Saint Barnabas Catholic School

2016-2017

Parent-Student Handbook
The purpose of the St. Barnabas Student/Parent handbook is:
1. To provide students and their parents/guardians with information regarding the policies, regulations and programs of St. Barnabas Catholic School.
2. To unite those involved in the educational process in cooperative efforts to accomplish the goals of Catholic education.

The Student/Parent Handbook serves as a contract between the parents, students and the school. Each family will have access to the Handbook at stbcsbhm.org, or they may request a hardcopy in the school office. The Diocese requires that parents sign a form stating that they have read the handbook, and it is kept on file.

PHILOSOPHY AND MISSION OF SAINT BARNABAS CATHOLIC SCHOOL

MISSION STATEMENT
In our Catholic tradition of promoting Gospel values, the mission of St. Barnabas Catholic School is to provide a safe and welcoming environment where learning takes place. St. Barnabas Catholic School forms students spiritually and academically to become leaders and productive citizens.

As a school community, we believe:
- Student learning and academic excellence within the context of the Catholic Faith are our chief priorities.
- Each student is a valued individual with unique needs.
- The Christian faith witnessed in the school is critical to our mission and student success.
- Teachers, administration, parents and the community share the responsibility for advancing our school’s mission.

PHILOSOPHY
We recognize that parents are the primary educators of their children, and we view the school as an extension of the family. It is the school’s primary responsibility to help educate each child in a Christian atmosphere.

Saint Barnabas Catholic School follows the philosophy of Catholic Education as directed by the Education Department of the Diocese of Birmingham, which states that “the Catholic school aims, by means of intellectual and moral training to prepare its students to meet the problems of our society in the light of Christian principles.”

Saint Barnabas Catholic School serves the community by encouraging students to think independently and objectively, and to make good moral decisions. Our future depends
upon the quality of leadership developed in our schools. Catholic Schools have the opportunity and responsibility to meet this challenge.

While the task of educating the young belongs primarily to the parents, Saint Barnabas, in a Christian spirit, endeavors to assist parents in this role by providing opportunities for worship, creative thinking, the acceptance of responsible leadership, and a sense of moral values. We recognize the need for and the importance of the development of a Christian spirit as well as our responsibility to help each student become a good citizen of our society, and to reach his/her eternal goal.

The U. S. Bishop’s Pastoral Letter, *To Teach As Jesus Did*, states that the educational ministry of the Church has a three-fold purpose: to teach doctrine, to build community and to serve others. As a Catholic school, we are committed to providing a Christian atmosphere animated by the Gospel spirit of charity, justice, freedom and unity, in which our students may experience Christian values that are designed to reflect true community. It is anticipated that students will grow in their commitment of service to God, to others, to the Church and to the world.

A Catholic school is unique because of its total commitment to the three-fold purpose of Christian education: message, community, and service. This mission creates an atmosphere wherein Catholic faith can be integrated with life and learning.

With the goal of high school preparedness for all students, the objective of Saint Barnabas Catholic School is to provide excellence in a Christian academic atmosphere with community support.

**SCHOOL’S RIGHT TO AMEND**

While a concerted effort has been undertaken to address all issues related to the School environment, the possibility exists that some regulations and policies have been omitted. In the absence of a policy in this Handbook, the administration reserves the right to amend the handbook should the need arise. Parents will be notified by email if changes are made.

**NON-DISCRIMINATION POLICY**

St. Barnabas Catholic School admits students of any sex, race, color, national and ethnic origin and they are granted all rights and privileges, programs and activities generally accorded or made available to students at the school.
PARENTAL COOPERATION POLICY

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at St. Barnabas Catholic School (SBCS) 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 St. Barnabas 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 dialogue with the parent/guardian.

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

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

As partners in the educational process at St. Barnabas, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or nutritional sack lunch every day.

- To actively participate in school activities including conferences, PTA activities, school events;

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

- To notify the school with a written note when the student is absent;

- To notify the school office of changes of address or important phone numbers;

- To meet all financial obligations to the school;

- To inform the school of any special situation regarding the student’s well-being, safety and health;

- To complete and return to school any requested information promptly;
♦ To read school notes and newsletters and to show interest in the student’s total education;

♦ To support the religious and educational goals of the school;

♦ To support and cooperate with the discipline policy of the school;

♦ To treat teachers with respect and courtesy in discussing student problems.

With a spirit of cooperation and a strong partnership between parents and the faculty/staff at St. Barnabas, your child will be able to reach his/her fullest potential spiritually, academically, emotionally, socially and physically.
FACULTY AND STAFF
2016-2017

Parish Administrator          Father George Maniangattu
Principal                     John Parker
Office Manager                Jac’Quese Smith
Pre-K4 Teacher                Ashley McPherson
Kindergarten Teacher          Krystal Dennis
1st Grade Teacher             Virginia Niksich
2nd Grade Teacher             Melissa Schaeffers
3rd Grade Teacher             Laura Ann Hutchens
4th Grade Teacher             Sarah Wilbanks
5th Grade Teacher             Alyssa Roberts
6th Grade Teacher             Cara Williford
7th Grade Teacher             Tracey Miller
8th Grade Teacher             Ashley Parks
Religion 1st – 8th grades     Brett Burkholder
PE Instructor                 Jeff Berry
Music
Foodservice Director          Joann Kinnell
Foodservice Worker            Derrick Green
After School Care Director    Joann Kinnell
After School Care Worker      Ella Hill

DIOCESAN ADMINISTRATION

Bishop - Most Reverend Bishop Robert Baker
Director of Catholic Education – Dr. David Anders
Superintendent – Frances Lawlor
Director of Curriculum, Instruction and Staff Development – Julie Emory-Johnson
**Parent-Teacher Association (PTA)**
The PTA meets regularly according to the schedule published in the annual school calendar. This organization sponsors various school related activities throughout the year. **Parents are required to become members of the PTA and pay the annual dues.** Regular meetings are held in the school cafeteria, as scheduled on the school calendar at 6:00 PM. Special programs/times/locations are announced in the parent memo and posted on the school website. Children must be supervised during the meetings and are not permitted to walk about the campus without an adult.

**2016-2017 PTA Officers:**
President: Lakeschia Steele  
Vice President: Cassandra Carroll  
Secretary: Latara Hale  
Treasurer: Kimberly Bailey  
Volunteer Coordinator: Ella Hill  
Maintenance and Safety: Derrick Green

**Athletics**
St. Barnabas Parish sponsors the Athletics in the areas of basketball, soccer and cheerleading. With this existing affiliation, children who are parishioners or students attending St. Barnabas School are eligible to participate in the programs available. The St. Barnabas students in grades 3rd - 8th grades are encouraged to participate in activities offered and are obligated to meet the standards set forth by the Athletic Association. **Children participating in the Athletics must maintain a C average in all core subjects and demonstrate satisfactory conduct during each progress report period.**

**ACADEMICS/CURRICULUM**
The curriculum followed by Saint Barnabas is that recommended by the Diocesan Department of Education and follows the guidelines set forth by the Alabama Department of Education. It includes:

- Religion  
- Language Arts  
- Reading  
- English  
- Spelling  
- Handwriting  
- Mathematics  
- Social Studies  
- Science  
- Art and Music  
- Physical Education  
- Technology
Preschool Educational Goals  The faculty provides a child centered program which is developmentally appropriate for the stages of development of the children of the group, as well as individually appropriate for each child based on his/her needs using sound child development practices. The basic preschool curriculum includes: Reading Readiness, Math, Writing, Social Skills, Social Sciences, Good Citizenship and Religion. Music, Art, P.E., Technology and other forms of enrichment are also included in the weekly schedule.

Grading Scale
Grading is a method of communicating student learning and shall be based on the philosophy that students, not subjects are being taught. Saint Barnabas issues reports cards quarterly – every 9 weeks. Grades, current grade averages, cumulative absences and tardies, and teacher comments comprise the information provided to parents.

The Diocesan Board of Education has established a grading system to be used by all Catholic Schools in the Diocese of Birmingham:

Pre-Kindergarten through grade 1- use non-graded evaluation standards. Students in the primary grades are evaluated based on the mastery of grade level benchmarks which must be mastered prior to moving to the next grade level.

The following scale is used in Pre-Kindergarten through 1st grade to assess mastery of skills/concepts required at each grade level in core academic areas:
In grading at this level, the use of M (Mastered), I (Improving), NP (No Progress) or NA (Not applicable at this time) is approved.

Grades 2 through 8: The following letter system of grading has been approved for these grade levels: A (93-100)  B (84-92)  C (74-83)  D (65-73)  F (64 and below). Grading at these levels will be letter grades with a scale given on the report card. Both percents and letter grades will be listed on the interim progress reports. Percents or letter grades may be used on assignments, quizzes, and exams. The following subjects will be graded with letters: religion, reading/literature (language arts), math, science, social studies, music, art, and physical education. Computer does not receive letter grades since they are tools to be integrated into all areas of the curriculum. However, they may receive a rubric or checklist of skills mastered / not mastered.

Effort and Conduct
It is our basic assumption that effort and conduct are to be acceptable. All students are to work hard and are to behave. Therefore, these areas will be reported as S (Satisfactory), NI (Needs Improvement) or U (Unsatisfactory).

Semester grades, in grades Two-Six, are computed by averaging the first and second quarter grades.
Grades 7 and 8 give semester exams and they are weighted as follows:

First Quarter = 2/5 (40%) of the Semester Grade
Second Quarter = 2/5 (40%) of the Semester Grade
Semester Exam = 1/5 (20%) of the Semester Grade
Semester Average = Total (5/5)

Pre-K – 8th Grade: Participation grades are provided for the enrichment classes. Students are expected to demonstrate active participation in each of these enrichment courses, as well as good discipline. Students will receive S for satisfactory, NI for Needs Improvement.

HOMEWORK
Homework is a key factor in the school program. Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. All homework assignments are checked by instructors and contribute to a child's overall grades.

A student planner, provided by the school, is required for each student in grades 1-8. Students are required to record their daily assignments in these books. If there are questions about an assignment they can be checked on RenWeb. No excuses will be accepted for incomplete homework. Setting high goals/expectations will reap benefits for our students.

It is the responsibility of the parent to supervise the homework of their children and provide them with a reasonable, comfortable, and quiet place in which to work. We strongly recommend parents to review student work and initial the student planner indicating that homework is completed. Parents may talk with the teacher if they feel that their children are in need of extra help.

Parents can access homework assignments through the school’s RenWeb communication platform for students in grades 2 - 8. Each teacher has a link on this website which will list homework and other helpful information.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If you find that you are spending significantly more time than the suggestions below, please contact your child’s teacher to discuss this.
The average time spent on daily homework should be:

1. Kindergarten  10-30 minutes
2. First Grade    20-45 minutes
3. Second & Third Grade  30-60 minutes
4. Fourth, Fifth & Sixth Grade  45-90 minutes
5. Seventh & Eight Grade  1-2 hours

Long term projects are not taken into consideration in the above averages and will require time in addition to the daily assignments.

**PROGRESS REPORTS**

In an effort to communicate effectively between school and home, we have established a procedure for reporting student progress. **Each week your child will take home a pocket folder (Friday Folder) containing all tests, quizzes, or other important assignments from the previous week/s.** Attached to this material will be a progress report stating specific information regarding the student’s academic performance as well as the student’s behavior. It is the responsibility of the parent to review the material in this folder. **You should encourage your child to correct all tests and other papers so that this will be yet another learning tool.**

The student will return the folder to the homeroom teacher by the beginning of the second school day. A parent or guardian must sign the progress report. Comments are to be written on the progress reports, with proper signature. Failure to return signed progress reports will result in consequences/missed privileges for the student. Consistently failing to return signed progress reports will result in reports being held until the parent comes in for a conference.

*NOTE— Primary Grades (PreK-2) may follow slightly different procedures than those previously mentioned. Each primary grade teacher will explain her class procedures at parent orientation.

**HONOR ROLL**

Honor Roll, which is based on quarterly grades, recognizes students for outstanding academic achievement and/or effort. Students in Grades 2-8 will be named to the Honor Roll if they earn a grade of A or B in all subjects and have satisfactory conduct. Satisfactory conduct means no detentions, no in-house suspensions, etc. and has an S in conduct. Honor Roll awards will be given at the end of each grading period.

Parents and students are urged to remember that being named to the Honor Roll is not the ultimate goal of education. Any child who performs to the best of his/her ability is considered a successful student and effort/improvement will also be recognized at quarterly awards.
ADMISSION REQUIREMENTS
Catholic Schools in the Diocese of Birmingham, including Saint Barnabas, admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

All students must present a birth certificate and, where applicable, a baptismal certificate.

Students entering 4-year old Preschool must be four years of age by September 1st of the current school year. Students entering Kindergarten must be five years of age by September 1st of the current school year. Students entering First Grade must be six years of age by September 1st, of the current school year. The exact date of birth must be determined from an official, valid birth certificate of the child to be enrolled in school.

Alabama state law requires that children entering Preschool, Kindergarten or First Grade be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and mumps unless otherwise exempted as provided by law (i.e. medical exemptions, noted and on file.) Any child who has not met these requirements by the date specified by the County Health Department will not be allowed to enroll in school until all records are in order.

Required information for enrollment includes:
1. Immunization Compliance Form (Health Department)
2. Birth Certificate- original certified copy including certification number
3. Baptismal Certificate (for Catholic students only)
4. Legal documents – if applicable (e.g. verification of name change of adopted Children, custodian/guardianship agreements, etc.)
5. Parish verification form, if applicable
6. Copy of the child’s Social Security card

New students who are transferring from other schools must provide report cards and /or other information to insure their admission to the proper grade level. Performance tests in Reading Comprehension and Mathematics Skills are administered to new students in order to assist the administration and teachers in assessing and projecting achievement. Entrance test information is also used to insure that the academic program offered by St. Barnabas meets the child’s educational needs. All new students are admitted on a probationary basis during the first semester of attendance.

CHILDREN WITH EXCEPTIONAL NEEDS
St. Barnabas does not offer special education programs for children with exceptional needs. If it is determined by the administration that the program and facilities appear to be unable to effectively meet the needs of a child, his/her continued enrollment will be reviewed by the administration and a parent conference will be scheduled.
AFTER-SCHOOL CARE PROGRAM

After-School Care (ASC) extends care for children until 6:00 p.m. Parents must register their child at the beginning of the year by enrolling and paying a registration fee of $25. Any child who uses the services of aftercare, either on a drop in basis or on a full-time basis is required to pay the $25 registration fee. This fee covers the Before Care fee.

You are required to come into the school and sign your child out of ASC. If the person that arrives to pick-up students is not on our pick-up authorization list, we will not release your child.

Your account may be paid in advance weekly or on a day-to-day basis. The daily rate for ASC is $7.00. It is expected that you pay your account as stated above. Snacks will be available for purchase. A receipt is given to the student when the payment is sent to the office. Failure to pay for services will result in being dropped from the program. Balances are not carried over to the next week. You child will not be able to attend ASC the next week if payments have not been made the week of service.

Behavior Policy: All school rules apply to the ASC program. Cell phones are not allowed in ASC. Students must have them turned off and in their book bags. Cell phones found out or being used will be confiscated and will have to be picked up in the office the next Friday. Respect is to be shown to the adults staffing the program at all times. In the event that there is a disciplinary situation in After Care, the ASC staff will notify parents when the child is picked up. Continued misbehavior will result in the removal of your child from the program.

Late Policy: A late fee of $5.00 per 5 minutes of supervision, will be charged for any student picked up once the clock in the ASC room reads 6:00 p.m. This is due at the time you receive the child. Being consistently late to pick up your child will result in being asked to leave the After-Care Program.

Before School Care: There is a $25.00 registration fee for BSC (ASC care fee covers both)

This Program provides a safe environment for before school care at minimal cost to the parents. Students who are being tutored before school by a classroom teacher must check-in with the BSC teacher and are considered a part of the BSC program. There is no formal registration, and this service is open to all children who attend St. Barnabas Catholic School. Adult supervision is provided each day from 7:00 a.m. until 7:50 a.m. There is a $1.00 per child per day charge for the use of this program. Fees are due by the end of each week in the week the service is received.

ASSEMBLIES

Programs to promote and enhance the holistic and cultural development of the student body will be presented during the school session. For some of the presentations, an admission fee may be required.
ATTENDANCE
In order that the child may grow in skills and good habits, it is important that his/her attendance at school be regular. Parents are urged to have their children in attendance except for illness or emergencies.

Arrival: School begins at 7:50 a.m. A student is considered tardy for school if he arrives after 7:50. Should your child arrive after 7:50 a.m., the parent is required to come into the school with the student and sign him/her in at the office.

Punctuality in arriving at school is a matter of responsibility for utilizing time wisely, as well as a matter of respect for the students and staff so that the day can begin with as few disruptions as possible to students and staff.

Students, who are consistently tardy, are depriving the teacher, the class and themselves of adhering to the schedule and missing important information shared during morning routines. Only on an emergency basis should a child be tardy. Over-sleeping, forgetting to set the alarm clock, not having clothes ready, etc. are problems that can be solved through planning. The school personnel will use the following procedures for addressing tardies:

1. Parents / Guardians will be notified daily by RenWeb when tardy.
2. Parents / Guardians will be notified by the teacher that a detention has been given after the third tardy is recorded in a nine week period.
3. Once a child accrues 5 tardies in a nine week grading period, the parent will be required to attend a conference with the teacher and principal to discuss strategies to address punctuality in arriving at school.
4. In the event that a child accrues 15 tardies in the school year, the issue will be referred to the State of Alabama Early Warning Truancy Program and the family will be contacted by this agency.

Dismissal: Children will be dismissed at 3:00 p.m. and the carline will be staffed until 3:15, or when the last active car leaves the line. All students remaining on campus after traffic line is complete, will be sent promptly to the After-School Program and charged the daily amount.

Early dismissals: The school administration requests that every effort be made to obtain appointments during hours outside of the school day. Early dismissals will be permitted during the school day until 2:30 p.m. Students may not be checked out between 2:30 p.m. and 3:00 p.m. in order to accommodate end of the day procedures and personnel dismissal duties.
Students leaving or entering school at times other than the usual morning or afternoon hours are to be signed in/out by a Parent/Guardian. To obtain permission to leave the school grounds before dismissal time, a written statement from the parent is required.

Illness:
The following list of circumstances is the only recognized excuses for school absence:
1. Personal illness  2. Family illness/ emergency  3. Death in the family  4. Emergency doctor/dentist appointment (appointments considered routine should be made after school hours)

If a student has a prolonged illness, the teacher(s) will prepare assignments and materials if the parent calls to request it before 10:00 a.m. Please do not make this request for single day absences. Books and assignments will be ready after 2:00 p.m.

All absentees are expected to make up missed assignments upon their return to school. All work must be completed in a reasonable length of time. Generally, for every day a student is absent, he/she will have one day to make up work. Longer time will be given for a severe illness or extended absence. It is the responsibility of the student to complete and return assignments to the teacher. Make-up tests will be given at a time mutually agreed upon by the student and teacher.

A written excuse must accompany a student returning to school after an absence. Children will not be provided the opportunity to receive make up work/tests unless a note is received. It must be written by the parent, guardian or other adult legally responsible for the student. An older brother or sister is not allowed to perform the requirement.

Illness at School: Students who become ill during the school day will be sent to the office, and the parents will be notified. In the event that the parents cannot be reached, the numbers listed on the emergency contact information will be used. Students who have a temperature are vomiting, or exhibit signs of a contagious illness are required to be picked up by parents.
In the event of a contagious disease, where other students may be affected (head lice, strep, measles, etc.) the school office must be informed, and the student is to remain out of school until the problem is remedied. Effective communication must be employed for the benefit of the entire school. A doctor's release to attend school may be required.

Absences: Students are required to bring a note from home stating the reason for absence, the date and must have a parent signature. Make up work will be given upon receipt of this note and the teacher will establish dates with the child/parent when the work is due.
**Family travel:** Parents are asked to avoid planning family vacations or extended trips during school time. In the event that you foresee your child may miss school due to travel, the **make-up work will be provided upon your child’s return.** The teacher will work with you to determine a time that these assignments are due. Please understand that due to the nature of teaching/learning, it is not possible for teachers to provide detailed class work in advance of travel.

**Students who are absent for twenty days or more during the school year are subject to retention.** Extenuating circumstances may warrant a doctor’s explanation for the frequent absences or special consideration of this policy. The Diocesan Superintendent of Education will be involved in determining the final decision in these circumstances.

**Birthdays** Birthday celebrations are limited to the singing of “Happy Birthday” and a simple treat or a healthy snack for the class. Please insure that any treat sent to school for birthday recognition is in individual serving size, ready to distribute. These will be enjoyed at lunch or at snack and due to time constraints the teacher will not be able to cut cake or otherwise divide treats. Invitations to parties held outside of school may be handed out at school if there is an invitation for every child in the class.

**BULLYING and HARASSMENT**

The administration and staff of St. Barnabas Catholic School believe that all employees and students are entitled to work and study in school related environments that are free of any type of harassment. This includes any type of harassment that is conducted over any electronic media (cell phones, Internet, etc.). St. Barnabas School will not tolerate harassment of any kind, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of bullying and sexual harassment include, but are not limited to verbal or written taunting, physical attacks, intimidating, hostile or other offensive conduct, jokes, stories, pictures, cartoons, drawings, musical lyrics, or objects which are offensive, annoy, abuse or demean an individual or group. This includes any of the above examples that are conducted over any electronic media.

**CANCELLATION OF SCHOOL AND INCLEMENT WEATHER**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. The Diocesan Office of Catholic Education and Administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. The school will notify parents of a cancellation, via the radio, television, the school website, and through the phone alert system when this occurs, therefore valid cell phone and home phone numbers are critical. In the unusual circumstance where school must be canceled during the school day, the administration/teachers will determine that all students have satisfactory transportation before releasing them from school. Parents will be notified by television, website and RenWeb.
CHANGE OF ADDRESS / PHONE NUMBERS
Parents are expected to notify the school immediately if you have a change of address or telephone number, name or marital status during the school year. Parents will be able to make changes to their status on RenWeb themselves. In addition to the mailing address, the school needs the street address of the child.

CLASSROOM PARTIES
Each class has three scheduled parties: Halloween, Christmas, and Valentine’s. The cost of refreshments and favors for all three parties is included in the school’s registration fee. The homeroom parent, in conjunction with the teacher, is responsible for planning the party, purchasing food and supplies for all three events and submitting receipts for reimbursement to the office. Due to the fact that the parties are brief and the rooms are small, only parents who are assisting the homeroom mother with the party should attend.

COMMUNICATION
School Memo: Parents will receive memos regularly by email. These memos will outline upcoming events, activities, meetings and any good news happening at the school. Parents/Students should check RenWeb and our website daily to receive most current information.

Friday Folders: Each Friday, parents will receive a special folder which contains graded work, information from school, discipline information, etc. Parents are asked to sign the enclosed sheet and return it to school on Monday.

School Website: St. Barnabas Catholic School has a web address at: RenWeb.com – for class and homework information and at stbcsbhm.org – general school information. Parents are encouraged to access them for information.

St. Barnabas Catholic School is participating in the RenWeb Instant parental notification program. This program allows the school to contact parents via phone or email and text message. You will receive a log in and password to provide numbers you would like to use for emergency notifications.
**Parental Concerns/Comments**
Saint Barnabas Catholic School is a part of a larger community. The interaction between individuals who make up this school community must be guided by certain policies and regulations. Policies and regulations stated in this handbook protect our individual rights and the rights of the community. **It is expected that students and parents be familiar with these rules and regulations.**

During the school year, if you would like to share your comments or concerns regarding school matters, it is requested that you begin by communicating with the individuals involved. Concerns or constructive comments motivated by a sincere desire to improve the quality of education, overall program or regarding school personnel should be first directed to the staff member involved and approached in a positive, respectful manner.

If a parent has a concern, they are asked to address it through the proper channels.

Parents are asked to address concerns regarding the classroom **first with the teacher.**

In the event that your concerns are not addressed satisfactorily, you **would take the 2nd step and address your concerns with the principal- principal.stbarnabas@gmail.com**

If again unsatisfied, **you would take the 3rd step and address your concerns with the pastor/parish administrator.**

**Final recourse would be to place your concerns in writing and submit it to the Superintendent of Schools.**

**CONFERENCES**
Conference times are arranged to give parents an opportunity to come to the school and meet with their child’s teachers. It is strongly encouraged that parents and children attend the conference together in order that communication regarding progress is available to all parties involved.

**First Quarter** – **Parents will be required to have a conference to receive the first quarter report card. Fees must be current to receive report cards.**

Conferences can be arranged at any time during the year; however they must be scheduled before and after school hours so as not to interrupt the teaching/learning process. Conferences may be scheduled by contacting the teacher and/or calling the school office. There will be no conferences scheduled during Morning Prayer and any conferences scheduled before prayer will end in time for teachers to attend Morning Prayer at 8:50AM. Afternoon conferences will be scheduled starting after Car Line.
DISCIPLINE
The word discipline primarily means instruction, training, teaching and learning. We believe that social skills and self-discipline begin at home. Effective discipline is achieved when parents, students and teachers cooperate to work toward goals which will benefit each child and allow for a productive and respectful learning atmosphere.

At St. Barnabas the role of discipline is to help minimize any behavior which disrupts the teaching/learning process. Every effort will be made to assist your child in learning the expectations/routines and procedures for the classroom and the school. In the event that a child behaves in a manner which is disruptive to the teaching/learning process a series of steps will be used to re-direct their behavior.

One of the most important lessons Catholic education should teach is self-discipline. It is the mission of the school to provide students with excellent opportunities to acquire an education. Other students do not have the right to interfere with this process. School rules and regulations help create a Christian community in which learning can take place.

Misconduct is interpreted as anything that minimizes a productive atmosphere of growth and learning and upsets the environment in which children are free to feel safe, happy and successful in achieving to the best of their ability.

The discipline policy is based on our mission of educating children to have reverence, respect and responsibility. Students are expected to adhere to these guidelines during the school day, during after-school care and whenever they are representing St. Barnabas Regional School through field trips, special activities and athletics.

1. Reverence: defined as showing devotion/honor to God during classroom prayer, Mass or any religious service/ function.
2. Respect: defined as demonstrating an attitude of acceptance, care and/or concern for himself/herself, other students, faculty/staff, parents and volunteers, as well as property and materials.
3. Responsibility: defined as the ability to manage time, material, tasks, etc. in order to facilitate learning. This includes compliance with all school conduct rules, before-during-after school hours; compliance with academic requirements established by teachers; and compliance with uniform policy and personal grooming.

The teachers take responsibility for managing classroom discipline. Parents are provided with a copy of classroom behavior expectations and procedures at the beginning of the year.

Participation in school special programs are a privilege not a right. Therefore students who have established a pattern of being disruptive and have not demonstrated an ability to follow the rules/guidelines of the discipline code will not be permitted to participate in activities such as field trips, special programs, etc.
VIOLATIONS OF GOOD CONDUCT THAT MAY RESULT IN DETENTION INCLUDE THE FOLLOWING:

- Misbehavior in the hallways and between classes
- Disruptive behavior in class/failure to obey classroom rules
- Unmannerly conduct in the lunchroom
- Running, pushing, shoving, horseplay
- Inappropriate language
- Defaming the school and/or destroying school or personal property
- Public display of affection
- Disrespectful, inattentive behavior in church
- Chewing gum, eating candy
- Failure to observe uniform code
- Disrespect for other students
- Showing disrespect of teachers/adults

SERIOUS VIOLATION OF GOOD CONDUCT THAT WILL RESULT IN IMMEDIATE COMMUNICATION WITH THE PARENT AND POSSIBLE SUSPENSION:

- Bullying/Harassment – including threats which are verbal, physical, cyber-bullying, etc.
- Cheating or copying on tests or schoolwork; forgery
- Fighting – including provocations that are verbal and/or physical
- Defiant behavior – failure to co-operate with authority
- Improper use of the Internet or technology resources as stated in the Tech Policy
- Possession or use of electronic devices (i.e. cell phones, handheld electronic devices)

SERIOUS VIOLATION OF GOOD CONDUCT THAT WILL RESULT IN POSSIBLE EXPULSION INCLUDES THE FOLLOWING:

- Fighting – including provocations that are verbal and/or physical
- Theft or vandalism, including school property, or property of others
- Possession or distribution of any pornographic materials
- Possession of any type of weapon, or an object which can be used as a weapon
- Possession or use of alcohol, tobacco, drugs, including drug paraphernalia
- Leaving the school grounds without permission, or attempting to leave the school grounds without permission.
- Improper use of the Internet or technology resources as stated in the Tech Policy

All violations of good conduct cannot be listed here. The teacher and/or principal will address any conduct that is inconsistent with the philosophy of SBCS and disrupts the teaching/learning process.
DETENTIONS

Students in 5th – 8th grades will receive a Thursday detention after receiving seven disciplinary punches by teachers or administrators.

Students at each grade level will have a disciplinary procedure outlined by the teacher that is grade appropriate. Parents will receive this information at orientation.

Detentions are held on Thursday afternoons from 3:20 p.m.- 4:00 p.m. A detention slip will be sent home. The slip must be signed by the parent(s) and returned to school the following day. If the slip is not signed and returned, the parent will be contacted by the child’s teacher. There is an After Care Charge of $7.00 for detention.

**Parents must come in and obtain your child from detention unless the child is to go to After-School Care. Any child not picked up by 4:00 p.m. will be sent to the After-School Care room.**

In the event that this had not assisted the child to re-direct their behavior a parent-teacher conference will be held with the principal and suspension may be issued. If after this a child continues to be disruptive to the learning environment, a 3 day suspension will be given. At each level of disciplinary action the parent will be informed. The behavior and choices made by the student will determine continued enrollment eligibility at St. Barnabas.

SUSPENSION

Suspension is the temporary removal of a student from his/her regular program. The length of the suspension will be determined by the school administration. Parents will be notified of their child's suspension. This type of suspension means a temporary forfeiture of membership in the school and participation in its activities for the assigned period. During an out-of-school suspension, a student is forbidden to be on the premises of the school or participate in any school related sports.

EXPULSION

Expulsion is the removal of a student from the school. This removal could be for the remainder of the school year, or could be permanent depending upon the circumstances. Expulsion is the result of a very serious infraction of the Diocesan/school policies and regulations set forth in the school handbook. Expulsion could be utilized when a student has been suspended previously in the school year and has shown no indication of improvement.
**BEHAVIOR MEETINGS**
In order to help a student who is having uncommon difficulty adhering to school policies a series of parent/teacher/student meetings will be scheduled every two weeks. After 6 weeks or three meetings a determination will be made whether the student has made positive progress, or that the student may not remain at St. Barnabas.

**CLASSROOM RULES**
In order to provide a classroom atmosphere where everyone will be able to learn, all students are expected to behave in a courteous and respectful manner at all times. Students will abide by the teacher’s classroom rules, which will be posted in the classroom.

**ELECTRONIC DEVICES**
St. Barnabas tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. If a child has an electronic device such as a cell phone, hand held games, I-Pod, etc. and they are used, seen or heard during school hours, they will be confiscated. Those students who bring phones to school will have to turn them in to their home room teacher before first period. If found after school begins the phone will be confiscated and a parent will be required to contact the teacher/principal to retrieve these items and consequences will be determined by the Principal.

**EMERGENCY INFORMATION**
In case of an emergency, each student is required to have on file in the school office the following information:
1. Names of parents or guardians
2. Complete up-to-date street address
3. Home phone and work phone numbers for parents/guardians
4. Name/ day time phone number of local relative and or friend
5. Physician’s name / phone number
6. Medical alert information
7. Copy of health insurance or accident insurance card
8. Copy of legal documents regarding custody or guardianship.
9. Up-to-date email address

**EMERGENCY PROCEDURES**
In the event of a natural disaster or emergency, the school will follow the procedures outlined in the school safety plan for securing the campus and addressing student safety. Our primary concern is the safety and supervision of all children in our care. Students will be dismissed as the circumstances permit and parents are asked to follow the direction of school or emergency personnel during this time.
FIELD TRIPS
Educational field trips are encouraged at all levels as exploratory learning activities. Field trips must have an educational purpose matching the curriculum objectives being taught. Field trips must be approved by the administration and adhere to Diocesan policies and directives.

It is the policy of the school that a signed permission slip from a parent or guardian is submitted for students to attend off campus activities. Due to liability and insurance requirements, a bus is used for transportation.

All parents must complete the appropriate forms to assist with field trips. A current copy of completion for the Diocesan Youth Protection Workshop must be in the office. A current background check must be on file in the school office. You may take the Youth Protection Class online at (bhmdioce.se.org [Schools and Youth Protection Class]).

Field Trips enrich and extend the learning process. Those opportunities will be presented with the educational goals to be achieved. Field Trips are seen as privileges; therefore, students having below average to unsatisfactory behavior, as recorded in the discipline log book, may not be invited to participate in the field trip.

Field trips within our city or to nearby points of interest are scheduled by various teachers throughout the school year. A notice of field trips will be sent in advance of the scheduled trip date. Students who do not attend the field trip are to be kept home as there is no additional supervision at school for students not attending.

A field trip permission slip must be completed for a student to participate. Transportation and field trip costs will be cost basis per trip. While parental participation is encouraged, the teacher may limit the number of parents for field trips. Parents who are chaperoning a field trip should park their vehicle in the school parking lot beside the fence on 80th Street.

Children other than the classroom students may not participate in field trips.

FINANCE/TUITION POLICY
St. Barnabas Catholic School is committed to the goal of providing quality education in a Christian environment. In order to achieve this goal, we must operate the school in a businesslike manner. St Barnabas is a parochial school operated through the Diocese of Birmingham.

Tuition will be collected through the FACTS Tuition Management Company. Payments will be made by bank draft directly from your checking or savings on the 5th or 20th of each month. There is a $43.00 per family processing fee. You will be notified by FACTS
Before your $43.00 is processed. All tuition is being managed through FACTS Tuition Management.

It is the policy of St Barnabas Catholic School that tuition which is 21 days in arrears is a breach of your financial agreement with St. Barnabas. If your payment is returned due to insufficient funds, a second attempt will be made to draft your account for the amount due. In the event that the payment is returned a second time due to insufficient funds, you will be asked to withdraw your child from the school until such time your account becomes current. Each time a payment is returned you will be charged a $35 return payment fee by FACTS in addition to any charges your bank may have.

Returned Checks/NSF - $35 Penalty
In the event a check is returned there is a service charge of $35 due to the school. Both the balance of the check and the return check fee must be paid immediately. If the school receives a second returned check, you will be asked to pay all expenses by cash or money order.

Health Procedures
An immunization form obtained from the Health Department is REQUIRED FOR ALL CHILDREN ENTERING Pre-Kindergarten, Kindergarten, and as well as all new students. A child is not officially enrolled until all paperwork is completed. Pre-School children must be compliant to age appropriate levels.

Parents are expected to inform the school of any serious condition or chronic ailments(s) of the student. Information regarding regular medications a child must take should be recorded in the student's file. If he/she needs medication during school hours, the parent must complete a Medication Form (See Medication). NO MEDICATION SHOULD BE SENT IN BOOK BAGS. IT SHOULD BE BROUGHT TO THE OFFICE.

Parents with children with known food allergies or allergies must provide the administration and faculty with information needed to insure your child's safety. **You are required to submit a signed medical form from your physician to notify the school of any food allergies which require special dietary needs/preparation.** See form in the appendix.

Your physician should also provide you with an emergency plan for how to treat your child should an allergic reaction occur. Please insure that this plan is provided to the school so that staff members are aware of your child's medical needs should an emergency arise.

Minor accidents are treated by the school staff. **However, no medications, including aspirin, Tylenol, etc. will be administered without prior written parental consent.** In case of illness or accident, a parent will be notified.
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 cold which includes frequent sneezing/coughing, a deep cough and sore throat. If your child is too ill to participate in normal daily activities, he/she should be kept at home. In the event of an outbreak of head lice, students will not be allowed to return to school until his/her hair has been treated and all the nits have been removed.

**ACCIDENT AT SCHOOL**
Any serious accident will be brought to the attention of the principal as quickly as possible. In case of a serious accident, 911 will be called and a parent notified as soon as possible. An emergency information file is available for quick reference. It is updated as parent information changes and contains information listing the parents’ and other competent adult’s address, telephone numbers 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 serious accidents, occurring in school. Please help us keep emergency contact information current by reporting changes in telephone numbers, employment and home addresses.

**Prescription medication brought to school by a student must have the following information:**
1. Medicine must be in the original container.
2. The container will have a prescription label with the child’s name, drug identity, dosage instructions, doctor’s name, prescription date.
3. The prescription must be current.
4. A Medical Authorization form must be filled out for each medication. This must be done every 7 days.
5. No more than one week of medication may be sent at one time.
6. Refrigeration is available.
7. Medication is to be given to school personnel when the child arrives at school.
8. Students are not permitted to take medication without written consent.

**Non-Prescription Medication:**
1. Must be in the original container (Tylenol bottle, cough medicine, etc.)
2. Must be clearly identified with the child’s name, type of medication and dosage.
3. Medical Authorization Form must be completed.
4. Medication is to be given to the classroom teacher or the office.
5. Students are not permitted to take medication without written consent.

**School personnel must be notified if a student is on daily medication which may have adverse side effects or potentially impact their performance at school**
INSURANCE
It is a requirement that all children have coverage for any accidents which might occur during the school day. Please be aware that the school is not liable for any deductible out of pocket expenses or other uninsured amounts paid by parent(s), guardian(s) or others for medical expenses incurred by your child(ren).

LEAVING CAMPUS
Students are not allowed to leave the school campus during school hours for any reason without knowledge and consent of their teacher and the administration. Permission to leave the school grounds will only be granted upon request from the student’s parents or guardian. Children spending the night and/or visiting another child after school hours must have written permission to leave the school grounds with an adult other than the parents.

LEGAL ISSUES/CUSTODY DOCUMENTS
Parents are strongly encouraged to notify the school office of any unusual situation or special circumstance involving their child. If there is a custody agreement as a result of a divorce proceeding, parents are encouraged to copy the section of the divorce decree regarding custody and provide this to the Principal so that it is known who is permitted to access student records or have contact with the child during the school day. Any correspondence that is intended for the office should be clearly labeled in a sealed envelope. This procedure ensures confidentiality.

In the event of a custody dispute which results in the school needing legal advice or recourse, the parent of the child enrolling the student will be responsible for paying these fees. The school is not responsible for legal fees incurred due to parental custody disagreements. To the extent possible, parents should work these matters out together outside of the school’s involvement.

LOST AND FOUND
All clothing and other items found on the school property are placed in the Lost & Found Container located in the gym. Money, jewelry and other valuables are turned in to the school office. Individuals may claim these after proper identification. On the last Friday of each month all non-uniform clothes will be given to a local charity. School uniforms not claimed will be sold in the used uniform aisle.
LUNCHROOM

The school lunchroom is maintained as a vital part of the health program of our school. Our cafeteria is operated under the auspices of the Child Nutrition Program, a division of the State Department of Education. We are bound by all of the regulations mandated under the program.

Students may bring a lunch from home or purchase lunch from the school cafeteria. The following procedures are required by the State Health Department and the Office of Child Nutrition:

- **Carbonated beverages/soda is prohibited in the lunchroom.**
- **No meals from home will be heated or refrigerated for the child.**
- **No fast food is allowed in the lunchroom.**

If a child purchases lunch from the cafeteria, lunch money should be placed in an envelope and clearly marked with the child’s name and grade. Lunch tickets may be purchased by the month, week. The menu for the upcoming week is published on RenWeb. Parents are always welcome for lunch. Adult lunches are $4.00.

**Lunch Charges:** School lunches cost $2.60 per day. Children are strongly discouraged from charging lunch. It is expected that a child will pay the amount due on the day following the charge. No additional charges will be granted until the charge is paid.

**Cafeteria Procedures:**

1. Lunch line should be single file. No talking in the lunchroom until all students have been served and are seated.
2. Clean the tables when you finish eating.
3. Pick up anything you drop on the floor.
4. Children are never permitted in the kitchen.
5. If the noise level gets too loud silent lunch may be implemented.
6. Use proper table manners and behave in a courteous way at all times.
7. All cafeteria workers are to be treated respectfully.

MEDIA COMMUNICATION

Any media contact regarding St. Barnabas Catholic School should be cleared through the office of the principal. The school will be using digital images, photographs and student quotes in promotion of our school. **Media release forms are required for all students.**
PERSONAL PROPERTY
St. Barnabas is not responsible for items brought to school by students (including cell phones). Clothing and other items that are found on campus are placed in the Lost and Found container located in the gym.

PRESCHOOL
PHILOSOPHY
We believe in a holistic approach to education. We believe that a child learns from his or her total experience of the school setting. We address this by establishing a nurturing, safe, loving and stimulating environment. Children are encouraged and supported to reach their full potential appropriate to their age spiritually, intellectually, emotionally, socially and physically.

We believe that Early Childhood is:

- an exciting, happy time in a child’s life
- a time for learning to give and share, as well as to receive affection
- a time to grow in independence as a child learns to do more for himself/herself
- a time for creative self-expression
- a period when self-esteem grows and a positive self-concept is developed
- a time when cooperating with friends becomes important and the enjoyment of peers increases
- a time of rapid language development
- a time of small and large motor skill development
- a time for learning about God and His Son, Jesus.

Because of these beliefs, we provide a program that is both developmentally and individually appropriate for all children enrolled, using sound child development practices.

AGES
Children, who are four years old on or before September 1st, are eligible for enrollment. Children must be completely potty-trained.

SNACK/LUNCH PROGRAM
Parents are encouraged to send small snacks for their child for mid-morning breaks. Snacks should be healthy and low in sugar. Snacks for snack time will be sold before school between 7:30-7:45AM. These snacks must be put away for snack time.

The hot lunch program is available to all preschool families.
IMMUNIZATION RECORDS
The preschool child will need a copy of immunization record and additional statements each time a child receives boosters and other immunizations.

DISCIPLINE
Guidance techniques will be constructive. The child’s age intelligence, emotional make-up, and his/her past experience will be considered when redirecting and guiding the child’s behavior. Encouragement and praise of good behavior will be used.

The method of “time-out” will be used until the child has regained his/her self-control. When a child is removed from the group for disciplinary reasons, he/she will remain within sight of a staff member. Continued disruptive behavior may result in removal from the program. Communication and parental support are key factors in helping a child form appropriate social behaviors.

AGGRESSIVE/VIOLENT BEHAVIORS
No biting, punching, hitting, scratching, shoving, throwing objects with the intent to hurt someone will be tolerated. Children who demonstrate these behaviors on a consistent basis may be asked to withdraw from the program until they are ready to form positive social relationships.

IRS CREDIT FOR CHILD CARE
It is the responsibility of the parent to maintain accurate records of payments for child care. No statement of payment history will be provided at the end of the school year.

PAYMENT FOR DAYS MISSED
Payments are not based on attendance. Therefore, there will be no refund for days missed.

HEALTH
We reserve the right to request that a physician examine your child for any illness that might be contagious to others. Upon returning, a doctor’s statement must be presented stating that the child is no longer contagious and can return to school. Children must be free of fever for 24 hours before returning to school.

PRESCHOOL DRESS CODE
Children are required to wear the adopted school uniform. Children should have one extra change of clothing/undergarment at school in the event of an accident. Each garment should be labeled with the child’s name and sent in a Ziploc bag to be kept at school.

REST TIME
Each child will be expected to rest during nap time each day. Your child will need a napmat and a small blanket/beach towel. Please make sure that these items are labeled with the child’s name and are taken home each home each Friday and laundered.
PROMOTIONS AND RETENTIONS
In order for students to be promoted to the next grade level, they are required to master basic competency skills for the grade in which they are enrolled. During the course of the academic year, parents are notified of their child’s academic progress through weekly Friday Folders which detail assignments and grades, mid-term progress reports, quarterly report cards and conferences. In the event that a child does not master the required skills and earns a failing grade for core academic areas, he/she will be considered for retention.

Parents will be contacted if retention is being considered due to poor progress or failing grades prior to the end of the third quarter. Students will not be considered for more than one year of retention during elementary school. A final decision regarding retention rests with the local school authorities.

RELIGIOUS INSTRUCTION
Teaching students to develop a relationship with God and to live according to Gospel values are integral in all of our endeavors at St. Barnabas. Religious education is more meaningful when it carries over into everyday living. Religious education at St. Barnabas helps students to understand the basic tenets of what is required to live as a disciple of Jesus Christ and as a member of the Catholic Church. Respect for each individual is demonstrated by all of the members of the school faith community as we strive to reverence God as Father, Son and Holy Spirit.

THE CELEBRATION OF THE EUCHARIST
“The Church earnestly desires that Christ’s faithful, when present at the mystery of faith, should not be there as strangers or silent spectators. On the contrary, through a proper appreciation of the rites on prayer, they should participate knowingly, devoutly, and actively.” (Vatican ll)

Special emphasis is placed on the Mass, which is planned by the homeroom classes on a rotating basis. Parents are always invited and encouraged to attend these liturgies. School Mass begins at 8:30a.m. on Thursdays unless otherwise notified.

PRAYER IN CLASS
Our aim is to foster a spirit of prayer. Prayer is a vital part of the school day. As a part of the Catholic education, Saint Barnabas students have the privilege of praying together in class. Prayer is offered at the beginning and end of each day, before classes, before and after lunch, and at other times during the day. The students will also visit our School Chapel (Holy Child Chapel) daily with their teacher.
SAFETY & SECURITY
Saint Barnabas Catholic School not only cares about your child’s education, but also about safety. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date address
3. Home phone number and parents’ work number
4. Emergency phone number of friend or relative
5. Physician’s name and telephone number
6. Medical alert information
7. Up-to-date email address

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school office immediately if you have a change of address or telephone number, especially a work number, during the school year.

Crisis Response Plan: Saint Barnabas has in place a Crisis Response Plan. This plan deals with emergencies that are of a magnitude that they exceed routine safety measures. Should evacuation of the school facility be necessary, the students and staff would be moved to the far corner of the parking lot or to the church. Should evacuation require that we leave the campus, our off-campus site is Our Lady of Lourdes gym. Parents will be notified as quickly as possible of any evacuation from the campus.

Internet: The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents’ responsibility to take action.

2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via e-mail or on the web and whether it is done on a school computer or not and on school time or
Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

**TRAFFIC PLAN**

For the safety of every student, it is imperative that everyone follows the traffic pattern. Please note that this plan is applicable for both morning and afternoon traffic. Children left after car line will be sent to After-School Care and charged the appropriate fee. A traffic plan will be distributed at the beginning of each school year.

**Safety Drills:** In order to be prepared for a fire, tornado, or other such emergency, drills are held regularly at school. For your child's safety, all doors are kept locked.

**SECURITY**

For your child's safety, a child may be dismissed only to their parents, or an individual who has been authorized, in writing, to pick them up. THERE WILL BE NO EXCEPTIONS. Children enrolled in the After School Care Program MUST BE SIGNED OUT by the parent or designated individual. During the school day, students arriving late or leaving early must be signed in or out at the school office.

**FOR SECURITY PURPOSES AND TO INSURE THE SAFETY OF OUR STUDENTS, ALL VISITORS, INCLUDING PARENTS AND GUARDIANS, ARE TO REPORT TO THE SCHOOL OFFICE AND SIGN IN THE VISITOR'S LOG.**

**SMOKING**

In accord with State of Alabama law, St. Barnabas Catholic School is a smoke-free environment. No smoking will be allowed on the school grounds.

**SUPERVISION**

Safety and order are essential in providing an educational program from which all students receive maximum benefit. Supervision is available from 7:00a.m.- 6:00 p.m., Monday through Friday. Students may not be on campus without adult supervision. This includes the playground. Parents will be contacted if students are on campus without supervision.
TECHNOLOGY
Our library is an integral part of Saint Barnabas School. All students are encouraged by their teachers to read and are taken to the library and given opportunities to check out books. K-4 and K-5 students will also visit the library weekly for story time. **Signatures by students and parents on the school Internet Policy Form is required for all students before they begin using the computers in the school.**

The computer lab is a vital part of the Media Center. Students in all grades have scheduled time for group instruction and application of computer skills at appropriate levels. At the end of 2nd, 4th, 6th, and 8th grades the students are given a technology performance assessment.

**Grades 1 - 2:** Students in 1st-2nd are taught basic care and basic computer functions beginning with using a mouse and locating useful keys on the keyboard. By the end of 2nd grade the students should be able to: identify the parts of the computer; start, run, and close a program; identify a CD; and show that they can properly insert a CD. As students progress they become familiar with grade appropriate programs which enhance and support classroom activities.

**Grades 3 - 4:** Students in grades 3 – 4 are introduced to keyboarding skills and word processing. By the end of 4th grade students know the following concepts and skills: font, type size, centering, paragraphing, capital letters, punctuation marks, aligning, copy and paste, cut, saving, and printing. Grade appropriate programs are introduced to support classroom instruction.

**Grades 5 - 6:** Students in grades 5 – 6 continue to work on keyboarding skills and word processing. In addition, students will be taught the use of presentation software, PowerPoint. By the end of 6th grade students will make a PowerPoint presentation that includes graphics, sounds and hyperlinks. They are familiar with most of the programs available on the computer and are introduced to additional grade appropriate programs.

**Grades 7 – 8:** Students in grades 7 – 8 continue mastering proper keyboarding skills and learn a spreadsheet system. By the end of 8th grade students will complete a spreadsheet project that will include columns, rows, a header and footer, and the use of formulas.

Every effort is made to coordinate computer instruction with classroom instruction whenever a teacher feels the need of practice or remediation on any basic skills. Additional programs are used to supplement instruction in every area possible. Teachers are encouraged to use the lab during unscheduled time for class instruction.

Cooperative learning, abstract thinking, and creativity are three important skills developed in the computer lab. Students are allowed to feel free and uninhibited as they solve problems and use their creative skills in meaningful and interesting ways.
TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement
Adapted from NCEA’s From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Barnabas School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school’s procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer’s hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**TELEPHONE**
The office telephone is a business phone. Students are not permitted to use the phone to call home for items forgotten or to request lunch/supplies be brought to school. Should there be a need to contact the parent; this will be done by the school office personnel. Students are not permitted to use cell phones during the school day. Should there be a need to get in touch with parents; this will be done through the office.

**TEXTBOOKS**
Student textbooks are the property of the school and are loaned to students. If any textbook is lost, damaged or destroyed, the student to whom the book was loaned pays for it. Books must be returned in good condition and free from pencil and ink marks. All textbooks sent home must have book covers when in circulation.

**UNIFORM CODE**
Saint Barnabas School believes strongly that dress and appearance of students and faculty play an important role in the overall atmosphere of the school. Students are expected to be neat and clean at all times. The purpose of a school enforcing a uniform policy is to achieve equality and consistency among its students in their style of dress. If these uniform regulations are to succeed, it will take a combined effort of students, parents and school to see to it that every child comes to school in the proper uniform.

Untidy or unclean clothes are never permitted, nor are clothes with inappropriate logos. Torn shirts/pants are to be mended. As your child grows shorts and skirt lengths may need to be lengthened as the year progresses. Shorts and Skirts are to remain at knee length.

All students are required to wear approved uniforms. Approved uniforms are those which are obtained through the school uniform vendor – Dennis Uniforms.
uniform skirts, jumpers and blouses, slacks, and walking shorts must be purchased at Dennis School Uniforms. Shirts, pants or other attire which has not been obtained through Dennis Uniforms are not considered to fulfill the uniform policy.

Students who are not in the correct uniform will receive a petty misconduct mark. A Thursday detention will be given for three petty misconduct marks. THE DRESS CODE WILL BE STRICTLY ENFORCED.

Consequences for violation will be:
1st Violation – Petty Misconduct Mark
2nd Violation - Petty Misconduct Mark
3rd Violation – Thursday detention
4th Violation – Principal/Teacher/Student conference
5th Violation – Begin Behavior Meeting series (see Discipline)

Please print your child’s name on all articles of clothing worn to school. Coats, sweaters, lunch boxes, etc. are easily returned to the proper owner if they are labeled. Please check the lost and found box located in the gym for missing articles. Articles not claimed are given to the poor or placed in the school uniform sale. (see Lost and Found)

In an effort to insure that our young men are being prepared for their role as civic and business leaders, pants are to be worn with a belt and must be worn at waist level. Violation of this requirement may result in disciplinary consequences.

In cold weather, coats or jackets may be worn to school but may not be worn in the classroom. All students are required to own a school sweatshirt and a monogrammed fleece jacket for inside wear during cold weather.

GIRLS’ UNIFORMS
- Plaid jumper will be worn with the white, cotton blouse with the Peter Pan collar from Dennis Uniform Company.
- Plaid skirt will be worn with either the white or red knit polo shirt.
- *All Jumpers and skirts must be worn with shorts underneath.*
- Hem on both the jumper and the skirt May not be More than one inch above the knee.
- Dennis uniform Grey slacks or shorts will be worn with white or red knit polo shirt and the black uniform belt.
- Grey, Blue or Red St. Barnabas sweatshirts, sweater and fleece jackets may be worn in the classroom.
- Socks are to be plain white, must show above the shoe line. No logos, trim, lace or ruffles are allowed on the socks.
- A plain, white t-shirt (one with no writing or pictures) may be worn under the uniform shirt.
• Shirts must be tucked in slacks, shorts, or skirts. **No excessive blousing is permitted.** Waistlines must be visible
• Girls may wear white tights with their skirts or jumpers in cold weather.

**BOYS’ UNIFORMS**
• Grey pants or shorts will be worn with white or red knit polo shirt and the black uniform belt.
• Grey, Blue or Red St. Barnabas sweatshirts, sweater and fleece jackets may be worn in the classroom.
• Socks are to be plain white, must show above the shoe line. **No logos, trim are allowed on the socks.**
• *A plain, white t-shirt* (one with no writing or pictures) may be worn under the uniform shirt.
• In an effort to insure that our young men are being prepared for their role as civic and business leaders, **pants are to be worn with a belt and must be worn at waist level.**

**Shoes – Boys and Girls**
• **All Black or all White, low-cut tennis shoes or athletic shoes** - see appendix for examples.
• No shoe ornaments, colored laces, coils, etc.
• White or Black shoe laces ONLY.
• It is required that shoe laces be completely laced and tied.

**Jewelry must be simple and appropriate.**
• No multiple earrings (*one to an earlobe*).
• For safety reasons, only stud earrings may be worn by girls.
• **Boys are not allowed to wear earrings or straws.**
• Necklaces and watches must be conservative.
• Rings, Bracelets and **Plastic, novelty jewelry is not permitted.**
• Religious or seasonal pins are allowed and limited to one, small in size.

**Hairstyles**
Hair for all children should be clean and well groomed at all times. **Hair must be the natural hair color.**

**Girls Hairstyles**
• Hair barrettes, head bands, hair clips, and pony tail holders are allowed provided that they are small in size and few in number. Bows and ribbons should be small and worn close to the head.
• Hair must be the **natural hair color.**
Male Hairstyles
- Male haircuts must be conservative and should be above the ears and not touching the collar of the shirt or extend over the eyebrows. Hair must be a low cut style with no Mohawks, high fades or excessive hairstyles.
- Males are not permitted to have designs/logos cut or shaved into their hair. They are not permitted braids, twists or locks. Students in violation of any of the hairstyle requirements will have 2 days to have the design removed. Outlined consequences will apply to this violation.
- Males must be clean shaven with no facial hair allowed.

The following are prohibited:
- neon, fluorescent or metallic hair ornaments
- excessive beads and barrettes on braids or ponytails
- sculpted hair styles, rattails or ponytails on boys
- bangs that are over the eyebrows
- Nail polish, gel nails, glue-on/acrylic fingernails or any artificial nail.
- Make up of any sort
- Heavily scented lotion, cologne, perfume, after-shave

FREE DRESS POLICY
Children may be allowed to come out of uniform on specified days during the school year. These days will be scheduled in advance.
- Hats, head coverings, bike shorts, athletic shorts, halter-tops, tank tops, mini-skirts, make-up, and nail polish are not allowed.
- Shirts and jackets with pictures or words must be in keeping with the beliefs of our school.
- Shoes must be appropriate for school activities. No high heels, wheelies, sandals, open toe shoes, backless shoes are permitted.
- A rule of thumb for free dress is: the outfit must cover as much of the body as the school uniform covers.
- Free dress violations will result in a call to the parents and the parent will be required to bring the child’s school uniform to school.

VISITORS
Parents and visitors are welcome in our school. Parents are welcome to visit a classroom with an appointment. These visits are limited to 30 minutes. Teachers are involved with the students and will not be able to discuss problems or concerns at the time of visit. Conferences are to be scheduled outside of teaching hours.

Other visitors should be approved in advance by the administration. Please check in at the office when you arrive. Students are not permitted to bring friends or visitors to school for the day. Parents need to bring books, lunches, and messages to the office. Office personnel will be responsible for delivering these items to the classroom.
VOLUNTEER PROGRAM
The school expects that parents will actively take part in the lives of their child at school. St. Barnabas believes very strongly that a parent’s presence affirms the child. The early years of school life are the most instrumental in determining a child’s attitude toward himself and the school. The school has many volunteer opportunities which allow parents to become involved in the school. Whether visiting for lunch, helping with fund-raisers, attending PTA meetings or joining the school on field trips, the parent’s presence at school is a necessary part of the life at St. Barnabas. Your support is very valuable to the school. (There will be a mandatory 5 hour volunteer time required for all parents to help at the school. $150 may be paid in lieu of this time.)

WEAPONS, CONTROLLED SUBSTANCES & VIOLENT ACTS
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 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, in the case of a Catholic School, to the student’s right to appeal to the Superintendent of Schools.

WITHDRAWAL FROM SCHOOL
If a student must withdraw for an unavoidable reason, such as parent job transfer the office will be happy to prepare a letter of transfer, however, 48 hour notice is required. If a parent has paid tuition in full for the year, tuition payments will be prorated by half year enrollment time and a refund will be issued within 30 days. There will be no refund for students who have begun the second semester. Academic records will be forwarded once we receive a request from your child’s next school.

CONCLUSION/AMENDMENTS
This policy handbook is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of St. Barnabas School at the present time.

It would be impossible to anticipate all problems that may arise in the future. Each year a few distracting fads and circumstances show up on our school grounds. Anything that detracts from or disrupts the spirit, education, philosophy, or dignity of St. Barnabas School will be dealt with in accordance with the principles implicit in our existing policies.

Let us continue to encourage, support, and affirm one another as we endeavor to heed God’s call to bring about His Kingdom on earth. Together, let us grow in the knowledge, love, and service of our God.
PARENTS ACKNOWLEDGMENT FORM

St. Barnabas Catholic School

We have received and read the *St. Barnabas Parent/Student Handbook* and agree to abide by the policies/procedures set forth in this handbook.

I understand that any changes to the policies outlined, or new policies which are to be implemented will be provided to me in writing.

___________________________________
Parent’s Signature                        Date

Child’s Full Name (s) _____________________ Grade _________

___________________________________
___________________________________
___________________________________
___________________________________

All forms must be submitted to the school before August 31, 2016.
APPENDIX
Uniform Shoe Guide

The St. Barnabas Uniform Code requires that students wear all white tennis shoes. Understanding that styles change and availability can be challenging, this guide is intended to help you with purchasing school shoes for your child.

Given that our students are young, we rely on parents to help them understand that their school shoes are not intended to make a fashion statement, but rather are to be functional crossing between classroom and P.E./recess activity. Please understand that violation of the uniform code does have consequences and that students may not wear items which are not within our guidelines.

If you have questions about the uniform code or would like to bring the shoes to school to make sure that they are within the guidelines, simply purchase them, keep your receipt and bring them to the office prior to your child wearing them for the first time.

Basic guidelines: Shoe must be 90% basic white, small logo/accent acceptable in BLACK, GREY OR RED. No neon colors, no wheelies, no light up tennis shoes, no character shoes, no high tops, no color soles. Shoes must have laces tied, Velcro is allowed.

If you can’t find ALL WHITE OR BLACK . . .

WEAR THIS . . . NOT THAT!
St. Barnabas School
Crisis Management Plan

FIRE EMERGENCY PROCEDURES

- Staff/students will be alerted through the activation of a bell system. Three short bells will alert students/staff that a fire emergency is present.
- Students/staff are to quickly exit the building in a single file line in silence and proceed to the designated area for their class. All students are to exit the closest exterior door and proceed to the 80th street church parking lot. They are to line up under the trees by the fence until further instructions are given.
- Teachers are to take their attendance register and emergency kit with them and close the classroom door.
- Teachers are to take roll once students have arrived at the designated area.
- In the event of a prolonged evacuation, students will move into the church building.
- Students are not permitted to be dismissed to parents/guardians until the administration has given approval for this process to be initiated.
- An all clear signal will be given to notify students/staff that it is safe to re-enter the building.
- When the emergency/drill is over, students are to proceed to their classrooms in a single file line without talking.
Saint Barnabas School
Crisis Management Plan

TORNADO EMERGENCY PROCEDURES

- Staff/students will be alerted through the activation of the bell system. **ONE, LONG, SUSTAINED BELL INDICATES A SEVERE WEATHER EMERGENCY.**
- Students/staff are to quickly exit the classroom in a **single file line in silence** and proceed to the designated area in the hallway and assume the duck, cover and hold position.
- In the event that a class is at art/music/PE, they will immediately proceed to the main hallway and go to designated space for their homeroom.
- Teachers will have their attendance register with them and take roll to insure all students are accounted for once they arrive in the main hallway.
- Office personnel will cover the doors with canvas/tape.
- Teachers are to take their attendance register and emergency kit with them and close the classroom door.
- Teachers are to insure that students are quiet and in position during this time.
- Students are not permitted to be dismissed to parents/guardians until the administration has given approval for this process to be initiated.
- An all clear signal will be given to notify students/staff that it is safe to re-enter the classroom.
- When the emergency/drill is over, students are to proceed to their classrooms in a **single file line without talking.**
Duck, Cover and Hold

Whether you are in your home, a school classroom, a high-rise or another type of building, it is important to know how to protect yourself during an earthquake. Practice what to do during an earthquake and teach yourself and your family members to react automatically when the shaking starts. If you are outdoors when the shaking starts, get into an open area away from trees, buildings, walls, and power lines. If you are indoors, follow the steps below:

**Duck**

DUCK or drop down on the floor.

**Cover**

Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

**Hold**

If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.