

# ST. ALPHONSUS CATHOLIC SCHOOL FAMILY HANDBOOK 2018-2019



*Established 1883*

*Where Faith and Knowledge Meet  
The Tradition Continues*

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## **NONDISCRIMINATION POLICY**

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In compliance with the Civil Rights Act of 1962, the Educational Amendments of 1972, and the Rehabilitation Act of 1973, St. Alphonsus School's policy assures that no one on the grounds of race, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

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## **NOTICE TO ALL INTERESTED PARTIES**

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This handbook is designed to be a synopsis of the policies and procedures of this school and it is not intended to be all-inclusive. General policies applicable to all schools within the Catholic Diocese of Biloxi also govern this school. The Diocesan Policy Manual is available for your review in the school office and forms an integral part of the agreement the school has entered with parents to educate their children. It is expected that this handbook, local policies, and general policies are consistent, however, at certain times due to human error and/or amendments to various parts, conflicts could arise. To the extent that a conflict exists, general policies shall take precedence, followed by local school advisory council policies, and finally, this handbook.

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## **DIOCESE OF BILOXI MISSION STATEMENT**

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The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and the world communities.

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## **ST. ALPHONSUS CATHOLIC SCHOOL VISION**

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St. Alphonsus Catholic School is a model Catholic elementary school which is centered on God and focused on developing children with strong moral character, outstanding academic performance, and the skills that are necessary for success in higher education and life.

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## ST. ALPHONSUS CATHOLIC SCHOOL MISSION

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St. Alphonsus Catholic School provides a living Christian community that is supported by teachers, parents, and clergy, who work together to provide a broad and competitive curriculum, that challenges students both academically and spiritually while encouraging self-discipline and service to God and community.

### **Writing of the excellence of the work of Christian education, St. Chrysostom says:**

*“What mission is grander than that of molding the soul of the young and fashioning their morals? Assuredly, no sculptor, painter, nor any other artist attains the height of him who possesses the art of educating the young.”*

### **To Teach as Jesus Did**

*“Christian education is intended to make a person's faith become living, conscious and active, through the light of instruction.”*

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## ST. ALPHONSUS CATHOLIC SCHOOL PHILOSOPHY OF EDUCATION

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St. Alphonsus Catholic School's administration and faculty recognize parents as the first and most important teachers of children. Therefore, in concomitance with parents, the school strives to provide a faith community that fosters spiritual development, intellectual growth, physical well-being, and social adjustment. To this end, promoting Christian values is of primary importance as the basis of moral discernment and the foundation of a meaningful life. We believe that educators have a responsibility to inspire standards of excellence and continuous intellectual curiosity, thus nurturing productive members of society. The goal of St. Alphonsus Catholic School is to assist and encourage the development of each student's unique potentials to be used in service to Our Lord. The staff recognizes each student as a child of God and therefore strives to teach and love as Jesus did.

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## CATHOLIC IDENTITY

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Catholic identity is compelling to the school culture. Catholic Christian beliefs are vibrant in the facility, curriculum, and manner. Blessed crucifixes and other religious articles are located throughout the school and in each classroom. Academics are grounded in a world view that is consistent with sound Catholic perspectives. The liturgical calendar steers seasonal celebrations, prayer and liturgy. Theological education is made relevant as members of the learning community allow Christian values to shepherd their daily behavior. All school members participate in school-wide prayer each morning and afternoon and in mass each week. Classes say blessings before and after meals. Students come to develop a longing for truth and goodness.

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## ACCREDITATION

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St. Alphonsus Catholic School is accredited by the MS Department of Education (MSDE) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, AdvancED.

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## ADMINISTRATION

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### **Catholic Diocese of Biloxi**

The Bishop of the Catholic Diocese of Biloxi holds the ultimate authority over all functions of St. Alphonsus School. The Supt. of Education and staff are available in an advisory, consultative, and administrative capacity.

### **Pastor**

The pastor of St. Alphonsus Catholic Church is head of the parish educational program. In his unique role as pastor, he has the obligation of setting the tone of Christian life in the parish. His pastoral leadership is a dynamic force in the creation and growth of the Christian educational community of the parish. He is responsible to the Bishop of the Catholic Diocese of Biloxi for the pastoral and financial stability of the school and therefore has the final word on all school operations.

## Principal

The principal has overall responsibility of the management of the educational institution as guided by the local school advisory council, Diocesan Office of Education, and by the Mississippi Department of Education. The principal answers directly to the pastor and implements school policies. The decisions of the principal are final. No appeals of the principal's decisions can be made to local school advisory council.

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## ADMISSION/WITHDRAWAL

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### Education Contract

The education of students of St. Alphonsus Catholic School is based upon an agreement between the school and parents/guardians. The school agrees to provide superior educational services in exchange for payment of tuition/costs. Parents/guardians and students promise to abide by policies, procedures, and rules of the school. The information provided by the parents/guardians to the school for registration induces the school to enter into this agreement, and therefore, any misrepresentation, inaccuracy or untruth in the information provided, when discovered, may be grounds, in the sole discretion of the school, for subsequent removal of student(s) from the school and the termination of this agreement.

### State Regulations

According to the 1976 Supplement to the Mississippi School Code, page 15, Chapter 390, House Bill No. 458, Section I: "Section 37-15-9, Mississippi Code of 1972, is amended as follows: 37-15-9. No child shall be enrolled or admitted to any school, which is part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formally was enrolled in another school within the state until the cumulative record of said pupil should have been received from the school from which he transferred. Should such a record have become lost or destroyed then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. And Section 3: This act shall take effect and be in force from and after July 1, 1977." To be eligible to enter kindergarten, a child must reach his/her fifth birthday on or before September 1. First grade students must be 6 years of age on or before September 1<sup>st</sup> of the school year.

### Immunization Law

Mississippi Law (Senate Bill 2650) states, "It shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children either public or private unless they shall first have been vaccinated against those diseases specified by the State Health Officer." A Certificate of Compliance is required from a private physician or a Mississippi county health department prior to attending St. Alphonsus School.

### St. Alphonsus Catholic School Registration Procedures

Priority will be given to those children who meet the following requirements:

1. Children of registered parishioners of St. Alphonsus Catholic Church, or cooperative sister parishes, who are contributing according to their means through the envelope system (tithing)
2. Children who have siblings attending St. Alphonsus School
3. Children who are baptized Catholic

All students entering St. Alphonsus must present the following information:

- Completed registration form
- Certified birth certificate copy
- Immunization compliance - MS Form 121
- Social Security Card copy
- Latest report card
- Baptismal and/or First Communion certificate copy, if Catholic

### Fees and Tuition

Tuition and fees are established each year. A fee is payable each year at the time of registration. **This fee is not refundable.** Tuition may be paid in full to the school or payments made through FACTS Tuition Management Company. All fees are due at final registration.

## **STUDENT RECORDS**

Student records are available to parents for review upon request. All records are handled in a manner to assure confidentiality and safety and according to state laws.

### **Cumulative Record Folder**

Mississippi law requires that a cumulative record be kept for each pupil throughout the entire school enrollment period. The law requires that the cumulative folder be mailed to the head of the school to which a pupil transfers and a copy of the permanent record (insert sheet) be kept permanently by the school district from which the pupil transfers. No cumulative record is to be hand-carried by the parent/guardian from one school to another within the United States.

### **Transfer-in**

Students who enter from schools that are not state or regionally accredited, including home-schooled students, are required to take placement tests for grade determination. Students from accredited schools will be accepted at grade level as submitted by the last school. After a short adjustment period and with assessment data available, the teacher and principal will meet with parents regarding placement if the student is found to be improperly placed.

### **Withdrawal**

Parents/guardians wishing to withdraw their child from St. Alphonsus Catholic School should notify the school office as soon as possible. All textbooks and library books must be returned. Tuition, fees, and fines must be brought current as part of the withdrawal process. A signed withdrawal form showing current grade averages will be completed and a copy given to the parent/guardian to carry to the new school. Cumulative records will be forwarded upon formal request from the receiving school, as per Mississippi Department of Education directives.

### **Completion of Sixth Grade**

Graduates from the sixth grade need only to notify the receiving school and completed records will be transferred over the summer months.

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## **ATTENDANCE**

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Prompt and regular attendance at school is essential for successful schoolwork and is required by MS 37-13-91 Compulsory School Attendance Law. Absences burden the student and teacher and may impact student progress. The parent/guardian must notify the school office between 7:40 and 9:00 AM on the day of an absence. Any written documentation pertaining to the absence should be sent to the teacher upon the student's return to school. Determination of excused/unexcused will be made in accordance of the law by administration.

Absences will be considered unexcused unless the following conditions apply:

1. Illness (doctor's excuse may be required) or isolation ordered by health official
2. Medical or dental appointment
3. Death or serious illness in the immediate family (notify the teacher/principal)
4. School closing
5. Required attendance at court proceedings
6. Valid educational travels preapproved by administration

A doctor's excuse is required if a student is out for three consecutive days. Absences not verified with a note will automatically be considered unexcused. Any assignment missed during absences must be made up within the time limits stipulated by the teacher.

### **Tardiness**

A student is considered tardy if he/she has not joined the class when the 7:50 AM school bell rings. Tardy students must be signed-in to school by the parent. A tardy student will receive a tardy slip before admission to the classroom. A medical appointment is considered an excused tardy, but these appointments should be made outside of school hours whenever possible. Tardiness will be brought to the attention of the principal.

Protection of instructional time is a priority. Parents should not linger in the classrooms or halls in the morning after the tardy bells rings. This is a disturbance to instructional time. Teachers begin classroom work immediately and appreciate parental respect to time-on-task. Teachers establish morning routines to help students become responsible for gathering their materials and initiating their work on their own independently. Parents are welcome to gather in the cafeteria for coffee after the bell each morning.

### **Early Check Out**

Students should remain in class for the entire day unless a checkout is unavoidable. Students leaving before the bell may miss out on last minute directions or messages. All students who leave before the end of a school day must report to the office and have the authorized adult sign them out of school. Teachers will not dismiss a student to the office without official notification from the office that the parent or approved adult has arrived to check the student out.

Checkouts are not honored after 2:45 except in the case of illness. Such checkouts are disruptive to the closing of the day, and are inconsiderate to the teachers, students, and office staff, and should, therefore, be avoided. After 2:45, students should remain with their class for bell dismissal.

### **Attendance Awards**

Perfect Attendance consists of being present from the first bell to the last bell of every school day – no absences, no tardiness, and no check-outs.

Outstanding Attendance consists of no absences and less than four incidents of unexcused tardiness. These awards are presented to students at the year-end assembly.

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## **BEHAVIOR MANAGEMENT**

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St. Alphonsus Catholic School expects and enjoys a high standard of propriety from all students. Parents and teachers are called to guide students in developing a sense of personal and social responsibility through self-discipline. Students, like teachers, are called to be respectful and to demonstrate Christian character.

Proactive measures, such as routines, rules, and monitoring are in place to deter misbehavior. Positive consequences encourage proper behavior. When corrective action is necessary, natural consequences are utilized as much as possible. Disciplinary measures are used to correct and teach more appropriate behavior. Misbehavior presents teachable moments and, when analyzed as skill deficits, helps to determine corrective action. To form proper habits and attitudes, general rules of good conduct should be emphasized. These rules include respect for all persons and property, honesty, responsibility, and good citizenship.

A loving environment disciplines a child. Proactive measures, such as routines, rules, and monitoring should be established to deter misbehavior. Students are expected to walk orderly in line with their attention on their teacher when traveling as a class in the hall. Manners and proper decorum are expected in the cafeteria. Unsafe or un-sportsman-like behavior on the playground or in the gym may result in a consequence or time out. Misbehavior in church may be result in removal to the cry room for the student to practice appropriate behavior.

Parents are kept abreast of any problematic behaviors by written reports and teacher contact. School behavior is improved when home and school work together to enforce norms and expectations.

### **Classroom Conduct**

Teachers and students establish classroom rules and consequences with such consequences being age-appropriate. Consequences are administered in a fair and consistent manner. A copy of this plan is distributed by the classroom or activity teacher to parents at the beginning of the school year to be read, signed, and returned.

### **Harassment**

Harassment based upon gender, color, race, age, national origin, disability, or any other reason will not be tolerated, regardless of whether the perpetrator is a student, employee, or parent. Bullying is considered harassment. The principal should be notified of harassment situations for appropriate actions to be taken.

## **Extreme Behavior Infractions**

In cases of extreme behavior infractions, the principal may impose an out-of-school suspension or expulsion. Suspension will be used to impress upon the student the graveness of their action, to allow for a cooling-off period, to allow time for communication or actions to take place, or because it is deemed by the principal to be the best course of action. Expulsion will be considered only when all other means of discipline have failed and/or when the student is deemed to be a moral/physical threat to the spiritual and/or academic welfare and progress of other students. Immediate expulsion may be considered for the following infractions: leaving campus without permission; use, sale, or possession of drugs or alcohol; possession of a weapon. No teacher may suspend or expel a student from school. Only the principal or pastor may dismiss a student. No notice of expulsion will be served upon a student until the pastor has been consulted.

## **Appeals Process**

Appeals to discipline actions should follow proper channels. Appeals should be made first to the teacher, then the principal, then the pastor, and finally to the Diocese Department of Education. The pastor or principal may, at their discretion, convene a grievance committee. The Superintendent may act as mediator or schedule a meeting with the Diocesan Advisory Council. No representation of legal counsel is allowed.

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## **COMMUNICATION**

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All school-wide communication should be approved by the principal. All classroom communications should be approved by the teacher.

The school attempts through various media to keep parents abreast of all activities and events. School emails, website, SchoolMessenger messages, and Remind text messages alert parents of date or time changes to upcoming events. Homeroom moms send out emails. All publications or notices of public or school-wide distribution should be presented to the principal for approval before issuance.

## **Cafeteria monthly calendar**

The cafeteria publishes a monthly menu which may be viewed on the school website.

## **Chain of Communication**

Effective communication must take place. In this regard, parents/guardians should first communicate directly with the teacher or staff member involved with issues regarding their child. Should, at any time, either party feel uncomfortable or intimidated by meeting alone, they may request that the principal join them in the meeting. If the issues cannot be resolved, then the teacher/staff member or parents/guardians should address the principal. If necessary, the principal will then address issues with the pastor. Parents/guardians should never engage a staff member in conversation regarding any child other than their own child. This behavior is disrespectful and a serious breach of professional conduct for a staff member.

## **Email**

The faculty and staff can be contacted directly through email. The address is the person's first initial and last name @stal.org (example: bbutler@stal.org ). Teachers check their email each morning and afternoon before leaving for the day. Teachers will not interrupt instructional time to check email throughout the day. All school-wide emails must be cleared with administration.

## **Homeroom Parents**

Homeroom parents are asked to serve by the teacher. The homeroom parent will coordinate with the teacher to maintain open communication with parents to inform them of events and to assist in coordinating classroom activities that require parent support.

## **Announcements**

Announcements are made daily near 7:50 A.M. and 3:00 P.M. Students in grades 3-6 lead announcements and prayers over the intercom. Announcement/prayer time is critical in starting and ending the school day.

## **Parent/Teacher Conferences**

Parent/teacher conferences should be held whenever the parent or the teacher deems it necessary. Conferences are scheduled after school hours at the convenience of the teacher and the parent. Unscheduled conferences with a teacher during instructional time are not permitted since teachers are to be engaged in instructional activities and class supervision from bell to bell. Parents can request an appointment at an appropriate time via email or a note.

The first semester report card is distributed by means of a parent-teacher conference in January. The parent is required to attend and review the student's progress. The first semester report card will not be issued until such a conference takes place.

## **Parish Bulletin**

Announcements about school meetings and activities are covered in the St. Alphonsus Catholic Church and St. Elizabeth Seton Church bulletins.

## **Teachers Newsletters**

Teachers send home weekly newsletters to keep parents abreast of classroom news, assignments, reminders, and school activities. Teachers in grades 2-6 also communicate through student agendas. Parents should check agendas daily.

## **Party Invitations**

Parents may send party invitations to the classroom to be distributed to the students only if all students are to be invited or all students of a certain gender are to be invited. Invitations should include all students within a classroom if both boys and girls are being invited. If the party is only for a single gender, then the invitations should include all boys or girls in the classroom.

## **Publicity**

Parents are invited to submit photos of school activities for publication to the school website, Gulf Pine Catholic newspaper, or yearbook. Digital photos with appropriate captions should be forwarded by email to [animmo@stal.org](mailto:animmo@stal.org) or [dallen@stal.org](mailto:dallen@stal.org) for publication. All submissions must be cleared with the principal.

## **SchoolMessenger/Remind**

SchoolMessenger and Remind will be used periodically to contact families/staff by telephone or email with reminders about events in the school or school emergency communications. Appropriate phone numbers will be verified at final registration. You must agree to these communications to be contacted. Please notify the principal and office when phone numbers or email addresses change.

## **Telephone Messages**

The school phone is a business phone. Students may use the phone in cases of necessity, at which time the teacher or school secretary will grant permission. Only messages of vital importance or emergency will be relayed to students during class hours. Please do not ask that students be disturbed from class to speak on the phone. Students are not allowed to use cell phones at school. Cell phones will be confiscated if found and turned into the principal's office for the parent to retrieve.

Messages for teachers will be delivered to their mailboxes in the workroom during the day unless there is an emergency requiring that the message be delivered immediately. Parents should refrain from interrupting instructional time by calling the teachers' cell phones during school hours. When students are present, teachers limit their use of cell phones to emergency, work-related calls only. Non-emergency messages should be emailed to teachers to be answered when time permits.

## **Visitors/Parents**

All visitors and parents entering the school are to sign in at the office and obtain a visitor's sticker to be worn throughout the visit. The visitor will be directed to the proper area. No parent or visitor should go directly to any classroom without first checking with the office. Outside doors, except the doors in front of the office, are locked throughout the school day. Please do not allow parents or strangers to enter from locked doors.

## Website

St. Alphonsus Catholic School web page is listed at [www.stal.org](http://www.stal.org). This is an important communication avenue to keep school families and friends informed. The calendar will post school-wide events but may not list all classroom events. Parents should refer to teacher-issued communications for classroom events. Postings to the school website are sent to the school principal for review. When requesting that information be posted to the website, please also give an expiration date for deletion.

## Wednesday Folders

All attempts are made to simplify communications for parents by consolidating information from the school (flyers, etc.) through Wednesday folders. Please take note of Wednesday folders; they are an important communication tool. Wednesday folders include a listing of annual holidays, classroom and school updates, and flyers for parent information. Teachers send home papers in the folder each Wednesday for parents to review. Folders should be signed by the parent/guardian, and papers should be returned to the teacher only upon his/her request. Outgoing enclosures for the Wednesday folder must be delivered to the school secretary by Tuesday afternoon. Wednesday folder communiques are posted in the library foyer.

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## CURRICULUM

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### Religion/liturgical ministry/mass

Direct Catholic religious instruction begins at 8:00 AM daily. Materials used are approved by the United States Conference of Catholic Bishops and focus on scripture, prayer, and faith community experiences. Both faculty and students are expected to model Christian behavior, embrace Christ's message of infinite love, and participate in the privilege of prayer. Students lead weekly liturgies and participate in prayer services, religious presentations, and works of mercy throughout the school year.

Students attend mass each Friday or Holy Days of Obligation at 8:15. Parents are welcome to attend and are asked to sit to the rear of the classes. The pastor will speak directly to the students. Classes (6<sup>th</sup> -2<sup>nd</sup>) are scheduled to prepare and lead the liturgy. Grade 1 and K may participate during the second semester. Religion teachers are responsible to prepare students for mass. This preparation includes, but is not limited to, greeting, mass readings, choir, offertory procession, and altar serving (for grades 3-6). Typically, the religion teacher and students bring up the gifts. Altar server training is handled by the priest or deacon and announced early in the school year for Catholic students in grades 3-6. Servers are scheduled for all school masses. The sacraments of Reconciliation and Eucharist are celebrated for the first time in second grade. Preparation for the sacraments is coordinated with the Director of Religious Education of St. Alphonsus Catholic Church.

### Academics

Instructional strategies are developed by St. Alphonsus Catholic School teachers to address high expectations, the Iowa Test of Basic Skills (ITBS) compendium, and the Curriculum Frameworks of the Mississippi Department of Education. Using these frameworks as minimum benchmarks, teachers incorporate work that reflects higher-order thinking and reasoning skills. Teachers work together to determine challenging goals, defining grade level and pace of instruction. The principal and faculty work to maintain uninterrupted instructional time with limited announcements and coordinated special activities.

### Instructional Time

The Mississippi State Department of Education's recommended daily minutes for each subject in Grades 1-6 is as follows:

<b>Subject</b>	<b>Grades 1-2</b>	<b>Grades 3-4</b>	<b>Grades 5-6</b>
▪ Reading	150	90	50
▪ Language Arts	30	45	50
English/Writing/Listening/Spelling			
▪ Math	45	45	50
▪ Science	20*	30*	50*
▪ Social Studies	20*	30*	50*
▪ Music, Art, Band	20	30	30
▪ Physical Education	15	15	15

▪ Flexible Time**	30	45	35
• Total	330	330	330

\*\*Flexible time is allotted for Technology, Spanish, Library-Media skills, art, programing, transitions, etc.  
Lunch break is 45 minutes, to be split between lunch and recess.

**Language Arts** studies are presented in the Journeys reading program which is comprehensive of reading, writing, grammar, and spelling. Also utilized to strengthen the Language Arts programs are the Renaissance Learning Program (Accelerated Reading), and the Sadlier vocabulary/writing/grammar/ research notebooks.

**Mathematics** emphasizes reasoning, application, computation, and use of manipulative materials through the Saxon © Math program, as well as Accelerated Math (through Renaissance Learning) in grades 3 – 6.

**Science and Social Studies** are presented in a thematic studies format with hands-on discovery learning, applied scientific method, critical thinking skills, travel experiences, and research (content material is often integrated into reading lessons).

Fine Arts in **Music** include choral performances, instrumentation, music history and culture, and study of the masters.

**Spanish** instruction includes culture studies, vocabulary, and conversation. **Physical Education** addresses health and wellness, physical fitness, sportsmanship, sports knowledge and skills, and athletic competitions.

**Library Science** instruction includes literature comprehension and appreciation, research, and study skill development. **Technology** education addresses computer keyboarding, word processing, research, Excel, PowerPoint presentations, interactive board presentation, and desktop publishing.

### Media Center/Computer Lab

All classes are scheduled in the library twice weekly for instruction. The library requires a replacement cost for lost books. Classroom libraries also serve the immediate needs of the students.

All classes are scheduled in the computer lab for instruction weekly. Internet access is available for research tasks. Firewalls and filters are in place to limit access to authorized sites. Teachers closely monitor student access. Additionally, teachers coordinate with the media and technology specialists for off-schedule access when classes may work on special projects

### Homework

Homework is considered an integral part of a student’s academic life and should be assigned regularly to review/extend material previously presented in class, to explore and prepare for new assignments, and as daily practice and discipline. Homework may involve short and long-term assignments. Long-term assignments, as independent practices, should include time-lines, deadlines, and student conferences to assist with progress monitoring, organization, and pacing. Although homework grades are not taken, homework is required. Homework is reviewed by the teacher, and, as in all work, is held to the highest standards.

Teachers and parents establish homework expectations and communicate them to the students at the beginning of the year. Such expectations help students establish good work habits and acceptance of this responsibility. Teachers should be specific in defining projects as individual or family project. Homework may be excused on PTO meeting nights.

### Special services

Evaluations for speech/language or special education will be coordinated with the principal of St. Alphonsus Catholic School and the Student Services Department of the Ocean Springs School District. Limited counseling and referrals are offered for students through the Social Services of the Catholic Diocese of Biloxi, the pastor, or the principal.

Any teacher, noting learning difficulties or lack of progress of any student under his/her charge, should assemble a team to take the concern under advisement. The team should include parents, principal, and anyone with special knowledge regarding the students and/or specific concerns. This team will assist the teacher in developing and monitoring interventions to improve student learning. If necessary, the team, through their documentation of efforts, will assist in obtaining assistance from the Ocean Springs School District Special Education Department.

### **Education of Children with Special Needs**

Consistent with the Gospel, Catholic schools are nondiscriminatory and believe that all children deserve an educational experience that includes the teaching of religious and moral values. However, due to limited financial resources, Catholic schools may not be able to effectively provide appropriate educational programs for some students. Federal law recognized this fact and therefore, while public schools must make all “reasonable accommodations” to educate all students; Catholic schools are called upon to make “minor adjustments” to the educational program. If a child has special needs, parents are free to request program modifications. Provided that the student is otherwise qualified for admission and if the required program modification constitutes “minor adjustments” the student may be admitted. Any time it becomes apparent that a child requires more resources than available; the school will make this known to the parents along with the fact that the student’s educational needs may be better served elsewhere.

### **Tutorial**

Limited tutorial services are offered on an as-needed basis as determined by the teacher. Additional services may be available after school at the discretion of the teacher.

### **Textbooks**

Teachers and parents agree to assume full responsibility for textbooks issued to their children. All textbooks must be returned on withdrawal. Teachers should make records of issuance to insure proper accounting when texts are returned. A replacement cost will be assessed for lost, destroyed, or damaged books. Teachers are to inventory and account for all textbooks at the end of each year. Mississippi Department of Education offers limited funding for textbooks based on average daily attendance (ADA). Student absences reduce textbook funding allowances.

## **EXTRA CURRICULA**

### **Academic Competitions**

Reading fair, science fair, ACE competition, and Math Challenge are typical competitions that students participate in each year. These opportunities can prove extremely beneficial to encourage students to work past their comfort zones and learn new skills. Staff members are needed to sponsor these programs. All teachers consider what services best suit their school assignments. All students are encouraged to participate in the Reading Fair and the Science Fair. Parents are encouraged to participate with their students as mentors. Please see the sponsoring staff member for any questions concerning due dates or rules.

### **Assemblies and Additional Programs**

Typically, assemblies are held immediately after mass at the last mass of the month or on an as-warranted basis. Classes and/or students are recognized at assemblies for their accomplishments. Some customary honors that are recognized are: Achievement/Honor certificates (given each nine weeks) and student birthdays. Presentations such as Grandparents Day, preschool Christmas program, Jesse Tree, and others are usually scheduled as an assembly following mass. Throughout the year, other assemblies may be scheduled. Programs should be planned and scheduled with the principal, to be placed on the calendar. Special programs can be a valuable addition to the school curriculum, but each program must be weighed for gains and losses; time is a valuable commodity.

### **Field trips**

Field trips are planned to be of academic value and in-line with grade level curriculum. Chaperones must sign permission slips, have a volunteer background check and acknowledgement of Diocese Child Protection Policy on file in the school office, and be approved by the teacher. Siblings are not permitted to join the field trip even if they are members of the school. Other children of chaperones should not accompany the class on field trips. Students must be in attendance (not absent or checked out) to be eligible to participate in the outing. The principal can deny any student the right to go on any field trip. The cafeteria may be available for brown-bag lunches if requested in advance. Free or reduced lunches for qualified students are available for field trips if requested.

A permission form for field trips within walking distance is requested from parents at the beginning of the year for in-town excursions. Plans for these walking field trips shall be communicated to parents. Walking field trips require principal approval and sign-out in the office upon departure and return.

**ASSESSMENT**

**Grade Book**

The PowerSchool electronic grade book is available online to check student progress. Pass codes are issued at the beginning of the year.

**Progress Reports**

Progress reports are sent home mid-quarter. The purpose of this report is to ensure that parents are aware of their children’s progress or any potential concerns. All progress reports should be signed by parents and returned to their respective teachers within three (3) working days.

**Report Cards**

Each quarter the school furnishes parents with a written report of the student's scholastic standing. The first semester report card is distributed by means of a parent-teacher conference. The date in January will be set on the calendar and school will dismiss at noon for conferencing purposes. Parents are to schedule appointments with the teachers. Report cards should be returned signed, within three (3) working days.

**Honors**

St. Alphonsus School recognizes academic achievement each quarter and/or at the end of the year.

- Principal’s List- all A’s for all subjects, excluding Handwriting, Library Skills, Music, Physical Education, Spanish, Technology, and Conduct
- Honor Roll- A/B’s for all subjects, excluding Handwriting, Library Skills, Music, Physical Education, Spanish, Technology, and Conduct.

**Grading System-** Report cards are issued four (4) times a year with the following standards:

<b>Grading Scale</b>									
Grade	Percent	Grade	Percent	Grade	Percent	Grade	Percent	Grade	Percent
A+	100	B+	92	C+	84	D+	74	F	>70
A	99-94	B	91-86	C	83-76	D	73-71		
A-	93	B-	85	C-	75	D-	70		

A= Beyond mastery    B= Mastery    C= Proficient    D= Minimal understanding    F= No evidence of understanding

Religion for Grades 4-6 is calculated on the grading scale above.

Religion in Grades K-3 only; and Spanish, Handwriting, Library Skills, Music, Physical Education, Spanish, Technology, and Conduct in Grades K-6, are evaluated on the following scale:

- |                       |                |
|-----------------------|----------------|
| O = Outstanding       | O = 100 - 93   |
| E = Excellent         | E = 92 - 85    |
| S = Satisfactory      | S = 84 - 75    |
| N = Needs Improvement | N = 74 - 70    |
| U = Unsatisfactory    | U = 69 - below |

**Progress Monitoring**

To monitor student progress, teachers create a cumulative data file on each student. Teachers collect student evaluative data throughout the year. This data is placed in a class data notebook. The notebook follows the students as they promote through the grades, making cumulative data readily assessable to quickly assess student progress. This student data is available for parent review on request and/or during a teacher-parent conference.

## **Standardized Testing**

Each year students at St. Alphonsus Catholic School take a nationally- normed achievement test. Presently, St. Alphonsus Catholic School is using the ITBS (Iowa Test of Basic Skills) for such purposes. Such testing evaluates a student's performance as comparable to students of the same grade across the nation. The test results show a range of scores and should be used to gain a sense of a student's strengths and weaknesses.

No test can measure educational development as absolute. Several evaluative measures should be considered in decision-making. The faculty and administration use test data to evaluate the effectiveness of curriculum and instruction, to develop individualized student goals, and to develop faculty training to meet students' needs.

## **Promotion Policy**

St. Alphonsus Catholic School has established minimum mastery requirements for each grade level.

Promotion and retention decisions for individual students will be based on:

1. Successful completion (average of 70 or above) of Reading and Math in Grades 1-3 (Mandatory)
2. Successful completion (average of 70 or above) of four of the five major subject areas in Grades 4-6 (Reading, Mathematics, Social Studies, Science and Language Arts). (Mandatory)
3. Attendance: Excessive absences (more than 20 days per year) are taken under advisement by the principal. (Discretionary)
4. Standardized testing results as an indicator of readiness for the upcoming grade. (Discretionary)
5. Maturity level, potential, and willingness to complete work. (Discretionary)

Under discretionary circumstances, the final decision to retain (or promote) an individual student will be a joint decision of the teacher, parent, and principal, based on data available and in the best interest of the child. When a controversy exists, the principal will make the final decision.

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## **DAILY SCHEDULE**

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Normal school hours for all grades are 7:50 AM to 3:10 PM. Parents of students, grades K-6, should not gather in the halls before or after school. Students arriving at school before 7:40 AM must proceed to the cafeteria to be supervised by Morning Care personnel. Upon the morning bell, students will be escorted from the cafeteria to their classrooms. Parents of students, grade K-6, should wait outside until the bell rings each afternoon. If necessary, parents may wait in the foyer. Out of respect to instructional time, parents may not wait in hallways or outside classrooms. Parents are welcome to gather in the cafeteria for community time each morning after the bell. No parent or student should enter a classroom before, during, or after school hours without the teacher's or principal's permission.

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## **EARLY DISMISSAL- FACULTY/STAFF DEVELOPMENT MEETINGS**

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Early dismissals are scheduled on Wednesday at 2:00 PM, once or twice monthly, for faculty/staff- development meetings. Important business and training occur at these meetings and attendance by staff is required. Staff development meetings reflect training opportunities determined by the needs of the staff to support school improvement. These are closed meetings to ensure that business is conducted in the most efficient manner. Anyone wishing to address the staff should request through the principal by close of school on the Tuesday before. Noon dismissals are scheduled a few times each year. The St. Alphonsus Catholic School calendar lists those dates.

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## **ELECTRONIC EQUIPMENT/TOYS**

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No student will have in their possession (on their person, book bag, purse, wallet, etc.) a cell phone or any other electronic device capable of communicating to any other person or entity. Any student cell phone, seen or heard on campus, will be confiscated and sent to the principal's office where it may be collected by the parent/guardian. Electronic toys are not necessary on campus. Any electronic toys brought to school will be confiscated and returned at the end of the day. Should this become a problem, a referral to the principal may be necessary.

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## EXTENDED CARE

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Extended Care is a service for parents and is not a profit-making program. Morning care is offered in the cafeteria from 6:30 AM until 7:40 AM. Students should not arrive before 6:30 A.M. as there is no supervision. Staff supervising extended care will release students to their teachers at the 7:40 bell. After care begins at 3:15 PM and closes at 6:00 PM. Any student not picked up from the dismissal line is escorted to after care. After care includes homework time, snack, and playtime. No student may leave after school care without being signed-out by a properly authorized adult. Discipline issues will be taken up with the extended care director. Repetitive misbehavior may result in loss of the privilege to participate in after school program. There is a \$3.00 per hour, per child fee for this service (billed every two weeks). Teachers and staff are not charged for this service when they are conducting school business. After 6:00 PM, the fee increases to \$1.00 per minute. No child is allowed on campus after hours unless attending a supervised after school program. Parents are not to allow their children to be on campus without close supervision, even if they are volunteering.

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## FINANCIALS

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### Accounting

Diocesan regulations assume all moneys to be school moneys. No group is allowed to open a separate account for specialty/classroom funds. All funds collected for school or class purposes should be deposited into the proper school established accounts or presented to the bookkeeper for proper accountability and receipting.

Payments to the school should be made by check whenever possible. Payments for lunch are paid in the school office, separately from other payments and in the name of St. Alphonsus Catholic School. No money is received in the cafeteria. Payments, if sent with a student, should be placed in an envelope with the child's name written on the envelope as well as the amount enclosed and the purpose of the payment. Neither the teacher nor the school can be responsible for lost or misplaced money.

### Fees and Tuition

Tuition and fees are established each year. A nonrefundable fee is payable each year at the time of application. Book, technology, and classroom fees are due at final registration. Tuition may be paid in full or half payments to the school, or they may be paid monthly through FACTS™ Tuition Management Company. Payment method must be declared at registration.

**Registration cannot be accepted for any student whose account is not current.**

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## HEALTH AND SAFETY/CRISIS MANAGEMENT

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### Emergency Contacts Information

Every student must have a complete and current emergency card on file. This card includes parent/guardian contact information, an exclusive list of all people who can check out/pick up the student, medical allergy notification, and doctor's information. Parents/guardians should immediately notify the school office with any change in this information. Persons not listed on the emergency card will not be allowed to pick up/check out students without written permission from the parent/guardian. Verbal requests cannot be honored.

### Visitors/Parents

No parent or visitor should enter the building during school hours without first checking-in with the office. For safety reasons, all outside doors, except the front entrance doors, are locked throughout the school day. All visitors and parents entering the school should enter the front of the building, sign in, and wear a visitor's sticker while on campus. All recurring visitors and chaperones, who interact with the children, should have a current completed and verified background check on file in the school office. Some parents are more familiar to school staff than others, but all should continue to adhere to our check-in policy for safety and continuity. Please do not ask students or teachers to open locked doors for you. Please help monitor this system by reporting strangers to the office.

### Animals at school

Animals are only allowed on school grounds for *Blessing of the Pets* or the teacher's prearranged animal studies unit. Teachers will consult with the principal before inviting animals to the school. Based on safety and health concerns, family pets should not be brought into the building even at dismissal times.

## **Drills**

Evacuation, severe weather, and lockdown drills are held at regularly to train students for emergency situations. Teachers discuss and train for these procedures in staff meetings. Everyone in the building is expected to respond promptly and properly.

## **Evacuation Map**

Evacuation maps are posted in all classrooms and other prominent locations. Teachers/staff are prepared at any time to follow emergency procedures.

## **Threatening Weather**

The school monitors threatening weather conditions and advisories by the local civil defense. In the event of serious warning, parents will be notified of the situation and/or precautionary measures through School Messenger, email, Remind, and if appropriate, local television stations (FOX and WLOX). The Diocesan Department of Education is notified of any changes in schedule.

## **First Aid/Universal Precautions**

The office has a small supply of materials to attend minor injuries that cannot be addressed in the classroom. All major injuries should be reported to the office. The attending teacher or staff member will inform parents of minor injuries. The principal or his designee will inform parents when a serious injury occurs. Serious injuries must be documented by completing an accident report for insurance purposes. Universal precautions will be taken to address any bodily fluids contact.

## **Safety Inspections**

Fire extinguishers and the school facility are inspected regularly by the local fire and health departments. All dangerous materials (including cleaning materials) are secured away from students.

## **Asbestos notice**

St. Alphonsus Catholic School may contain asbestos and/or materials suspected of containing asbestos. The School operates an asbestos management plan supervised by the state of Mississippi. All vendors, parent groups, repairmen, and organizations are thus notified of the asbestos and should see the principal prior to any repair work.

## **WELLNESS**

### **Drug and Alcohol-Free Workplace**

It is the policy of St. Alphonsus Catholic School, as part of the Diocese of Biloxi, that all employees and applicants be given every opportunity to enjoy the benefits of working in an environment which is free of the dilatory effects of drugs and alcohol, and to be shielded from those persons who are connected in any way with the unlawful manufacture, distribution, possession or use of the same. The unlawful manufacture, dispensing, distribution, possession, or use of a controlled substance is strictly prohibited in any and all employer work places and by any and all employees, staff, or volunteers of the school.

St. Alphonsus Catholic School is a tobacco-free/drug-free environment and encourages good health through proper nutrition, exercise, and knowledge. Teachers are asked to limit sweet snacks and food rewards and to encourage exercise at recess. Students may bring small, capped water bottles from home for use in the classroom if it does not interfere with teaching and learning.

### **Immunization Law**

Mississippi Law (Senate Bill 2650) states, "It shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children either public or private unless they shall first have been vaccinated against those diseases specified by the State Health Officer." A Certificate of Compliance (MS Form 121) is required from a private physician or a Mississippi county health department prior to attending St. Alphonsus School.

## Health Care

St. Alphonsus Catholic School does not have an attending physician or nurse. Parents should inform the school of any medical condition/allergy that their child may have and should apprise the school in writing of any exceptional circumstances or medical responses as ordered by an attending physician. Teachers, mindful of these conditions, will take this information into consideration when requiring students to complete physical tasks and/or providing snacks to them.

Medication is administered at school only through the front office and only under set conditions. Medicine must be delivered to the front office by a parent or their designee and a medication form must be completed with a parent/guardian signature. Medication must be in its original container. If a prescription medication is to be administered, the label must be current and show the correct name and dosage.

## Communicable Diseases

Any student having evidence of communicable diseases should have a physician diagnose the disease and prescribe suitable treatment. The principal may require a written note from the student's family doctor or public health department before a student returns to school. Some common communicable diseases (see below) result in exclusion from school and school-related activities for a designated period:

<u>Disease</u>	<u>Exclusion from School</u>	<u>Disease</u>	<u>Exclusion from School</u>
Chicken Pox	7 days after eruption	Conjunctivitis	Until discharge is resolved
German Measles	4 days after onset of rash	Impetigo	Until proper treatment is received
Mumps	9 days after glands swell	Lice	Until all nits are gone (min. 24 hours)
Hepatitis	Clearance by physician	Ringworm	Until proper treatment is received
Mononucleosis	Clearance by physician	Scabies	Until proper treatment is received
Fever	24 hours after it breaks (without meds)	Vomiting	24 hours after last episode

## First Aid/Universal Precautions

Students are sent to the office to attend to injuries that cannot be addressed in the classroom. Parents will be informed of injuries/health complaints by phone or note. Whenever a serious accident occurs, the principal or his designee will inform parents directly. Parents should respond immediately if asked to come to the school.

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## LEARNING COMMUNITY

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The Handbook for Pastors, Principals, and School Advisory Councils, dated September 2014, delineates the roles of pastors, principals, school advisory councils, and parent-teacher organizations and is available for preview in the principal's office. All members of the school community are valued and responsible members of the community.

Although Christ is the reason for the school, students are the focus of the school. All decisions are made for the betterment of students. Parents/guardians, as the prime educators of their children, work in collaboration with school personnel. Additionally, extended family members share knowledge and wisdom of the community. As joyful members of the school community, grandparents are celebrated each fall in Grandparents' Mass which is followed by a brief reception in classrooms. Grandparents are always welcome in our school. Many grandparents come often to have lunch and some volunteer in a variety of ways to assist in the school. Teachers, as dedicated professionals, participate in the development of students and create an environment conducive to individual learning. Assistant teachers assist in the educational process by assisting teachers in the work of accomplishing the St. Alphonsus Catholic School mission. All staff members assist the teachers in the educational process and work to accomplish St. Alphonsus Catholic School's mission.

### **School Advisory Council**

The St. Alphonsus School Advisory Council serves to advise the pastor and principal in matters pertaining to the St. Alphonsus Catholic School's vision and mission. The Handbook for Pastors, Principals, and School Advisory Councils, dated September 2013, delineates the roles of pastors, principals, school advisory councils, and parent-teacher organizations and is available for preview in the principal's office.

### **School Improvement Committee**

The St. Alphonsus Catholic School Improvement Committee is comprised of the principal, selected staff members, and may include parents. The Committee assists the principal in managing the school improvement process through an advisory capacity. Responsibilities of the Committee involve assessing the status of the school and planning for improvement.

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

The Parent/Teacher Organization is comprised of the pastor, principal, teachers, and parents/or guardians of children who attend St. Alphonsus Catholic School. The primary purpose for this organization is to encourage cooperation and support between the home and school.

### **Homeroom Parent/Volunteers**

Homeroom parents are invited to serve by the teacher. The homeroom parent's role is to assist in school communications, classroom activities, field trips, and special functions of our school. All homeroom parents/volunteers must have a background check on file in the office. Teachers maintain full responsibility of students and the educational program.

Volunteers may help with certain functions around the school such as cataloging books into the library, maintaining garden spaces, helping to publish a yearbook or directory, and assisting in the cafeteria during lunch. Volunteers are encouraged to contact the school/and or teacher to offer their services.

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## **LUNCH PROGRAM**

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Hot lunches and beverages (milk or juice) are served from the first full day of school. The school cafeteria has trained personnel who furnish nutritious, balanced lunches. The cafeteria is licensed by the State Department of Child Nutrition and the State Board of Health.

All students are encouraged to participate in the hot-lunch program. The school office sends home menus for each month. Family members are welcome to eat lunch with their children daily. Lunch for students is \$3.25 per meal (one carton of milk is included with the meal), \$0.50 for additional/snack milk and/or juice, and \$3.50 for teachers/staff, and \$3.75 for guests. Guest meal tickets can be purchased in the office at 5 tickets for \$17.00.

- No money is paid in the cafeteria. Money is paid directly to the bookkeeper in the front office.
- Lunch accounts are established for each child. Parents pay into the account in advance of the child receiving the lunch. Monthly payments are encouraged. Students are not to charge their meals.
- Any liquids brought from home are to be in a non-breakable container.
- Students must take milk from the food line unless they have a doctor's note that they are allergic, and then they must take a juice, as mandated by the state.
- Teachers supervise their students at lunch. While in the cafeteria, students must avoid loud talk, must display proper manners, and leave the area clean.
- Teachers will inform the cafeteria director of any food allergies. Both teacher and director will ensure that student allergens are avoided.

### **Blessing of Meals**

Before and after meal prayers are to be said regularly. A blessing is said at the table to encourage transfer and habit before students begin eating.

### **Cafeteria: Government Program**

The free and reduced lunch program sponsored by the USDA and the MS Department of Child Nutrition is available to all qualified persons. A qualification form is available at final registration or in the school office throughout the year. Families must reapply each year. Qualifying information is to be held in confidence.

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## **MAINTENANCE**

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All community members are responsible for helping to keep the school clean and orderly. A full-time maintenance man is on staff throughout the day and a cleaning crew is employed to clean the school each evening. Students should be cognizant of the need to assist in keeping their school and school grounds clean, especially their personal space. Any litter on the ground or in the halls should be picked up and placed in the proper receptacle.

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## **TECHNOLOGY**

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Diocesan school policy (Governance 40) prohibits the use of all personal telecommunication devices, including cellular phones, by students during the school day. Some restrictions also apply to faculty.

Students are not permitted to have or use cell phones on school grounds or at school events. Parents may contact the office to request that a teacher return their call when time permits. Parents are asked to limit their use of cell phones while volunteering or visiting in the school to emergencies only. Any phone conversations that must be conducted within the school should be held away from the instructional area and out of earshot of students.

Parents are asked to be courteous and considerate when taking pictures at school and to discuss permissions and limits with parents of students other than their own before photographing. No picture that would prove embarrassing or cause discomfort to the school or any member of the school community should be posted to social media. Postings that results in injury or embarrassment to the school or any member of the school community may result in dismissal and/or legal action.

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## **TRANSPORTATION/DISMISSAL**

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Each teacher creates and maintains a dismissal log. The log documents the person the student is dismissed to after school and notes any special arrangements. Written permission by note, email, or fax is required if a student is to go home with another student. Phone calls to make these arrangements during the school day are not allowed. Once students leave school grounds at the end of the day, they are no longer under the care of the school. They are to proceed directly to their destination and are not to return to school.

### **Bicycles**

Written permission is required from a parent or guardian before any child will be permitted to ride a bicycle from school. When on school grounds, bicycles should be walked, not ridden. Bicycles should be locked. St. Alphonsus Catholic School will not assume any responsibility for bicycles on its campus. Children riding a bicycle should wear a helmet. Bike riders are dismissed after the car line is cleared.

### **Cars**

Car dismissal for students in Grades K-6 is conducted in the rear of the school. Drivers should refrain from cell phone use while moving through the dismissal line. Traffic flows from Washington Avenue through the east parking lot entrance to the Calhoun Street exit. Students wait in the dismissal area with their class until their ride is present. The driver remains in the vehicle and waits for his/her child/children to be escorted to the vehicle. Parents are not to pick up students from Calhoun Street or the rectory driveway. A person on duty will direct vehicles to proceed to the Calhoun exit. Upon completion of dismissal, all remaining students are escorted and signed into after care.

Students are dropped off in this same location in the morning. Vehicles enter the school grounds from Washington Avenue and exit onto Calhoun Street. Drivers should ensure that there is someone to receive students before they depart.

Pre-kindergarten students (if not in morning care) should be escorted to their classroom each morning, using the front area of the school for parking. Pre-kindergarten parents will also pick up their children from the classrooms in the afternoon. Brothers and sisters of pre-kindergarten students will check in with the staff member on duty in the library corridor and wait there until an authorized adult arrives to pick them up. Children not picked up by 3:25 will be taken to the cafeteria for after care.

### **Rainy Day Arrival**

On rainy mornings, traffic enters from Washington Avenue and proceeds through the parking lot to the outside entrance by the gym (loading dock). A staff member is available to ensure safe entry.

### **Rainy Day Dismissal**

On rainy day dismissals, traffic enters from Washington Avenue and proceeds through the parking lot to the outside entrance of the gym. A staff member will call students from the gym as their rides approach. Students are escorted by a teacher to the vehicle while the driver remains in the vehicle. The driver proceeds to exit on Calhoun Street. All teachers assist in this process. Parents should not park and attempt to enter the gym to retrieve children. This impedes the safe flow of children and traffic.

### **Walkers and Safety Officer**

A School Safety Officer is furnished by the Ocean Springs Police Department and is stationed in front of the school on Jackson Avenue. The School Safety Officer handles all traffic (walking and vehicular) in this area each morning and afternoon. Parents are not to stop in the street and allow students to walk into school alone.

Written permission is required from a parent/guardian before any child is permitted to walk home from school. Walkers are dismissed from the front of the school only where students cross Jackson Avenue only with permission of the School Safety Officer.

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## **UNIFORM DRESS CODE**

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All St. Alphonsus Catholic School students in Grades K through 6 are required to wear the prescribed uniform on regular school days and appropriate clothes on announced free-dress days. Uniforms are meant to be uniform to encourage a sense of belonging. Research shows that uniforms are related to school safety. Teachers should monitor that students adhere to the uniform code.

Students in improper uniform will be handled in a consistent but sensitive manner depending on the student's grade level. A note or phone call will be made to the parent to discuss the best way to handle the breach in the uniform code. Repeated dress code breaches may cause inconvenient methods of correction. Although bothersome, parents are asked to readily cooperate with school personnel when asked to assist with correcting improper uniform dress.

Although non-uniform sweaters, jackets, and coats are allowed on the playground, only jackets and sweaters on the uniform list are allowed in church or in classrooms.

### **Preschool and Free-Dress Code**

Comfortable play clothes are to be worn. No tank tops, muscle shirts, or shirts that do not cover the mid-section are to be worn by any age. For safety reasons no flips, jellies, pointed boots, or open-toe shoes are permitted. No clothing that is ripped, shredded, tattered or cut-out is allowed. Jeans or pants should not be unduly tight or fitted. Running shorts are not appropriate for school attendance. Stretch capris or leggings should not be worn without over coverage, i.e., tunics, skirts or pants.

All books, school bags, lunch boxes, clothing, etc. should be marked with the child's name. Monograms on clothing may only be used if inconspicuous. Keep in mind the purpose of uniforms. Monograms must be in matching colors (white on white, navy on navy), and discretely placed on the back of the collar or waistband. Purses and wallets should have a form of identification.

Required school socks are available for purchase at the school. The school emblem may not be reproduced without permission, nor applied to an unapproved article. Uniforms can be purchased at Shalimar Apparel in Ocean Springs or School and Scrubs in Biloxi.

# Uniforms

## GIRLS Grades K-6

## BOYS Grades K-6

<p><b>DRESS UNIFORM</b> (REQUIRED FOR MASS) White Oxford blouse with emblem peter-pan or sailor collar (with tie) Plaid jumper, *skirt, or skort, playground pants under skirts Red cardigan or vest No T-shirt or sweatshirt</p>	<p><b>DRESS UNIFORM</b> (REQUIRED FOR MASS) White Oxford shirt with emblem Plain navy shorts or pants (no outside pockets) Red cardigan or vest No T-shirt or sweatshirt</p>
<p><b>CASUAL UNIFORM</b> White polo shirt with emblem; plain white short-sleeved undershirt Plaid shorts or navy slacks (no outside pockets) No layering of clothes; shirt tucked in unless sailor shirt</p>	<p><b>CASUAL UNIFORM</b> White polo shirt with emblem; plain white short-sleeved undershirt Plain navy shorts or pants (no outside pockets) No layering of clothes; shirt tucked in</p>
<p><b>Hemlines and shorts no more than 4" above knee when kneeling.</b></p>	<p><b>Socks:</b> School socks <b>Shoes:</b> Typical sports shoes, (no lights, bells, or rollers; no flashy, bright or neon colors); brown, navy, or black leather shoes, or saddle oxfords in black or navy. No high tops or boots. <b>Belt:</b> Navy, brown, black, plaid <b>Hair:</b> Neatly-groomed, cut above the collar and sides no longer than mid-ear, cut above the eyebrow, natural color; <b>Accessories:</b> No earrings; conservative neckpieces or bracelets allowed; no tattoos; no hats</p>
<p><b>T-shirt:</b> Red with emblem (outdoor field trips only) <b>Sweatshirt:</b> Red with emblem (not for Mass) <b>Sweater:</b> Red cardigan, sweater vest <b>Navy fleece vest or jacket or navy nylon windbreaker with emblem</b> <b>Over Coat:</b> No code Non-uniform coats and jackets are not to be worn in the classroom or church</p>	<p><b>T-shirt:</b> Red with emblem (outdoor field trips only) <b>Sweatshirt:</b> Red with emblem (not for Mass) <b>Sweater:</b> Red cardigan, sweater vest <b>Navy fleece vest or jacket or navy nylon windbreaker with emblem</b> <b>Over Coat:</b> No code Non-uniform coats and jackets are not to be worn in the classroom or church</p>

### Privilege Option- 4<sup>th</sup>- 6<sup>th</sup> Grade Students Only

Sperry loafers (Bluefish/Billfish/Angelfish) light brown	Sperry loafers (Bluefish/Billfish/Angelfish) light brown
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### Privilege Option- 6<sup>th</sup> Grade Students Only- Dress Uniform

Navy blazer as worn at St. Patrick without emblem	Navy blazer as worn at St. Patrick without emblem
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## USE OF SCHOOL/PARISH FACILITIES/PROPERTY/MATERIALS

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Any use of the gym, cafeteria, or parish hall after school hours must be scheduled in advance through the church office. Use of the Knights of Columbus Hall should be scheduled in advance with the Knights of Columbus. General securing and cleaning of the space is the responsibility of the sponsoring group. Clearing and cleaning arrangements should be made in advance and cleared with the principal. Facilities must be left clean and trash hauled away.

Students are expected to care for school and personal property appropriately. School personnel reserve the right to inspect a student's desk and contents at any time, even if the student is not present. Parents may be charged for replacement of damaged school property.

