

William J. Christian School

Teacher/Parent/Student



Handbook
2011-2012

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Birmingham City Schools

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School Colors: Columbia Blue and Red

School Mascot: Charger

William J. Christian School is a unique school in the Birmingham City school System with two programs on one campus: K-5 (*in zone students*), and 6-8 Total Enrichment Program:

The purpose of this handbook is to provide an overview of the academic programs, organizations, and rules for the students, parents, and teachers of the William J. Christian School.

Birmingham City Schools Board Members

Edward Maddox, President

Alana Edwards, Vice President

Tyrone H. Belcher

Emanuel Ford

Brian Giattina.

W.J. Maye, Jr.

Virginia Volker

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MISSION STATEMENT

The mission of William J. Christian K-8 School is to ensure that every student is prepared to compete in a vastly changing global society and become productive, lifelong learners; by providing a diverse, rigorous, and nurturing learning environment; through positive and continuous collaboration among all stakeholders.

LEADERSHIP VISION

The vision of William James Christian K-8 School (WJC) is to establish a learning community that fosters academic excellence for all students through collaborative data-driven teaching, and shared decision making, which will create a positive culture and climate that is conducive for lifelong learning.

BELIEFS

At William J. Christian School, we believe...

- ❑ Parental support is essential to effective student learning.
- ❑ In effective communication between parents, students, teachers, community, and administrators.
- ❑ Every student should be exposed to various learning strategies for technology use in the 21st century.
- ❑ Positive highly qualified teachers should work collaboratively and engage in a respectful manner with colleagues and students.
- ❑ All students are entitled to a warm, caring, and safe environment that is conducive to continuous learning.

- ❑ All students deserve a disciplined environment where continuous learning can occur.

ATTENDANCE

Students should report to school except in cases of emergency or for reasons stated below:

1. Personal illness
2. Serious illness of an immediate family member
3. Death of a relative
4. Observance of a religious holiday
5. Reason for absence other than listed above must have prior approval from the principal.

Steps to follow when absent:

1. The parent/guardian is to write an excuse stating the student's name, date of absence(s), reason for absence, and parent signature. This should be sent the day following the absence(s).
2. The student is to present the excuse to the homeroom teacher on the day he/she returns to school. Absences without written excuses for the above reasons will be considered unexcused.
3. Make up work is the responsibility of the student. The student is to ask his/her teacher for make-up assignments.

CHECKING IN/OUT

If a student must leave school before dismissal, the parent/guardian must come to the office to sign him/her out. In case of student illness during school, the student or teacher will phone his/her parents for pickup. Again, the parent/guardian must sign the student out in the office. A student is marked present if he/she checks in before 11:30 am or checks out after 11:30 am.

TARDY AND ABSENCES

School starts at 8:00 am. All students will be counted tardy after 8:05 am. Promptness to class is very important. Students must report to their

homeroom teacher before going to any class after being signed in by a parent or office personnel when tardy. When a student has been excessively tardy, he/she may be assigned to detention. If a student is excessively tardy to school or class, he/she will be referred to the attendance officer.

BUS REGULATIONS

The Birmingham Board of Education provides transportation for students in grades 6-8 who live two or more miles from the school. Bus passes will be issued to eligible students and will be required to board the bus. Younger siblings of eligible middle school students will not be transported by the board of education. The parents of transfer students in the K-5 program must provide their own transportation.

Students must ride to and from school on their assigned bus. Students who ride the bus to school must return on the bus unless they have permission from their parents. Riding the bus is a privilege and all of the school rules apply when students are on the bus. The bus drivers are responsible for enforcing safety regulations to protect everyone. Any infraction of the rules will be reported to the office at William J. Christian via a bus notice for any student who breaks a rule. Three minor offenses will result in a one-week suspension from riding the bus. Repeated offenses may result in the loss of all school bus riding privileges.

MORNING ARRIVAL

No student should arrive on school grounds before 7:30 am. Any student arriving before 7:30 am must be enrolled in the before-school care program directed by Community Education East. The community school provides before-school care from 6:30 am for a nominal fee if you must bring your child before 7:30 am. See the site director for more information on arrival at school; a teacher must supervise students at all times. Students may not play on the playground or stand outside the building before school. Students in grade K are to report to the art room. Students in grades 1-2 are to report to the lunchroom and sit with their classmates. Students in grades 3 and 8 will report to the gym and sit with their class in the designated area. Students will be dismissed from the art room, lunchroom, and gym at 7:50 am to go to their classes. Any student who does not cooperate will be subject to disciplinary action and may lose the privilege of arriving on campus prior to

7:55 am. By 8:15 am, the halls should be clear; any student in the halls after 8:20 am must have a pass.

DEPARTURE FROM SCHOOL

School is dismissed at 3:00 pm. Beginning at 2:50 pm, bus students will be dismissed. The students will be called to board the buses over the intercom. Students are to remain in their classroom until they are called to load their bus. Students must present their colored bus ID to all hall monitors before proceeding to their bus-loading zone. All other students are to be dismissed at 3:00 pm and will be escorted out of the building by their teacher to their loading area outside. They are to walk directly home or must be picked up by 3:30 pm (*Please follow the traffic pattern map in the back of this handbook, and sign the traffic guidelines*). Also, please be considerate by not blocking the neighbor's driveways while waiting to pick up your child. If your child cannot be picked up by 3:30 pm they will be taken to the after school care program. (*No exceptions*). The school does not provide free supervision for students after 3:30 pm. Students will be placed in after-school care for the child's safety. The parent is responsible for the payment of the one-day fee at the time the child is picked up. Students are not to be picked up off school grounds. They may not walk from the school and wait on private property to be picked up. It is not safe for students to wait on private property or on the street corners.

GRADING SYSTEM

We Believe

- ❑ All children must be presented opportunities to learn and to be successful.
- ❑ Successful learning is the result of quality instruction.
- ❑ Failing grades are indicative of failing teachers, students, and parents.
- ❑ Everyone must be accountable and responsible to ensure success.
- ❑ Teachers should use report cards, progress reports, and every other means available to communicate with parents. Teachers must communicate to both parents and students the academic progress of each student in a timely and effective manner.

K-12 School Year

Kindergarten	Grades 1-12
E= Excellent (85-100)	A = 90-100
S= Satisfactory (70-85)	B = 80-89
N= Needs Improvement	C = 70-79
	D = 60-69
	F = 59 and below

The previous minimum grade of 50 is now rescinded.

Numerical grades are recorded for each marking period in grades 1-12.

HOMEWORK

Homework assignments should be made on a reasonable and regular basis. All assignments should have a clear educational purpose in support of the curriculum. Homework should reinforce concepts discussed and taught in the classroom, as well as a means of introducing new material.

ASSESSMENT

Assessments may include daily assignments, homework, tests, quizzes, and varied writing assignments, as well as portfolio products, performances, research papers or other projects. Teachers should have a minimum of one grade per week per subject (*homework, daily assignments, tests, etc.*) for each student during a nine-week grading period, which is to be recorded on the computer.

HONOR ROLL

Any student who makes all A's in a grading period is on the A Honor Roll. The A/B Honor Roll includes all students with no grade lower than B. Conduct grades are considered when selecting honor roll students.

PROMOTION AND ELIGIBILITY

Promotion of students from one grade to the next will follow the regulations set forth by the Birmingham Board of Education. Students in the alternative program must maintain a “C” average (70-79%) or above in reading, mathematics, language arts, social studies, science, physical education, and conduct in order to return to the Alternative Program at William J. Christian school the following year. Students in the K-5 program on special transfers, must maintain a “C” average (70-79%), “S” (70-84%) or above in all academic subjects and conduct/behavior in order to return to the K-5 program at William J. Christian School the following year. Sat-10 scores, as well as parent involvement, will also be considered for students’ wishing to return on transfer the following year. The principal reserves the right to rescind the transfer if students do not meet these standards.

STUDENT PREPARATION FOR CLASS

It is the student’s responsibility to bring to class those materials required by the teacher. This includes textbooks, notebooks, and other supplies. For example, if the student does not bring a notebook to class when the teacher has specified an open book test, the student will not be allowed to return to his locker. Students will not be allowed to use the telephone in the office to call for homework. The teacher may, or may not allow students to use the classroom telephone.

REPORT CARDS

Report cards will be sent home on the 6th working day after the grading period closes with the exception of the final grading period for the school year. Parents are encouraged to pick up their child’s report card and take it home for the first nine week grading period. On subsequent grading periods students take their report cards home and have parents sign and return them to school. (*See School System Calendar for specific dates*)

PROGRESS REPORTS

Progress Reports will be sent home at the mid-point of the nine-week grading period for students in grades K-5. All students will receive a progress report indicating their performance in the various content/conduct areas. Upon receiving this report, the parent may contact the school to schedule a conference with the teacher or counselor to discuss the student’s

progress. Parents will not be allowed to interrupt instructional time for unannounced conferences.

DEFICIENCY NOTICES/GRADES 6-8

Deficiency notices will be sent home in the middle of each grading period. Any child with “D” or “F” in any subject will receive a deficiency notice. It is the student’s responsibility to take a deficiency notice home and to share it with his/her parents. Upon receiving the deficiency notice, the parent may contact the school to schedule a conference with the teacher and or counselor to identify reasons for the deficiency and develop strategies for improvement. Regular communication between the parent, teacher and student is encouraged to ensure understanding of the student’s progress and development. If a parent wishes to schedule a conference, he/she may call, write, or use the Request for Conference with Teacher form in the appendix of this handbook.

TEXTBOOKS

Textbooks are furnished by the State of Alabama and given to the student at the beginning of the school year. A textbook card must be signed by the parent agreeing to accept responsibility for textbooks issued to the student. Students must pay for all lost or damaged books issued to them. Another textbook will not be issued to the student until he has paid for the lost or damaged book. Textbook checks will be made periodically.

LOCKERS

Lockers will be issued for a fee of \$10 and assigned by the homeroom teacher in grades 3-8. Students have the option of placing a combination lock on the locker. If he/she does so he must give a copy of the combination to his homeroom teacher. It is recommended that locks be put on lockers to reduce the risk of lost or stolen textbooks.

Lockers should be kept clean at all times. No tape or stickers should be placed on the lockers. Students should report any locker malfunction to the homeroom teacher. Students should not keep money or anything of great value in their lockers since the school cannot be responsible for these items.

TELEPHONE USE AND MESSAGES

Students are to use the phone in the office only in case of an emergency. A student must have written permission from a faculty member to use the phone in a non-emergency situation and must get approval from the office. All students should use classroom telephones with the teacher's permission. Messages will not be delivered to students during the school day. Students will not be called to the phone during class time except for extreme emergencies.

EMERGENCIES

Parents, please establish emergency plans with your child in case of bad weather or early dismissal from school. The child will need to know who and where to call in case of an emergency. It is imperative that your phone numbers for home, work and emergency contact persons are in the office and updated as changes occur.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held monthly during the school year to ensure the safety of the students in the event of an emergency. Instructions and exit routes are posted in each room. Teachers will review the rules with the students. Students should always walk quietly, and move quickly to their designated areas.

ASSEMBLIES

Assembly programs are held throughout the school year to enhance the program and accomplish our school's mission. Appropriate behavior and conduct is expected of all students as they enter and leave the assembly and during the program. Unacceptable behavior will be dealt with immediately. The student(s) will be removed from the assembly and may lose the privilege of attending future programs.

Many of our programs are held at South Roebuck Baptist Church our Adopt-A-School sponsor. It is important that we teach our children to respect the sanctuary of the church as we would our own homes. During performances,

students should remain seated with their parents and not be allowed to walk about the sanctuary.

DISCIPLINE

Without discipline, no learning can occur. One of the most important lessons that education can teach students is discipline. Discipline underlies our total educational structure. It is this training that develops self-control, character, and efficiency. It is the key to good conduct and proper consideration for others.

The Birmingham School System provides a Code of Conduct of Student Conduct. The provisions in the code are to be strictly followed by the students, faculty, and the administration.

Every student at William J. Christian will receive a copy of the Student Code. Every teacher will teach the code in the classroom. Every parent should read the Code with his/her child, then sign and return the Receipt and Acknowledgement form found in the back of the Code of Student Conduct.

The Code of Student Conduct will determine disciplinary actions.

Any student refusing to serve detention or repeatedly violating rules will receive a suspension from school.

Note: If funding permits Saturday School will be enforced for Class II and I infractions.

This school has a zero tolerance for fighting. All offenses will be dealt with according to the Code of Conduct. Any student who does not come to an assigned work detail will automatically be suspended from school the following day. All class III offenses will be dealt with according to the Code of Student Conduct. Failure of parents to attend administrative and/or parental conferences will result in the student being suspended for his/her offense.

UNIFORM POLICY

Birmingham Public Schools implemented the mandatory uniform policy for Elementary, middle, and high school students beginning in August 1996. This policy remains in effect. Students are expected to dress in proper uniform attire. It will be the parent's responsibility to ensure compliance with the uniform dress policy. All students who attend Birmingham City Schools must be in uniform. There will be NO dress down days during the school year unless authorized by the principal. *(See appendix for mandated attire)*

NO SMOKING POLICY

The Birmingham Board of Education has enacted a "no smoking" policy that encompasses all school property- inside and out. Please do not smoke anywhere on the school grounds at anytime of the day or night.

MEDICATION

If a student has to take medication (either prescription or non-prescription) while at school, a form must be secured from the office. The form must be filled out, signed by a physician and the parent, and returned with the medication. The medication will be administered to the students at the times indicated by the doctor. No medications or drugs of any kind are to be kept by the students, unless authorized by the office.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers dollars to construct and maintain. Students who willfully destroy school materials will be required to pay for the damages. If a student damages something by accident, he should report the accident to the teacher immediately.

CANDY AND GUM

Candy and gum are forbidden in the classrooms, gym, lunchroom, or on any part of the campus. Students may not bring candy or gum to school. Students may not have candy and gum in their possession. Students in

possession will receive demerits and will be asked to remove the candy or gum from his/her mouth.

Exceptions:

1. When the use of candy or gum is directly related to an instructional classroom activity supervised and planned by the teacher.
2. When the use of candy or gum is part of the refreshments for a class party under the supervision of the teacher and room mothers.

GUIDANCE

The purpose of the guidance program is to help the student reach his highest potential academically, mentally, and socially. William J. Christian has a fulltime guidance counselor who works to achieve this goal through the following:

1. Helping students feel comfortable with new teachers and students in a different setting.
2. Scheduling individual conferences with students or teachers as necessary.
3. Scheduling small and large group counseling sessions.
4. Maintaining individual testing programs and interpreting test results to help each student learn as much as possible about his capabilities. The counselor welcomes the opportunity to talk with students and parent concerning problems the student may be experiencing. Please call the school and ask for the counselor to make arrangements for a conference.

LIBRARY

The library will be open from 8:00 am to 3:00 pm. Students are encouraged to use the library as much as possible. Teachers have flexible library periods for students to work on projects requiring research, use of computers, or complete specific assignments provided by the librarian to reinforce a classroom activity or teach a skill associated with the library. Students are not limited to their scheduled time and may use library as time and scheduling permits for independent study, reference work, or recreational reading.

CHILD NUTRITION PROGRAM

Nutritionally balanced meals are offered to all students for lunch. Lunch tickets may be purchased on Monday and are available for those wishing to pay for their lunch by the week or month. Students bringing their lunch from home may purchase milk and ice cream. No soft drinks in cans or bottles are permitted. No fast food/restaurant food is allowed unless authorized by the CNP Manager.

Application forms for free and reduced lunches will be given to students during the first week of school. Parents applying for free and reduced price lunches must fill out a new form each year. The Child Nutrition Department at the Board of Education determines eligibility.

Parents are expected to ensure that their children have lunch money, a lunch ticket, or a lunch from home. The school does not loan money for lunch charges.

Each class is responsible for leaving their lunch table clean for the next class.

Lunchroom Prices

Breakfast

Elementary and middle school students	\$1.25
Elementary and middle students (reduced)	.30
School Personnel	\$1.75
Adult Visitors (non-school personnel) and non-BPS children	\$2.00

Lunch

Elementary students	\$1.75
Elementary students (reduced)	\$.40
Middle school student	\$2.00
Middle school student (reduced)	\$.40
School Personnel	\$2.50
Adult Visitors (non-school personnel) and non-BPS children	\$3.50

SCHOOL INSURANCE

School insurance is available to all students. A packet will be made available during the first weeks of school. Purchase of this package is optional, but strongly recommended if you do not have insurance.

PHONE MASTER SYSTEM

The Board of education has provided us with a Phone Master System that enables us to call your home to give you information about school activities.

SCHOOL PICTURES

Individual pictures will be taken in the fall and must be paid for in advance directly to the photographer. Individual class pictures will be taken in the spring and will be sent home for you to choose the ones you wish to purchase. Information will be sent home prior to “picture day” to describe the various packages available. Uniforms must be worn on picture day.

COMMUNITY SCHOOL

The Community Education East allows William J. Christian to operate as an educational center for the community with programs offered after 3:00 P.M. A brochure describing classes is published quarterly. (*See Community School Director*)

For parents who work, the community school offers before and after school care. Before school care begins at 6:30-7:30 A.M. Students are supervised from 3:00 to 6:00 P.M. after school. The after school care program includes snacks, homework supervision, arts and crafts, videos, games, free-play, and much more. Fees may be paid daily weekly, or monthly. Information is available the first day of school. (*See Community School Director*)

ATHLETICS

Students also have the opportunity to try out for one of the following team sports: football, basketball, or volleyball. Practice and games are played after school. Students must maintain a “C” average or above in all subjects and conduct to participate.

PEP CLUB

William J. Christian will have a Pep Club to cheer for our athletic teams if enough students wish to participate. Students will be expected to follow the guidelines determined by the school sponsor and must maintain a “C” or above in all subjects and conduct to participate.

FIELD TRIPS

The teachers, as an extension of the classroom experience, plan field trips. Students are prepared for the field trips with a variety of instructional activities that will include an evaluation and review after the trip. Each student must pay for the expense of these trips and parents are requested to participate as chaperones. When parents are chaperones for their child’s class, siblings (older or younger) may not attend. All field trip expenses are figured as accurate as possible, and the school must pay all expenses in advance. Therefore, refunds are not always possible. All expenditures must be met before any funds are refunded. A parent permission slip must be signed and on file in the office before a student is allowed to leave school on a field trip. Parental permission cannot be given over the telephone.

BAND

Students in grades 5-8 may join the band. They must maintain at least a “C” average in all academic subjects and attend all scheduled classes and rehearsals. The band will perform during the year as well as participate in competitions. Students in the Advanced Band must be in grades 6-8. Audition for membership and practice will be held during the middle school elective rotation.

STRINGS

Students in grades 3-8 are eligible to participate in the “strings” program. The advance strings group will perform throughout the year as well as participate in competitions. (*If funding permits*)

CHORUS

General music classes are offered for all students on a weekly basis. Students in grades 4-8 may audition for membership in chorus. Participants must maintain a “C” average in all academic subjects and conduct, and must attend all scheduled rehearsals.

CHESS

Chess is offered as an elective for middle school students only. Students will participate in competitions throughout the school year. Students must maintain a “C” average in all academic subjects and conduct.

VISUAL ARTS

A full-time certified art teacher offers art instruction to all students. Students in the elementary program receive a minimum of 45 minutes per week. Middle school students are scheduled for a minimum of 50 minutes per week. Students in grades 6-8 may sign up for art or art related course during elective rotation.

ACADEMIC COMPETITION

There are three types of academic competitions available to students. They are Academic Bowl, Scholars Bowl and the Math Team.

Students may apply for membership in these groups during the first week of school.

Spelling Bee: Preliminary spelling bees are held at the school. Winners from each class compete in the school-wide spelling bee. All students are eligible to participate. School winners compete in the area and city competition.

Geography Bee: National Geographic sponsors the geography bee in an effort to encourage the study of geography in every classroom.

COMPUTERS

Computer instruction is provided to all students in grades K-8 as part of classroom instruction. The students will have access to the computer lab during the year. The library provides Internet access for student to use for research. According to Board Policy 7300, a Technology Resource Agreement signed by both student and parent must be on file in order for a student to use any of the school's computer resources. *(See Appendix)* A parent may also give permission to include a child's picture on the William J. Christian School's home page.

ELECTIVE ROTATION

A variety of enrichment and extracurricular activities such as art, choir, debate team, book club, chess club, newspaper, current events, spanish, and band are offered during the middle school elective rotation for students in grades 6-8.

NATIONAL JUNIOR HONOR SOCIETY

Membership in this organization shall be based upon scholarship, service, leadership, and character. Students are tapped for membership during a formal ceremony followed by a reception for the new members and their parents. Students are not eligible until the seventh grade.

TESTING

The following system-wide tests are administered during the school year:

ARMT Plus: The Alabama Reading Math Test is administered during the month of April to students in grades 3-8. These scores are used to determine students' achievement in the area of reading, mathematics, language arts.
PHYSICAL FITNESS TEST: The Physical Fitness Test is administered during the months of October and March.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

William J. Christian School has a very active PTSA that is most important to the school as it fosters a strong, supportive relationship between parents, teachers, and students. The PTSA meets approximately seven times during the year with programs consisting of general business and student presentations. Some of the meetings are held at the school and other are held at the South Roebuck Baptist Church. The PTSA Board meets once a month to plan activities and fundraising events. The PTSA has substantially funded various instructional activities and “extras” to benefit the school and its programs. PTSA meetings will be held the last Thursday of each month. *(If changes occur, Phone Master will notify parents)*

VIPS (VOLUNTEERS IN PUBLIC SCHOOLS)

There is an active VIPS program in our school whereby parents give their time in activities such as tutoring in the classroom, chaperoning field trips, and assisting in numerous other tasks. Please be sure to sign the volunteer book when you are at WJC as a volunteer. We strongly encourage and welcome cooperative parent volunteers.

PARENT/TEACHER COMMUNICATIONS

Parents are encouraged to stay in close communication with their child’s teacher(s). Parents may call for teacher conferences appointments or use the Request for Conference with Teacher form located in the appendix of this handbook. Teachers may call parents or send notes to inform them about their child’s performance. Open and constant communication between the school and home is an essential ingredient for academic success. It is very important that communication between the school and parents are always conducted in a professional manner.

ADOPT –A- SCHOOL PROGRAM

The Adopt-A-School Program is to promote business-school partnerships. William J. Christian is fortunate to have South Roebuck Baptist Church. We are currently seeking more business partners. If you can be of any assistance please contact the school.

The school has also received a grant from McWane Science Center. This entails free field trips to the McWane Center and classroom outreach programs.

We also have the ICAC program and a partnership with UAB.

ROEBUCK SPRINGS NEIGHBORHOOD ASSOCIATION

The Roebuck Springs Neighborhood Association supports us as their local school. It has provided funds for the construction of our track, outdoor lighting, physical fitness equipment and the tennis court. The neighborhood association also involves William J. Christian School in appropriate community events. The monthly meeting is held on the second Thursday of each month at 7:00 P.M. at the South Roebuck Baptist Church.

COMMUNITY EDUCATION EAST

Community Education East provides community school services to this school including before school care, after school care, classes for adults, and Camp Birmingham during the summer. The community school attempts to involve community and school when planning and scheduling classes each quarter. William J. Christian School parents serve on the Advisory Council to ensure that the offerings meet the needs of this community.

DRESS CODE POLICY

All students are required by the Birmingham Board of Education to wear uniforms.

- Solid white shirt or blouse with collar (turtlenecks or mock turtlenecks) is acceptable.
- No logos or designs on shirt or blouse may be worn.
- Navy blue or black pants or “walking length” shorts (no more than two inches above the knee) are acceptable.
- Female students may wear navy blue or black skirts or jumpers (no more than two inches above the knee).
- Overalls are not permitted.
- Belts must be worn with pants or shorts if they have belt loops.

- Navy blue or white sweaters in crew neck or cardigan style, without logos, may be worn during cold weather.
- Navy blue, black or white sweater vest (in solid colors) may be worn.
- No knit pants may be worn.
- No denim of any color may be worn.
- Jogging suits pantsuits, warm-ups, and sweats are not allowed.
- Knit, nylon, spandex, biking and gym shorts, or tight fitting clothes are not permitted.
- Pants worn below the waist or oversized uniforms are not permitted.
- Tank tops, mesh shirts, halter-tops, tube tops, cut-off shirts, sleeveless shirts, or sleeveless tops are not permitted.
- No cuts, slits, tears, slashes, or other holes, which expose skin or under garments are allowed.
- Hats, caps, bandannas, scarves, wristbands, headbands, or other head coverings are not permitted.
- Sunglasses are not allowed.
- Shoes must be predominately black, white, brown, or navy blue. Athletic shoes are acceptable. Laces or buckles must be tied or fastened.
- Rollers, combs, and cosmetology clamps may not be worn in the hair.
- Accessories may not include any vulgar language or symbols or any sorority or fraternity or secret society symbols.
- Pouches may not be worn.
- Coats are not regulated but cannot be worn inside the school and classroom. All outerwear must be stored in the locker at the beginning of the day.
- T-shirts worn under a school uniform may not have logos or other writing that shows through.
- ID badges must be worn near the neck area (grades 6-8).

Students not in uniform will be sent to the office immediately to call a parent to bring the necessary item(s) to complete the uniform.

MIDDLE SCHOOL DEMERITS

The faculty has prepared the following list of demerit items in an effort to clarify how your child's conduct grade is determined. It is our hope that together we can help your child achieve academically, without excessive distractions in the classroom. We hope that this will answer all of your questions about our demerit system. Demerits listed are the maximum number given per offense.

Tardy to class	3
Verbal warning given for any offense	1
Forgets materials (pencil, paper, book, course specific items)	1
1 st 6 th weeks/2 nd – 6 th 6 weeks	
Talking in class (to a classmate, interrupting a teacher)	3
Continued excessive talking	5
(Detention may be given for excessive talking)	
Out of seat without permission	3
Distracting/annoying classmates	3
Chewing gum/candy	3
Inappropriate behavior outside of classroom	5
(Hallway, lunchroom, assembly, restroom)	
Inappropriate language	3
Uniform/ID infraction	2
Fighting	10
Disrespectful to any school personnel, visitor, or parent	3-10

K-3 DISCIPLINE PLAN

1. Respect everyone.
 - a. Yourself
 - b. Others and their property
 2. Display appropriate behavior in school.
 - a. Classroom
 - b. Hall
 - c. Lunchroom
 3. Listen and follow directions.
 4. Be responsible.
 - a. Complete homework and class assignments.
 - b. Have necessary supplies.
 - c. Return parent correspondence that is requested by the teacher.
 5. Have a positive attitude.
- Refer to the Student Code of Conduct for students violating the above plan.*

4-5 DISCIPLINE PLAN

Dear Parent(s)/Guardian(s):

Our ultimate goal is to provide an atmosphere conducive to the development of the “whole child,” which encourages and enhances our children’s personal, emotional, and academic growth.

This goal cannot be obtained with disruptive behavior. It is necessary that rules and regulations be strictly enforced. The following is a list of conduct checks:

1. Disturbing Class
 - a. Excessive and loud talking 2
 - b. Leaning back in chair 2
 - c. Throwing object in class/lunchroom 2
 - d. Making noises in class 2
 - e. Slamming books 2
 - f. Passing notes 2
 - g. Running in hall/class 2
 - h. Pushing 2
 - i. Playing games in class without permission 2
 - j. Chewing gum/eating candy 2
 - k. Being late to class (unexcused) 2
2. Misbehavior
 - l. Making loud noises 2
 - m. Taking food, or items from the lunchroom 2
 - n. Leaving the lunchroom without permission 2
3. Disruptive Behavior
 - o. Talking back to any member of the school staff 5
 - p. Causing someone to fall 5
 - q. Pushing during fire or tornado drills 2
 - r. Sleeping in class 2
 - s. Using profanity 2
 - t. Fighting 5
 - u. Skipping class 10
 - v. Vandalism 10
 - w. No class supplies (books, pencil, paper) 2
 - x. Name calling/negative teasing 2

Grades as reflected by the number of conduct checks will be as follows:

A: 0-5 B: 6-10 C: 11-15 D: 16-20 F: 21 and over

6-8 DISCIPLINE PLAN

William J. Christian's Middle School Students are expected to exhibit behavior consistent with the Code of Conduct. The individual teachers have the prerogative to determine what will be acceptable behaviors in their classrooms. Should it be necessary for a teacher to reprimand a student, the following steps may be taken:

1. Demerits
2. Parents contact
3. Parent conference with teacher and assistant principal
4. Detention /suspension (*determined by Administration*)

TRAFFIC GUIDELINES

In an effort to expedite student departure in the afternoons, we have developed the following guidelines. Please read these with your child/children to be sure that all guidelines are understood. After reading, both student and parent must sign the form below and return it to the child's homeroom teacher.

1. Bus students may leave classrooms only when their buses are called, and must present their bus pass to hall monitors before proceeding out of the building.
2. All cars are to move to the beginning of the loading zone to meet children at the awning. Please leave no space between cars.
3. Students are to wait at the front of the building, 6-8 children on the marquee side.
4. Students will remain seated while waiting for their ride.
5. In carpools, the older children are to wait in the youngest child's designated area, so that all children are waiting together.
6. Parents are to pick up children at the youngest child's waiting area.
7. Students may not wait on the playground for their rides. No students will be allowed to meet a parent at the end of the driveway or on Elm Street.
8. Students will not walk away from their assigned area to meet their carpool.
10. Parents may not park their car, blocking traffic, to find their child at dismissal. Please wait in your car for your child. (*Except on rainy days*)
9. It would be helpful if parents would put a paper plate in the front window of the car with child/children name and grade on it.
10. Cars are to be in a single lane of traffic. Do not pass cars ahead, as this may pose a threat to children walking in the traffic lane to get into their cars.
11. Any student not picked up by 3:30 P.M. will be taken to After School Care for their own protection at the parents' expense. If the child is unable to attend aftercare the Birmingham Police Department will be notified.

(Detach and return to homeroom teacher)

We have read and understand the above traffic regulations and agree to adhere to them for the safety of all students attending William J. Christian School.

Parent Signature

Student Signature

Date

TECHNOLOGY RESOURCES AGREEMENT

William J. Christian School
2009-10

Student _____

Grade _____ Homeroom Teacher _____

I understand that, as an Internet user, I am responsible for my actions and that I will be responsible to act considerately and appropriately, in accordance with the following rules. When using any Birmingham Public Schools Technology Resources, including the Internet, I will not:

- Send, display, or download offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks
This includes changing workstation and printer configurations.
- Violate copyright laws.
- Use other users' passwords.
- Trespass in other users' files, folders, or work.
- Intentionally waste limited resources.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Birmingham Public Schools Technology Resources, including the Internet.

1. Loss of Internet access.
2. Additional disciplinary action to be determined at William J. Christian School in line with existing practices regarding inappropriate language or behavior.
3. Legal action, when applicable.

_____ My child has my permission to use the computers at William J. Christian School including the Internet. I understand that there will be an Internet filter on the system to keep students from accessing inappropriate Internet sites.

_____ I give permission for the school to include my child's picture on the William J. Christian home page. I understand that neither my child's name nor any personal information will be included with the picture.

Parent/Guardian Name: _____ E-mail Address: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please read, sign, and return this form to your child's homeroom teacher. Your child will not be allowed to use technology at William J. Christian School unless this form is on file.

W. J. CHRISTIAN SCHOOL SONG

We Shape Our Lives

We shape our lives by the way we live,
By what we gather and what we give,
By daily duties and things we say,
By what we keep or throw away.
We shape our lives by the way we lead,
By friends we have and books we read,
By friendships and the way we care,
By challenges and times we share.
We shape our lives by the goals pursued,
By the heights we seek and the higher view,
By hopes and reason that touch the sun,
And a will to fight 'til goals are won.

CHORUS

So aim high Christian Chargers, stand tall and proud.
Our flag and seal we honor, our loyalty we vow.
So aim high Christian Chargers, always grow and strive,
With strength and love unending, we keep the spirit alive.

Flag design: Jelly Watts, Class of '87
Seal design: Roman Gary, Class of '87
Song Lyrics: David King, Class of '87

SELECTION OF PARTICIPANTS FOR THE ALTERNATIVE PROGRAM AT WILLIAM J. CHRISTIAN

The Project Director will select students enrolling in the Alternative Program at William J. Christian School.

RE-ADMISSION OF FORMER STUDENTS

Parents of student who are presently enrolled in the Alternative program at Christian School will be notified the spring of each year by completing the Letter of Intent stating whether or not their child will return to the program for the following school year. Letters of Intent for students who are currently enrolled and received by the deadline will be considered for readmission if the student maintained a “C” average or above in Reading, Math, Language Arts, Social Studies, and Conduct. Applications for students currently enrolled and received after the deadline will be treated as new applicants and will be subject to the selection criterion defined below.

NEW APPLICANT SCREENING

1. Parents of new applicants must complete the application for admission. The date and time of each application will be recorded upon receipt.
2. The Project Director will review achievement test scores from the previous school year. To be considered, scores must meet the minimum criterion or above as listed below:

Grade 5

Stanford Achievement Test-10

Total Battery: 50th percentile

Grade 6

Stanford Achievement Test-10

Total Battery: 50th percentile

Grade 7

Stanford Achievement Test-10

Total Reading/Math: 50th percentile

Parents of applicants who meet the above criterion will be notified of the selection process.

- There are no preferences for students that live in the school zone.

3. The deadline for applications for Grades 6, 7, or 8 is determined on a yearly basis by the Principal. Applications received after the deadline will be considered only if there are vacancies when school starts and there are no students on the waiting list.
4. Students will be selected based upon SAT-10 results in Total Battery.
 - a. The deadline for applications for admission to the Alternative Program is in the month of April.
 - b. Students living in or out of zone in 5th grade are not given preferential status in the determination for William J. Christian Alternative Program.
 - c. Students are ranked from the highest to base on their SAT-10 scores in Total Reading and Math and who meet the minimum requirement of the 50th percentile in Total Reading and Math. Admission will be determined according to the ranking.
 - d. Students who are making application to the 8th grade must have successfully completed pre-algebra in the 7th grade.
5. Students who are eligible to participate will be admitted based on the number of vacancies in each class. The size of each of the classes will be based on the state mandated class size guidelines. When classes meet maximum enrollment levels, students who are eligible to participate will be placed on a waiting list and will be notified as vacancies occur throughout the first semester. After the first semester, the enrollment will be closed until the following year. No exceptions.
6. Results of Testing: Parents of students tested on the SAT-10 will be notified by U. S. Mail of the results and program status as soon as possible after the testing results are received.

GIFTED SERVICES

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Any person who has knowledge of the student's abilities may make referrals for gifted services: teachers, counselors, administrators, parents, guardians, peers, or the student. Referrals may occur at any time for students in grades K-12. Referrals may be made (1) to the Gifted Referral Screening Team at the local school or (2) to the central office. Students must meet eligibility criteria as established by the State Department of Education.

***NUMBERS TO CALL:
YOUR LOCAL SCHOOL or CENTRAL OFFICE***

*Mrs. Linda Taylor, Program Specialist for
Gifted Education 231-4870.*

*The Birmingham Board of Education does not discriminate on the basis of
race, color, national origin, disability, or sex in the operation of the gifted
program.*

THE G.A.T.E. PROGRAM

Gifted and Talented Enrichment

Dr. Craig Witherspoon
Superintendent

Dr. Martha Barber
Curriculum and Instruction Officer

Dr. Daniel Patterson
Executive Director of Special Education

Mrs. Linda Taylor
Program Specialist Gifted and Talented

IMMUNIZATION POLICY

The Birmingham City School District requires all students enrolled to comply with immunization requirements of the State Statute 16-30-1, et. Seq. (*General provision 420-6-1*) of the Code of Alabama.

- a. Students shall be required to present evidence of compliance on an approved form provided by the Alabama Department of Public Health.

CORPORAL PUNISHMENT ADMINISTRATIVE POLICY

It is the goal of the Birmingham Board of Education to ensure that students be allowed to learn in a safe classroom setting where order and discipline are maintained. Every child in the Birmingham Public School System is entitled to have access to a program of instruction which gives him/her the right to learn in a non-disruptive environment. No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students of their right to learn. The teacher in each classroom is expected to maintain order and discipline.

The Birmingham Board of Education does not allow the use of corporal punishment as an appropriate means of discipline. Teachers, however, are given the authority and responsibility to use other appropriate means of discipline as are articulated in the revised corporal punishment administrative regulation.

