITION**

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

-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. The deadline for application completion is **APRIL 30**. Families receiving tuition assistance will be notified in the summer. NO family will receive full tuition assistance.

|  |
|--|
| <b>ALL REGISTRATION FEES ARE NON-REFUNDABLE.</b> |
|--|

#### **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. (LIKE ELEMENTARY, PRESCHOOL TUITION DOES NOT INCLUDE DAYCARE DURING THE HOLIDAYS. ALL TUITION IS BASED ON 180 DAYS OF ATTENDANCE AND DIVIDED INTO EQUAL MONTHLY INSTALLMENTS.) PARENTS WHO FAIL TO OFFICIALLY DROP AND/OR WITHDRAW THEIR CHILD THROUGH THE SCHOOL OFFICE WILL BE EXPECTED TO CONTINUE TO PAY UNTIL THE CHILD IS OFFICIALLY DROPPED OR WITHDRAWN.**

- If a parent withdraws a child from the preschool and fails to notify the office, that parent may be responsible for preschool tuition fees up until the date the child is officially withdrawn through the school office. If a preschool student misses seven (7) consecutive school days with no verbal or written explanation from the parent/family, this student will be removed from the school roster and replaced with a new student from our waiting list. The parent will, however, be expected to pay tuition fees up and until the day the student was officially dropped.

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

**-Preschool students are to be picked up on time. There is no grace period!**

**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 11:30 AM OR 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 & GIFT FEE (yearly)**

-The board of St. Alphonsus Catholic School assesses parents a yearly capital assessment fee of \$400.00. The capital assessment fee may be financed.

#### **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 preschool program. 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, middle school and full-time preschool families will pay a flat monthly food service fee of \$45.00. **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-fundable.**

HALF DAY PRESCHOOL FAMILIES (8:00-11:30 a.m.): All students should be picked up no later than 11:30 a.m. LUNCH IS NOT INCLUDED IN THE COST OF THE HALF-DAY PRESCHOOL PROGRAM. If a situation occurs that requires your child to stay and eat lunch, you will be expected to pay \$15.00 for extended care supervision and \$2.00 to cover the cost of lunch (separate checks must be used for each fee). If the child is continually picked up late, you will be required to pay the monthly food service fee (based on your application results) and you will have to pay the monthly extended care fees.

Preschool students are not permitted to bring any outside food into the center. This is in accord with State Health Department regulations. See classroom rules concerning class parties and field trips.

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.

### **GOVERNMENT AID**

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

### **GRADING SYSTEM**

Preschool:

|    |                         |
|----|-------------------------|
| VG | Very Good               |
| G  | Good                    |
| S  | Satisfactory            |
| NI | Needs Improvement       |
| 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. If you are not satisfied with the results of this conference,
- 2) Then a conference with the director and the teacher will be scheduled.
- 3) Unsatisfactory results from this conference will result in a third conference between the teacher, principal, and director.

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

\*\*Conferences where parents become verbally abusive, irate, or disrespectful to St. Alphonsus employees will be stopped by the director or principal.

## **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 or director 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 accident form will be placed in the child's folder and one mailed to the Department of Health.

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.

***Please keep the office and teacher informed of any changes to information.***

### **ADMINISTRATION OF MEDICATION AT SCHOOL (PRESCHOOL STUDENTS)**

No medications (prescription or non-prescription) will be administered to preschool students unless the student suffers from a chronic condition such as diabetes, asthma, etc. At that time a proper medication form (this can be obtained in the school office) must be completed BY THE CHILD'S PHYSICIAN. **NO EXCEPTIONS WILL BE MADE!**

### **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 reportable 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.

### **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 AND STATE DEPARTMENT OF HEALTH REGULATIONS.)**

### **MINOR ACCIDENTS**

Minor accidents incurred by preschool students are treated by the school staff. *However, no medications, including aspirin, etc., will be administered.* In case of illness or serious accident, a parent/guardian will be notified to pick up their child. Accident or incident reports will be sent home in child's folder.

### **STUDENTS WITH AN ILLNESS**

To avoid discomfort for your child and exposure of other students and staff to infection, PARENTS ARE EXPECTED TO KEEP SICK CHILDREN AT HOME. Symptoms to indicate illness include fever, diarrhea, or vomiting within the past 24 hours, a fresh cold, deep cough or sore throat. If your child is too ill to participate in normal daily activities, which may include outside play, they should be kept home. Continual disregard of this policy may result in the child being removed from the program.

***Please help us keep student information current by reporting changes in telephone numbers, places of employment and telephone numbers, and home addresses. We need current information in order to contact parents if children become ill at school.***

### **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.

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

### **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..
- 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 several times a year. 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.

## **RELIGIOUS EDUCATION**

The school's religious curriculum permeates the total school program. All students participate each day in 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.

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

### ELEMENTARY & MIDDLE SCHOOL

|                                   | SCHOOL HOURS     | AFTER SCHOOL CARE   |
|-----------------------------------|------------------|---------------------|
| Monday, Tuesday, Thursday, Friday | 8 a.m.-3:07 p.m. | 3:30 p.m.-5:30 p.m. |
| Wednesday                         | 8 a.m.-2:00 p.m. | 2:00 p.m.-5:30 p.m. |

### PRESCHOOL PICK-UP TIMES

|   |                                      |
|---|--------------------------------------|
| Regular Preschool (half day) OR<br>MOTHER'S MORNING OUT | 11:30 a.m. [NO GRACE PERIOD ALLOWED] |
| Full Preschool and Day Care                             | 5:30 p.m. [NO GRACE PERIOD ALLOWED]  |

PRESCHOOL STUDENTS ARRIVING AT ST. ALPHONSUS PRIOR TO 7:45 A.M. SHOULD REPORT TO **THE 2-YEAR OLD BUILDING**. THE PARENT OR GUARDIAN WHO ACCOMPANIES THE STUDENT **MUST SIGN THEM IN**.

Preschool teachers will be on duty in the alley from 7:45 a.m. until 8:00 a.m. Promptly at 8:00 a.m., teachers must return to their classrooms to start classes. If you pull in the alley at or after 8:00 a.m. please park your car and walk your child in. **DO NOT LEAVE YOUR CAR IN THE ALLEY BLOCKING TRAFFIC!**

**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 arrangements should be made elsewhere.**

### ATTENDANCE

School board policy regarding preschool absences reads as follows:

*In case of absence, the parent or guardian of the student shall notify the school by 8:30 A.M.*

### TARDINESS

All **preschool** students should be at school no later than 8:00 A.M. with all necessary items. Classes begin promptly at 8:00 A.M. (Parents bringing their children in after 8:00 a.m. habitually will be asked to meet with the director; continued tardiness may result in removal from the preschool. Tardiness disrupts the classroom schedule.)

### DAILY RELEASE

All students must be signed in and out by a responsible party listed on the pick up list. At 7:45 a.m. drop off for preschoolers, teachers will be on duty and hand parents the sign in list. At 11:30 a.m., sign out lists are handed to parents in the car pick up line. 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 full day 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. A child may not sign in or out another child.

### LATE PICK UP FEES:

***A late charge of \$20.00 for the first 10 minutes late and \$20.00 each subsequent 10 minute period will be strictly enforced.***

### LEAVING AND ENTERING SCHOOL DURING THE SCHOOL DAY

Upon late arrival or early departure students must be signed in or out by the parent or an adult who is listed on the pick up list.

-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.

### **SCHOOL OFFICE**

School office hours are from 7:30 A.M. to 3:30 P.M. daily. All school business should be conducted in the school office during office hours.

SCHOOL OFFICE (MAIN NUMBER) 684-1843

SCHOOL OFFICE (Line 2) 684-2948

FAX: 684-1831

Director Email: [stalspreschool@bellsouth.net](mailto:stalspreschool@bellsouth.net) Principal Email: [stalphonsus@bellsouth.net](mailto:stalphonsus@bellsouth.net)

Secretary Email: [stalsfrontdesk@bellsouth.net](mailto:stalsfrontdesk@bellsouth.net)

Book keeper Email: [stalssecretary@bellsouth.net](mailto:stalssecretary@bellsouth.net)

### **SMOKING POLICY**

St Alphonsus 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.

### **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 blankets or dance clothes, 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 school secretary in order to minimize classroom interruptions. For emergencies, messages for students will be taken by the office. 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.

## 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

For Families with Preschool Students only:

The alley directly behind St. Alphonsus Catholic Church (Fr. Derivaux Dr.) runs one-way from west to east and should be utilized as the drop-off for preschool students. REMEMBER THE ALLEY IS ONE-WAY FROM WEST TO EAST. For safety reasons, parents should not use the front entrance to the Youth Center to drop off their child. **PARENTS SHOULD NEVER LEAVE THEIR CARS PARKED BLOCKING THE FLOW OF TRAFFIC.**

Preschool families who need to drop off their children prior to 7:45 A.M. will need to escort their children to the 2-year olds' building AND SIGN THEM IN. Parents are asked to park in area provided North of the alley. Please park in appropriately designated areas. From 7:45 until 8:00 a.m., two teachers are on duty with sign in sheets. One teacher will open the car door, help the child out of the car and safely walk the child across the alley to the other teacher. This teacher will then usher the child to the appropriate classroom. A teacher will be on duty in the designated classroom until all teachers have completed their duties at 8:00 A.M. The children will then go to their appropriate classrooms.

For Families With Preschool AND Elementary 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.

**-7:45 A.M.-8:00 A.M.:** Please drive down the alley, drop the preschooler off and sign in (two teachers will be waiting to assist), and then turn right in front of Liguori Hall and drop the elementary students off. *Parents should remain in their vehicles. Teachers will remove students from the vehicle.*

### AFTERNOON PICK-UP LOCATIONS

**For Families with Preschool Students only:**

A teacher will be on duty with sign out lists from 11:30-11:45 A.M. in the alley every school day to assist parents and students who are in the car pick-up line. Teachers are not allowed to buckle safety belts in your car.

At 11:30, all students going home will be brought to the gate by a teacher. There will be a teacher on duty at the gate. A teacher will be stationed at the gate, opening the gate when the child's ride arrives. Parents are responsible for buckling seat belts for their children.

Special note: Please do not get out of your cars while in line up to walk up to the gate! This slows the traffic flow.

The teacher will remain on duty until 11:45 or until the last child is picked up by any parent(s) remaining in the pick-up line. If a child is due to be picked up at 11:30 BUT IS NOT picked up, the child will then be taken back to the classroom. The parent or appropriate party from the child's pick-up list will be called. The child will remain in the classroom and will be signed out there. *Late fees will apply to children picked up late. If you choose to get out and come in and pick up your child, **DO NOT LEAVE YOUR VEHICLE PARKED IN THE ALLEY UNATTENDED.** Instead, park your car in one of the spots available or on the street.*

On extreme bad weather days, parents may be asked to pick up child (ren) from the classroom for safety purposes. This would be in the event of lightening and/or flooding.

**For families with Elementary AND Preschool Students:**

Parents picking up preschool children AND elementary children between 3:00 P.M. and 3:15 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 EVER PARK IN THE ALLEY AND LEAVE YOUR CAR UNATTENDED TO PICK UP YOUR PRESCHOOLER.*** This will cause a traffic jam of elementary parents in the car pick up line!

**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. Other activities such as birthday parties should be arranged at least 2 days in advance. There is no gift exchange among students at school.

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

# 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.**

*(The website is 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.**

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**PARENT SIGNATURE**

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

\_\_\_\_\_  
**DATE**

**(2010-11 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)

**§ 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.