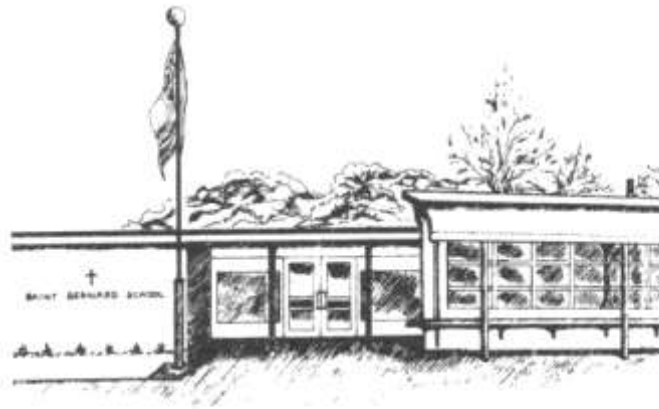


2016-2017

**Parent-
Student
Handbook**
for

St. Bernard's Catholic School



Learning with God's Guidance

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I. Background

Our History

St. Bernard's Catholic School was opened on September 17, 1958, with grades, one, two and three. The south side of the school was left undivided and served as a Parish Hall until 1960 when work was started on the gymnasium.

The faculty consisted of four Daughters of the Cross. The congregation, whose Mother House is in Liege, Belgium, still serves the parish and diocese. The superiors had signed a contract to send out one sister a year until the school was completed, and by 1963 all eight grades were in existence. The school operated in this way until June 1966. At that point lay teachers began to join the faculty. Now it is staffed entirely by lay teachers. The school currently serves approximately 265 children, the majority of whom are from the parish.

In 1964, the school playground was enlarged. In 1968, an extension was built onto the hall and included locker rooms and showers, a coach's room and offices for catechism classes which have since become storage space, large hall meeting room, assisted reading room/sacristy on weekends. In 1975, a separate catechism building was erected to provide more office and meeting space.

In 1981, the front room of the convent was converted into a classroom for kindergarten and because of the size of the room it was decided to have split sessions. The children used the sisters' backyard for their play area and playground equipment was installed.

In 1984, the staff room was enlarged and the convent garage was extended and converted into a Computer Lab. That room has now become the present site of the kindergarten class and the front room of the convent is now a chapel; the computer lab has been moved to a room which housed the former library; the library was moved to a room which was used for art.

In 1999, the Parent Teacher Club purchased and installed air conditioning throughout the school. This benefited the students by providing a more comfortable work environment so they could focus on learning.

In 2001, the faculty room was extended south to provide a larger meeting room for the staff. This space has provided a place for staff meetings, formal IEP meetings and curriculum resource tools storage.

In 2004, underutilized office space located on the north end of Father Fleming Hall was fixed and converted into our present library. The space previously used as our library along with a storage room located to the rear of the library were redesigned and combined into a new Science Lab which allows for bi-weekly lab experiments for students.

In 2007, the entire interior of the school was repainted and paneling was added to the lower portion of the school hallway. We also had the front exterior of the school repainted. New

awnings were installed on the south side of the school to offer weather protection for students after school as well as cut down heat in the classrooms on the south side.

In December 2008, the Kindergarten classroom was expanded utilizing storage space located on the west side and converting it into a new second room. The original room for Kindergarten was also redone by removing carpet, cubbies and wallpaper. When the room was cleared new tile flooring, new cubbies and upper cabinets were installed and the room was painted. A new heating/air conditioning system was installed for the Kindergarten and additional desks were brought in. This allowed enough space for the Kindergarten to extend their day by combining the morning and afternoon Kindergarten into one class. Library, computer lab, music and physical education classes were added to the Kindergarten schedule with the extension of the school day from 8:15 AM -1:45 PM. We have since extended the Kindergarten day to a 2:15 PM release on Tuesday through Friday.

On September 15, 2015 St. Bernard's Catholic Preschool opened its doors to welcome 4-year olds in the Pre-K class and 3-year olds in the Preschool class. The facility is also used for before and after school care of school-age children.

St. Bernard's motto is "Learning with God's Guidance", a statement that has reflected the attitude of staff and students who have attended St. Bernard's the past 50 years; and it is a statement which will continue to influence the learning atmosphere at this institution dedicated to educating the whole child: mind, body and soul.

St. Bernard of Clairvaux

St. Bernard of Clairvaux is our Patron Saint. He was born in 1090, in Burgundy, France, in the castle of Fontaines near Dijon. His parents, Tescelin Sorrel, and Aleth, were members of the nobility; his mother, was very devout, but died when Bernard was in his teens. He had five brothers and one sister.

Bernard was very witty and charming which made him very popular; but he also loved God very much and was concerned about how best to serve Him. One day as he knelt in prayer in a wayside church he asked God's guidance as to his future. Upon the conclusion of his prayers he was certain that God had called him to follow the strict Cistercian way of life (a branch of the Benedictines, a branch of which are called Trappists today). His four brothers, Bartholomew, Andrew, Guy, and Gerard accompanied him along with 25 friends. All of them joined the abbey of Citeaux; his father and Nivard, his youngest brother joined soon after.

After one year of diligent study and devotion at the abbey, he made his profession as a monk. Soon after that, his superior recognized his great progress in the spiritual life and his natural leadership, and sent him with twelve monks to found a new monastery, which afterward became known as the celebrated Abbey of Clairvaux. In a short time it had over 700 monks and 160 daughter houses.

He became a great reformer of the Cistercian order. He served as an advisor to kings and popes, was appointed by the Pope to preach in France, Italy and Germany to organize the Second Crusade. St. Bernard was also given the gift of performing miracles. One of the first miracles recorded happened in 1121 when Bernard was celebrating Mass. He restored the speech of Josebert de la Ferte, who then was able to confess and make restitution before he died three days later. He also cured many persons by making the sign of the cross over them and once by blessing common bread before the sick people ate it.

He died on August 20, 1153 and was canonized just twenty-one years later, in 1174, by Pope Alexander III. He was proclaimed a doctor of the Church by Pope Pius VIII in 1953. He was called the honey-speeched preacher and his emblems were the pen and the bee therefore he is the patron saint of beekeepers, candle makers, wax refiners, Gibraltar, and Queens College Cambridge. The Church celebrates August 20 as a Memorial, but for us at St. Bernard's Parish, it is a Solemnity.

The Memorare of St. Bernard

Remember, O most gracious Virgin Mary that never was it known that any one who fled to thy protection, implored thy help, and sought thy intercession, was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my Mother, to thee I come, before thee I stand sinful and sorrowful. O Mother of the Word Incarnate! Despise not my petitions, but in thy mercy, hear and answer me. Amen.

II. Governance

Diocesan Administration

Ultimate responsibility for all the schools of the Diocese of Stockton rests with the bishop of Stockton who delegates the administration of these schools to the Superintendent of Schools, the Pastors and Principals. Each school is to have a School Advisory Council which will assist pastors and principals by recommending practical applications of the mission of the school in relation to the parish.

The Catholic School Office (CSO) has been given the responsibility of organizing, supervising and forming policies for diocesan schools. The executive head of the Catholic Schools Office is the Superintendent who also helps pastors select and supervise principals.

Local Administration

The Pastor is the pastoral and administrative leader responsible for the total mission of the parish. He is an ex-officio member of the local school advisory committee and of all religious education programs. The Pastor is responsible with the Principal to determine the policies of the school according to the needs of the parish, the policies of the Catholic School Office, and the statutes of the State of California. He selects, with the Superintendent, the Principal; and approves, with the Principal, the hiring and retention of staff and students in accordance with policies of the Catholic Schools Office.

The Pastor shall leave to the Principal the direction of the school program and the administration of the school. The Principal is the primary administrative officer of the school and is responsible to the Pastor and Superintendent. The Principal manages school finances; employs school personnel and oversees the day-to-day operations of the school, including maintenance of school discipline policies as well as maintenance of the computer generated record-keeping system and the facilities. The Principal recruits students and administers federal and state grants; and awards scholarships and tuition assistance.

The Principal, with the assistance of the Assistant Principal, is responsible for articulating the educational goals of the Diocese and the school; for fostering spiritual growth and religious formation of faculty, staff, parents and students. They supervise and evaluate teachers, implement school programs and provide enrichment for and maintenance of those programs. Additionally, they develop and maintain school discipline policies and maintain communication with the parish, parents, staff and students.

Relationships with Government Agencies

Cooperative relationships will be maintained with governmental agencies for the welfare, health, and safety of all citizens, including students in our school. St. Bernard's Catholic School will cooperate with local and state law enforcement authorities, keeping in mind the rights of our students and parents.

Diocese of Stockton Catholic School Office

212 N. San Joaquin Street
Stockton, CA 95202
(209) 466-0636

Most Rev. Stephen E. Blair
Bishop, Diocese of Stockton

Rev. Msgr. Richard J. Ryan, J.C.D.
Vicar General, Diocese of Stockton

Sr. Gloria De Jesús Sanchez, EMFS
Chancellor, Diocese of Stockton

Marian Graham
Superintendent for Catholic Schools

Tom Butler
Director for School Operations

Cynthia Chavez
Administrative Assistant

St. Bernard's Staff

Pastor	Rev. Fr. David Dutra	Sixth Grade	Sharen Petrig
Parochial Vicar	Fr. Sleevaraj Pasala	Seventh Grade	Judith Fabris
Parochial Vicar	Fr. Angel Rodriguez	Eighth Grade/Asst. Principal	Beverly Fondacabe
Parochial Vicar	Fr. Ronald Manango	Science Lab Instructor	Bella Githere
Parish Administrator	Jennifer Overby	Computer Instructor	Cathy Fisher
Principal	Patricia Paredes	PE Instructor	Maggie Biscevic
School Secretary	Robbin Pombo	Librarian	Barbara Korth
School Bookkeeper/SCRIP	Sue Barnes	Kindergarten Aide	Arvene Rinaldo
Maintenance Supervisor	Larry Bettencourt	First/Second Grade Aide	Patty Johnson
Custodian	Sam Contreras	Third/Fourth Grade Aide	Annemaria Braten
Kindergarten	Susana Parreiras	Fifth/Sixth Grade Aide	Mary Lamadrid
First Grade	Breanna Galicia	Seventh/Eighth Gr. Aide	Liza Ballutay
Second Grade	Denise King	Lunch Room Coordinator	Kerry Adamo
Third Grade	Tara Correll	Music	Greg Farbizio
Fourth Grade	Denise Johnson	Breakfast Coordinator	Sharlene Mendoza
Fifth Grade	Christine Overby		

School Advisory Committee

The School Advisory Committee (SAC) assists the Pastor in overseeing the ministry of the parish school in accord with the Code of Canon Law, Diocesan policy, and the laws and regulations of the State of California. The SAC exercises its authority in an advisory capacity only and does not include executive or administrative responsibilities, duties, or powers. It is an advisory group under the authority of the Pastor that considers and proposes practical recommendations concerning the mission of St. Bernard's Catholic School in relation to the parish.

The SAC has eleven voting members: five are elected, one represents the Parent/Teacher Club, and five are appointed at the sole discretion of the Pastor. The SAC has five non-voting ex officio members: the Pastor, the Administrative Assistant, the Principal and a representative from the teachers.

The SAC will meet the second Monday at 7:00 p.m. in the Faculty Room. Regular meetings are open to school parents and members of St. Bernard's parish who may address the meeting with petitions that have been approved at least one week prior to the meeting. SAC Executive Board meetings are closed sessions and are held as needed. A copy of the SAC By-laws is kept in the office for reference.

Parent Teacher Club

The Parent Teacher Club (PTC) is the fundraising arm of the school. All St. Bernard's parents and guardians are members of the PTC upon enrollment of their child(ren) in the school. The PTC strives to support and strengthen the school in its efforts to maximize its financial resources and help keep tuition affordable for families who wish to send their children to our school. The PTC also seeks to build community among the families of the school by organizing social activities that promote a positive school environment.

Therefore, the PTC has two primary purposes: to raise money for the school for the benefit of our students and to promote community spirit.

The PTC is not a part of the line of communication for concerns except when the suggestion is directly related to its proper sphere of activities, e.g. fundraising, or quarterly meetings.

General Meetings for the PTC are held four times each year and are announced in the school calendar. PTC Board Meetings are held each month.

Requests for items to be placed on the agenda for these meetings may be made by contacting the President of the PTC at least two weeks prior to the General Meeting and one week prior to the Board Meeting. Such requests must comply with the school's line of communication policy and the express purposes of the PTC.

Minutes of the General Meetings are available in the school office within one week of the meeting. Highlights of the meetings will be included in the monthly newsletter. A copy of the PTC By-laws is kept in the office for reference.

Goals

Mission Statement

St. Bernard's Catholic School, a ministry of St. Bernard's Parish, provides a holistic, value-based education to produce well-rounded Catholic citizens. We are committed to teaching Catholic doctrine and moral values infused throughout an academic curriculum. We strive to develop Catholic identity and academic excellence in all students that will in turn benefit the school, the Church, and society at large.

Philosophy

We are a Catholic community who has the Blessed Trinity as a model for our thoughts, words, and actions. We provide quality Catholic education in alignment with high academic standards. We support and facilitate the development of the whole child, spiritually, intellectually, academically, emotionally, physically, and socially. We recognize the role of parents as primary educators, and of teachers as facilitators of learning. We prepare our students to be strong in their faith and to succeed in a culturally diverse society, respecting and safeguarding the dignity of all members of our community.

Student Learning Expectations (SLEs)

1. A faith filled Catholic who is able to:

1. Develop a spiritual center based upon Catholic beliefs, teachings and prayer
2. Understand and actively participate regularly in the liturgical celebrations
3. Demonstrate Christian values and the courage to make moral decisions

2. An academic achiever who is able to:

1. Set goals and evaluate progress
2. Use good study and organizational skills
3. Work independently and collaboratively to solve problems and apply knowledge to real life situations

3. An effective communicator who is able to:

1. Express written thoughts clearly, using correct grammar, syntax and mechanics
2. Express thoughtful opinion and employ critical listening
3. Speak publicly with confidence and poise

4. A responsible citizen who is able to:

1. Understand the basic civic/social responsibilities of a citizen
2. Take responsibility for his/her words and actions
3. Show respect for self, others and society

5. A lifelong learner who is able to:

1. Use technology for learning, communication and enjoyment
2. Recognize and utilize his/her unique gifts and talents

Student Learning Expectations K - 3

1. A faith filled Catholic

1. Know you are special to God and part of His family
2. Participate at Mass and know the prayers of our Church
3. Follow God's rules and treat others well

2. An academic achiever

1. Finish your work and do it correctly
2. Follow directions and take your time while working
3. Do your own work, help others when working in a group, and use what you learn

3. An effective communicator

1. Write in a way that others can understand
2. Think before you speak and stay on the topic
3. Speak in a way that others can understand

4. A responsible citizen

1. Know the school rules and treat others kindly
2. Admit when you do something wrong
3. Care for self and others

5. A lifelong learner

1. Use the tools that help you learn
2. Know that you have special gifts given by God

Parents' Responsibilities

Schools exist to assist parents and guardians in the education of their children. Parents and guardians have the responsibility to raise children who have socially acceptable behavior. It is the school's responsibility to reinforce and foster behavior that is appropriate for a Catholic child.

Parental influence remains the **most** important factor in a child's development. The Church and school assist in the work begun at home. Parents and guardians are encouraged to participate in their children's education by helping to motivate them to fulfill their potential by encouraging reading, by promoting habits that will encourage lifelong learning, by training them to follow through with their responsibilities, and by modeling cooperation and helpfulness.

By enrolling a child in St. Bernard's Catholic School, parents and guardians enter into an agreement of partnership with the school in the education of their children. This school exists to assist parents with the educational and spiritual development of their children, but does not assume parental duties and responsibilities. In the same way, parents and guardians should not attempt to assume teachers' or administrators' duties and responsibilities.

Because the education of children is a partnership between parents or guardians and the school, parents and guardians have the right to withdraw their children from the school if they desire. By the same token, the school administration reserves the right to require the transfer of a student if the administration determines that the partnership between the school and the parents or guardians is irretrievably broken.

The Principal may also recommend the transfer of a student when the parents or guardians have failed to meet their obligations to the school which they accepted upon enrolling their child or have been persistently uncooperative with the school staff, policies, regulations, and programs or lines of communication or if they have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

St. Bernard's is a parish school. Attendance at Sunday liturgies and participation in appropriate parish activities is a part of the educational experience for our children; therefore, parents and guardians have a **serious obligation** to be active in their parish.

To be considered a part of St. Bernard's parish for tuition purposes, the family must be registered with St. Bernard's **and** be using the Sunday envelopes on a regular basis.

Participation in activities sponsored by the Parent Teacher club (PTC) such as fundraisers and quarterly meetings is absolutely essential for the maintenance of our school. Upon enrollment of their children, parents and guardians become members and are expected to share in the work and efforts of various activities and fulfill their profit and hourly obligations.

Students' Responsibilities

St. Bernard's Catholic School provides an environment wherein students have an opportunity to learn. Each student at St. Bernard's Catholic School is responsible for his/her own learning process as s/he grows in the capacity to accept that responsibility. Students are responsible for coming to school prepared with the necessary materials, required assignments, and the attitude of openness to learn. Students are expected to be cooperative with all staff members and teachers' instructions and efforts to help them live and interact peaceably with other students, to help others and to become an example of Christ and exhibit Christian behavior. Students are expected to follow school rules and policies pertaining to behavior, dress code, homework and attendance.

Statement of Non-Discrimination

The philosophy of education upon which the schools of the Diocese of Stockton base their programs calls for an integration of religion, truth, and values with the rest of life. Therefore, all those involved in a Catholic school – parents and guardians, pastors, administrators, teachers, support staff, and students – must earnestly desire to make it a community of faith which is indeed living, conscious and active. Parents and guardians should understand that enrollment constitutes agreement that their children are taught according to this philosophy and they should be ready to cooperate with the school on that basis.

St. Bernard's Catholic School follows a policy of non-discrimination on the basis of sex, race, color, and ethnic origin as spelled out in the Catholic School Office Administrative Handbook of the Diocese of Stockton, Section 3501, 4101, and Appendix A. A copy of this handbook is available in the school office. In summary, it states.

No consideration of sex, race, color, nation or ethnic origin or disability shall enter into any decision on the following: admission policies of the school; acceptance into any program or activity sponsored by or conducted by the school; the granting of any scholarships, tuition assistance, rights, or privileges by the school; employment practices of the school.

School Accreditation

During the 2009-2010 school year, St. Bernard's School participated in a self-study that involved a thorough evaluation of all aspects of the school from financial planning to educational programs. The resulting self-study was submitted to a visiting team of the Accrediting Commission for Elementary Schools of the Western Catholic Educational Association (WCEA) and the Western Association of School and Colleges (WASC). St. Bernard's was re-accredited in June 2010 and was awarded a six-year accreditation.

A copy of the most recent self-study is available in the school office for parents who wish to examine it. The self-study identifies the school's strengths and areas for improvement, as well as plans for meeting the needs identified. The document provides an in-depth look at the school's educational program and processes. The next scheduled accreditation visit is spring, 2016.

IV. Admission Policies

Admissions Priorities

It is the desire of the administration and faculty to accept students whose needs fall within the scope of our program. Children will be admitted to St. Bernard's in the following priority:

1. Siblings of children already in attendance whose families have fulfilled all obligations
2. Children transferring from another Catholic school upon moving into St. Bernard's parish
3. Children of active parishioners, with special preference to former students
4. Children of non-active Catholics and non-Catholics

Admission decisions also include these understandings:

- The school does not discriminate on the basis of disability, if with reasonable accommodations (that is within the limits of the school's personnel and financial resources) the student can meet the academic and behavior requirements of the school.
- Admittance to the seventh and eighth grade is considered only when transferring from another Catholic school or as agreed to by the teacher, principal, and pastor.
- Acceptable conduct, effort, and homework grades are required on the report card from the previous school.
- A family transferring from another Catholic school has left the previous school in good standing and has cleared all accounts with that school.
- If a family has previously withdrawn or been required to withdraw from St. Bernard's, re-admittance is at the discretion of the pastor and the principal.

Admission procedures

Applications for Kindergarten:

1. Applications are accepted after Jan. 1 of the school year preceding actual Kindergarten placement.
2. A student entering Kindergarten must be 5 years of age by Sept. 1.
3. The student, along with the parents or guardians, interview with the principal.
4. The family provides all required documentation to the school as requested such as health and immunization records, baptismal certificates, etc.
5. The kindergarten teacher also meets with the student and parents and recommends acceptance to the principal.
6. Parents are required to enroll in St. Bernard's Adult Religion classes or provide verification of completion of the required hours of Adult Religious Education classes. These classes take place in order to prepare parents to support their children in the reception of First Reconciliation and First Holy Communion which will take place in the child's Third Grade year.

Applicants for Grades 1 and 2:

1. Applications for Grades 1 and 2 are accepted year round. If classes are full, applications will be placed in a waiting file until a position becomes available. Waiting lists are cleared at the end of every school year; new applications must be filled out every year.
2. A student entering First Grade must be 6 years of age by Sept. 1.
3. The student and parents or guardians interview with the principal.
4. The family provides all required documentation to the school as requested such as health and immunization records, baptismal certificates, etc.
5. Parents are required to enroll in Adult Religion classes or provide verification of completion of the required hours Adult Religious Education classes. These classes take place in order to prepare parents to support their children in the reception of First Reconciliation as well as First Holy Communion which take place in the child's Third Grade year. If the classes are not completed in time for the child's reception of these Sacraments, parents are required to apply for an extension for completion of these classes from the school administration.

Applicants for Grades 3-8:

1. Applications for Grades 3-8 are accepted year round. If classes are full, applications will be placed in a waiting file until a position becomes available. Waiting lists are cleared at the end of every school year; new applications must be filled out every year.
2. The student and parents or guardians interview with the principal.
3. The family provides all required documentation to the school as requested such as report cards, standardized test scores, health and immunization records, baptismal and other certificates, etc.

Continuance Policy

For a student to continue in attendance at St. Bernard's Catholic School s/he must adhere to the following standards:

1. Follow the behavior standards of the school.
2. Maintain regular attendance (seven absences and/or tardies in a quarter are considered excessive).
3. Demonstrate effort and academic progress suitable to his or her age.

V. Financial and Parental Obligations

Primary Financial Obligations

St. Bernard's School endeavors to serve Catholic families who, as primary educators, seek to actively raise their child(ren) as Catholic(s) by providing a Catholic education for them and by modeling the practice of their faith. The school envisions that such families will choose to express their commitment to the parish and school community through the sharing of their time, talent and treasure. Therefore, the school expects that such families will volunteer service hours and participate as needed to support and promote fundraising activities and that such families will honor their financial responsibilities to the school and the parish.

Tuition Rates and Categories

Tuition rates are determined during the school's annual budget planning, in accordance with the Catholic School's Office guidelines and are published at the time spring registration materials are available. Tuition falls into two categories: Catholic and Non-Catholic; both categories have a discount schedule for a second, third and fourth child who is enrolled in the school. Failure to meet expectations of those who are in the first category may result in a family being assigned to the second.

For a student to qualify for tuition rates as a Catholic, the family must:

- Be registered in St. Bernard's and attend Mass regularly, as evidenced by the use of weekly envelopes; or be registered in another Catholic parish, and attend Mass regularly as verified by their pastor. The weekly envelope must contain at least \$1 in order for the accounting system at the Parish office to record the donation.
- Seek to continue to grow spiritually
- Support their child(ren) in learning and achieving the SLEs of St. Bernard's Catholic School
- Volunteer at least 30 hours of approved service to the school annually
- Actively support the Parent Teacher Club's fundraising events and attend the quarterly meetings
- Use SCRIP regularly and/or participate in fundraising events so that the school realizes at least \$500 in profit from their purchases and/or participation (\$550 for two children; \$600 for three children; and \$650 for four or more children).

- Communicate with the administration and faculty as needed or required
- Handle monetary obligations to the school responsibly and in a timely fashion

Families not fulfilling this requirement will be considered non-active Catholics and tuition will be based at a higher amount.

Payment Plans

The first month's tuition is due in July and all payments for the current school year must be completed by April of that school year. Families have three payment options:

1. Annual Payment Plan (3% discount) through FACTs Tuition Management
2. Semi-Annual Plan through FACTS Tuition Management (automatic bank account withdrawal in July and December with an annual fee \$10)
3. Monthly Payment Plan through FACTS Tuition Management (automatic bank account withdrawal on the 5th or 20th of the month, with a yearly application fee of \$38).

If payment of tuition becomes a problem, parents should contact the Principal.

Tuition Assistance

Parents may apply for tuition assistance through Tuition Aid Data Service (TADS). Applications are accepted each March and can be obtained in the office or online. Based on TADS analysis of the families' financial situation, tuition assistance is awarded by SEEDS, our diocesan scholarship program, or by the school. Tuition assistance is for the current year and must be applied for annually. Tuition assistance grants are usually decided in May (applicable to the next school year) and recipients notified in June.

Tuition assistance is for tuition only. Registration fees and all other fees must be paid by each family. **A family with outstanding debts to the school may not be considered for tuition assistance until their accounts have been paid in full.**

Delinquent Tuition Payment Policy

Tuition payments are due on the 5th or the 20th of the month (July through April). Continued delinquency in payment may be referred for collection.

Students whose tuition is delinquent may be asked to leave the school and may be denied readmission until prior tuition and fees are paid. Delinquency may also affect re-registration privileges. In addition, the school may withhold report cards for the students of delinquent families until payment has been received. If the student is in Eighth Grade, s/he may be denied participation in graduation and graduation activities and the diploma may be withheld until all school accounts are clear. School accounts include tuition, fees, SCRIP and fundraising profit, service hours, etc.

Fees & Refunds

A non-refundable enrollment fee of \$175 per each new student /returning student is required annually. Each family is required to pay the total registration fee for their child(ren) at the time of registration.

Tuition Refunds for families that leave during the school year will be at the discretion of the principal.

New families are also required to pay a one-time participation fee of \$125 per family which is refundable when the family leaves the school, if all financial obligations have been fulfilled.

In addition, there are extra fees associated with Eighth Grade for Graduation and activities; Seventh Grade for Confirmation; Sixth Grade for Outdoor Science Education (Science Camp); and Third Grade for First Holy Communion. Other miscellaneous fees may occur in various grades throughout the year.

Supporting Financial Obligations

SCRIP and Fundraising Profit

Since 1993, SCRIP has been a part of the fundraising program at St. Bernard's. Through the years, we have grown from a profit of \$2,000 to over \$30,000.

SCRIP is a "gift certificate" which is spent like cash. The school purchases them from businesses at a discount and sells them at face value. A list of vendors which has increased over the years is available in the office; beside each vendor listed is the percentage your family and St. Bernard's makes when you purchase SCRIP from that merchant. Credit cards may be used to purchase SCRIP, but there is 2.5 % credit card service charge.

St. Bernard's also participates in e-SCRIP. However, e-SCRIP charges a 15% service fee which is taken off your profits earned.

The school also benefits from the profit of fundraising activities such as cookie dough sales, mixed bag sales, special dinners, a golf tournament, and a jog-a-thon.

The family obligation for profit (\$500 for one child; \$550 for two children; \$600 for three children; and \$650 for four or more children) can be derived entirely from participating in fundraising, entirely from purchasing SCRIP, or from a combination of the two. If you exceed your profit requirement, you can earn tuition credit: 50% of each dollar you earn above the required minimum for your family will be credited toward your tuition for the following year. Tuition credit vouchers will be issued to each family for the following school year and are non-transferable.

A family may opt to buy out of their profit, but it must be done at registration in May for the following year. The cost to buy out is \$700.

All SCRIP and fundraising profit must be completed by April 30 of the current school year. Any family who has not met their required obligation by April 30 will be assessed the difference between the buy-out option (\$700) and the accumulated profit earned to that point. This amount will be due at the May registration and must be paid in order to re-register their child(ren) for the coming school year.

Through the strong participation in our SCRIP and fundraising program over the years, St. Bernard's parents have ensured that our goals for providing quality education to each student have continued to be met. For more information on SCRIP and Fundraising Profit, an informational brochure can be obtained from the school office.

Fall Festival Raffle Tickets

Each family is required to support the Fall Festival by selling or purchasing \$20 worth of raffle tickets.

Annual Parish Support

As parishioners of St. Bernard's, each school family is expected to support the Parish family at St. Bernard's Church through Mass attendance and weekly envelope use. Families not fulfilling this requirement will be considered non-active Catholics. In turn, tuition will be based at a higher amount.

Parental Work Obligation

Volunteer Service Hours

Each school family must contribute at least 30 hours of volunteer service each school year. Ten of these hours must be served at the Fall Festival in September; the remaining hours may be served by volunteering in classrooms, by doing classroom or office work for the school at home, by chaperoning or providing transportation for school fieldtrips*, by attending quarterly PTC meetings with 1 hr./mtg per parent, by helping to chair and serve at fundraising events through a variety of other opportunities which come up throughout the year.

Parental work hours must be completed by the parents unless prior approval by the administration.

All volunteers who work with St. Bernard's students must be fingerprinted and complete the on-line training course required by the Diocese of Stockton.

Volunteer service hours are updated regularly and a report is sent home each quarter. Any family who is unable to meet the parental work obligation for the year will be assessed \$50 for each hour short of the 30 hours.

Registered Sex Offender Policy

Sex offender registrants whose sex crime was against a victim under the age of 16 are prohibited from working, as an employee or volunteer, with minors.

Sex offender registrants whose sex crime was against a victim under the age of 16 are prohibited from being a chaperone or field trip driver for school-sponsored events.

Parish Fall Festival

Early in September, plans gear up for the St. Bernard's annual Fall Festival. This is one of our main fundraisers and has a long-standing tradition in our parish community as a fun-filled and profitable event. Each family is obligated to give 10 or more hours of service to the Fall Festival because it is so vital to St. Bernard's financial stability. Sign-ups for events in which to serve are held in May at registration and online. Families new to St. Bernard's School after the May registration need to stop by the office for information about how to sign up for an event in which to meet their 10 hour obligation.

Volunteer Parent Aides in the Classroom

At the request of a teacher, a parent is welcome to assist with classroom duties. Volunteers must be willing to work under the direction of the teacher at regular times agreed upon by both parties and must be willing to respect students' right to privacy and confidentiality. All volunteer aides are required to sign in at the office and are asked not to bring younger children with them to class. Parents who choose to volunteer must be fingerprinted and need to complete an on-line course.

Field Trip Chaperones and Drivers

Diocesan policy requires that parents and guardians who drive other people's children must be insured for a minimum of \$30,000 liability coverage and \$100,000 per person accident limit for bodily injury. If parents are transporting any child who weighs 60 pounds or less, they must provide a car seat for each child. Cars must also travel in caravan from and to the school and may not stop along the way without written permission from parents. For most field trips we use busses. **Due to insurance stipulations, only children enrolled in St. Bernard's Catholic School may attend these field trips.** All chaperones and drivers must be fingerprinted, have completed the online course, and filled out an information sheet with pertinent phone numbers and description of vehicles, etc., which will be kept on file in the office.

VI. Communication

Lines of Communication

As a Catholic community, respectful communication is important to the partnership between parent, children and school. The school has established clear channels of communication. Proper communication begins at the appropriate level with the person(s) directly involved rather than with his/her superiors. At St. Bernard's Catholic School, the chain of communication is: the teacher first, then the principal. The principal is available to help with any concern you might have after genuine effort has been made to communicate concerns and good faith efforts have been made to work out a solution. It is extremely important that this line of communication is followed and modeled throughout our parish/school community.

Enrollment agreements are between the school and the individual family for the educational benefit of the child(ren). Therefore, communication of concerns is on an individual basis. Unauthorized group activity for the purpose of expressing concerns is not an appropriate avenue.

Requests for a conference can be made by calling the school office or by sending a note to the proper person. An appointment will be scheduled as soon as possible.

Neither the School Advisory Committee (SAC) nor the Parent Teacher Club (PTC) is part of the chain of communication, unless a concern or complaint is directly involved with their proper sphere of activities. Requests for time on the agenda at a meeting of either the SAC or the PTC can be made by contacting the principal or the president of the organization concerned, at least one week prior to a meeting. Such requests must comply with the lines of communication policy and the expressed purpose of each group.

Parents have the opportunity to participate in and provide input in a variety of ways at our school: conferences, notes, phone calls, periodic school surveys, PTC, SAC, and fundraising activities. The administration and faculty encourage parents to use these opportunities as appropriate venues for communicating concerns so that issues may be addressed as expeditiously as possible.

Flyers and Communiqués to School Families

All written communication intended for any of all school families must be approved by the principal prior to distribution. This includes all flyers, Student Council information, PTC information, room parents' notes, teachers' notes to parents, etc. The information should be submitted to the office well in advance of anticipated distribution.

Parent-Student Handbook

The Parent-Student Handbook is provided to help parents and students understand the school's expectations and responsibilities. Every effort is made to include the most up-to-date information in the handbook. Each year, each school family must complete the Handbook Signature Page indicating that they will read it and follow it accordingly. The completed signature page must be returned to the school office by the date indicated on the page and is **REQUIRED** for continued attendance at St. Bernard's.

The administration and/or the pastor of St. Bernard's Catholic School reserve the right to amend the handbook at any time. Parents will be given timely notification if changes are made.

Blue Book Information

Each year the school publishes a directory that includes a listing of the names and addresses of families of children enrolled at St. Bernard's as well as a listing of PTC events with the phone numbers of chairpersons and persons who have signed up to serve for that event. This directory is commonly known as "The Blue Book." The purpose of the Blue Book is to enable parents and guardians to communicate with one another about school matters. It is not intended for student use or for any other purpose, and parents have a responsibility to guard the confidentiality of the information which it contains.

The following information is considered appropriate for a directory and will be listed in the Blue Book: parents' names, address, telephone number, and e-mail address. Parents or guardians may request in writing that any or all of this information not be published in the Blue Book.

Weekly Email & Office Correspondence

An email containing information about the school or PTC events will be sent out each week from the office.

It is essential that the parents and guardians read the information sent home. Email is the school's primary method of communication with families.

Any information that is to be included in the email must be submitted to the school office by Friday prior to the following week's email. The administration reserves the right to decide what is appropriate for inclusion in the email.

Parent-Teacher Conferences

Formal parent-teacher conferences are held at the end of the first and third quarters. All parents and guardians are required to attend these conferences. The school secretary will send out notices listing the time and date of your conferences(s). If you need to request a special time for one of these required conferences, please let the secretary know as soon as possible. Every effort will be made to accommodate your special circumstances.

Additional conferences may be held during the school year at the request of the teacher, parents or administration. To schedule a conference with your child's teacher, do one of the following:

- Send a note or email to the teacher requesting a conference and suggesting a time and date that is convenient for you,
- OR**
- Contact the school office with your request.

Office Telephone

The office phone is not for student use. Emergencies do not include calls for:

- Forgotten books, homework, P.E. clothes, or supplies
- Making arrangements to go to a friend's house
- Lunch or snacks

Students must accept consequences for forgetful actions, regardless of who was responsible for the negligence.

Messages to Students

Emergency calls will always be handled as expeditiously as possible.

Parents are requested to call **early** in the day for any other requests: work for a student who is ill, teacher conference, student medication or appointment. Please do not call with special requests in the 15 minute period before dismissal (from 2:45 on). This is a very busy time in the office.

Parents may leave messages for their children, but students will not be called from a class to receive a message. Messages will be delivered at recesses and lunch times. Please adhere to these procedures if you need to leave a message for your child:

- Call the school office and leave your communication with the school secretaries (ext. 131 or 132).
- Please do not ask to have the student leave class to come to the phone as it is disruptive to classroom instruction.
- Whenever possible, please advise your child to check in at the office during recess or lunch or after school to receive an **anticipated** message from you.

- Except to report an absence, please avoid calling between 8-8:30 a.m., and 2:45-3:15 p.m. These are the busiest times in the office.
- If you are calling to verify that you will be picking up your child for a scheduled appointment, please be advised that we will not call the student from class until you have actually checked into the school office to sign your child out.

Divorced/Separated Families And Non-Custodial Parents

All separated and divorced parents must provide the school with a copy of the custody agreement. The school is NOT responsible for the splitting or collecting of tuition, fees, or parent participation hours from one parent or the other.

A second set of information such as newsletters, calendars and other notices will be mailed **UPON REQUEST**.

The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information shared, or no limited contact with the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Party Invitations

Children of all ages experience much heartbreak when the majority of a class, or almost all children (boys or girls) in a certain age group, are invited to a party and others are not invited. A parent may also experience this when his/her child is one of those not invited. Teachers have to try to comfort children who have to face this type of rejection. Therefore, in consideration of and respect for all students, we ask that each family observe the following when planning to ask the school permission to distribute party invitations:

Invitations to parties may be distributed at school only if all children in the class are invited or if all the same gender of a grade is invited (e.g. all second grade boys).

Invitations to smaller parties that may not include everyone in the class or all students of the same gender in the class **must be mailed**. Out of compassion, presents for those parties may not be brought to school, nor may party attire for those celebrations be brought to school. Parents must also talk to their children and discourage them from discussing the party in the presence of those not invited.

VII. Late Pick up/Daily Schedule

We have a late pick up policy that is now in effect for those children remaining 15 minutes or longer after the dismissal bell. A late fee will be charged to Kindergarten families whose children remain 15 minutes or longer after dismissal as well. The fee structure is as follows for dismissal:

3 PM Dismissal

3:16-3:20 - \$5/per child

3:21-3:25 - \$10/per child

3:26-3:30 - \$15/per child

etc.....

1:45 PM Dismissal

2:01-2:05 - \$5/per child

2:06-2:10 - \$10/per child

2:11-2:15 - \$15/per child

etc.....

Kindergarten

Mondays/Early Release

8:00 Yard Supervision begins
8:15 Beginning bell, School begins
10:00 Recess
11:45 Lunch; Lunch ends @12:30
1:45 Dismissal
2:00 Yard supervision ends

Tuesday-Friday

8:00 Yard Supervision begins
8:15 Beginning bell, students line up
10:00 Recess
11:45 Lunch; Lunch ends @ 12:30
2:15 Dismissal
2:30 Yard Supervision ends

Early Release Days occur every Monday so that Faculty and Staff can meet from 2:15-3:30

*** Other Early Release Days occur on**

- The first three days of school
- The first day of the Fall Festival
- The week of parent conferences
- The Tuesday before Thanksgiving break
- The day prior to Easter Vacation (Holy Thursday)

- The last week of school

*** Half Days – release at 12:00 – occur:**

- Diocesan Teacher Meetings
- Christmas Vacation begins
- The last day of school

Grades 1-8

Monday/Early Release Schedule

- 8:00 Yard Supervision begins
- 8:15 Beginning bell, Assembly begins in the Large Hall
- 8:45 First class begins
- 10:00 Recess K-2 begins
- 10:15 Recess 3-5 begins; Recess K-2 ends
- 10:30 Recess 3-5 ends
- 10:45 Recess 6-8 begins
- 11:00 Recess 6-8 ends
- 11:45 Lunch K-2 begins; Lunch K-2 ends @ 12:30
- 12:15 Lunch 3-5 begins; Lunch 3-5 ends @ 1:00
- 12:45 Lunch 6-8 begins; Lunch 6-8 ends @ 1:20
- 1:15 End of classes
- 1:45 Dismissal
- 2:00 Yard supervision ends

Tuesday – Friday Schedule (Grades 1-8)

8:00	Yard Supervision begins
8:15	Beginning bell, Assembly begins in the Large Hall
8:30	First class begins
10:00	Recess K-2 begins
10:15	Recess 3-5 begins; Recess K-2 ends
10:30	Recess 3-5 ends
10:45	Recess 6-8 begins
11:00	Recess 6-8 ends
11:45	Lunch K-2 begins; Lunch K-2 ends @ 12:30
12:15	Lunch 3-5 begins; Lunch 3-5 ends @ 1:00
12:45	Lunch 6-8 begins; Lunch 6-8 ends @ 1:20
2:45	End of classes
3:00	Dismissal
3:15	Yard supervision ends

VIII. Attendance Policies

Regular Attendance

Students must attend school regularly with as few absences as possible to benefit fully from his/her education. Therefore, parents are asked to:

- Make all medical and dental appointments outside the school day whenever possible
- Guard academic time by avoiding disruption of the daily schedule with early pick-ups or late arrivals
- Schedule family vacation time to coincide with school breaks or times outside the academic school year

When a student is absent, the parent or guardian should call the school **no later than 8:30 a.m.**, or send a note with a sibling. The school may call home if the student is not present when attendance is taken. If a parent or guardian has not made contact with the school concerning their child's absence by the time the student is ready to return, a written excuse, dated and signed by the parent or guardian, is required on the day of a student's return.

The written excuse is to be brought to the school office so that the student may get an *Admit to Class Slip*. **Administrative review will be initiated for excessive tardies or absences (more than 7 per quarter).**

Valid Excuses for Absence

Student may be absent from school for a valid excuse. At St. Bernard's Catholic School, the following situations constitute a valid excuse:

1. Medical or dental appointments which cannot be scheduled outside the school day.
 - A student who needs to be excused during the day for a medical or dental appointment is to bring a note that morning to the classroom teacher. The student will be called to the office when his/her parent or guardian arrives in the office or sign him/her out. **At no time is a parent or guardian to take a child from the classroom or playground.**
 - The student should return with a note from the doctor's office verifying the appointment.
 - The student should check into the school office for an admit slip.
 - The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when it is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed.
2. Illness that physically prevents a student from meeting the demands of the academic day.
 - The student should return with a note from his/her parent or guardian stating the nature of the illness.
 - The student should present the note to his/her homeroom teacher.
 - The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when the make-up work is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed. Test makeup times are at the discretion of the teacher and can be before or after school to avoid missing more academic time.
3. Funerals of family and friends
 - The student should return with a note from his/her parent or guardian.
 - The student should present the note to his/her homeroom teacher.
 - The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when the make-up work is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed. Test makeup times are at the discretion of the teacher and can be before or after school to avoid missing more academic time.
4. Family Necessity which is extreme or unexpected and which requires the student to be absent.
 - The student should return with a note from his/her parent or guardian stating the nature of the absence.
 - The student should present the note to his/her homeroom teacher.

- The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when the make-up work is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed. Test makeup times are at the discretion of the teacher and can be before or after school to avoid missing more academic time.
- Vacations during the school year are not considered excused absence due to child's missed instructional time.

Tardies

Tardy students must report to the school office BEFORE proceeding to class. They must get an *Admit to Class* slip in order to enter the classroom. (More than five tardies per quarter is considered excessive and will result in an administrative review.)

The school day begins at 8:15 a.m. A student arriving after 8:15 a.m. is tardy. Arriving after the fixed start time constitutes tardiness. Tardies affect the student's education, interrupt the classroom and interfere with the learning environment for all students. (*Effective November 4, 2011 per letter sent to parents via email*)

Tardiness will be addressed the following manner (per quarter) in grade K-2:

- First, Second, Third and Forth Tardy – the student will be verbally warned; parent contact may be made by the teacher
- Excessive absences and /or tardies will result in a parent/teacher conference

Tardiness will be addressed in the following manner (per quarter) in grades 3-8:

- First Tardy – a verbal warning
- Second Tardy – citation; warning; a copy of the citation will be sent home which needs to be signed and returned the following day
- Third Tardy – citation; loss of one recess; a copy of the citation will be sent home which needs to be signed and returned the following day.
- Fourth Tardy – citation; loss of all recesses; a copy of the citation will be sent home which needs to be signed and returned the following day.
- Fifth Tardy – citation; after school detention; a copy of the citation will be sent home which needs to be signed and returned the following day.
- **Sixth Tardy – a *Disciplinary Referral* is issued; a copy of the *Referral* will be sent home which needs to be signed and returned the following day; a Student Improvement Plan is developed and the administration is notified.**
- **Seventh Tardy – the student is referred to the administration; the student and parents or guardians will meet with an administrator for a review and appropriate action will be taken.**

Truancy/Excessive Absence

Student is truant who is absent from school

- Without a valid excuse for more than three days in one school year
- Without verified approval of his/her parent or guardian

Any student who has once been reported as truant and who is again absent from school without a valid excuse or verified approval for one of more days can be reported as truant to the appropriate agency. An administrative review will be initiated for any student who is truant and appropriate action will be taken.

Vacations During School

Parents are strongly encouraged to have their children attend school regularly and to avoid vacations during school time. If an occasion which requires a student's absence from school should arise, advance notification is required.

At least two weeks in advance of the absence, parents must obtain a *Pre-Arranged Absence* form from the office, completely fill it out, and have it signed by the classroom teacher and the administration.

If the absence is approved, all assignments listed on the form must be completed in the time specified by the teacher on the *Pre-Arranged Absence* form, in order for the student to receive credit for work missed.

If the absence is not approved because the administration and the teacher have determined that the absence will adversely affect the student's academic progress, and if the parent decides to absent the student regardless, make-up work may be allowed, but the school assumes no responsibility for the learning time lost to the student or for tests that might be missed during the absence. If the absence is of a prolonged duration, it may have an adverse effect on the student's grades for that quarter.

If the absence is not approved, the family must sign the statement on the *Pre-Arranged Absence* form which acknowledges that the absence is being taken against the professional advice of the teacher and the administration.

Vacations during the school year are not considered an excused absence due to the child's missed instructional time.

IX. Uniform Policies

St. Bernard's School Dress Code

The St. Bernard Catholic School uniform dress code is designed to be a cooperative effort among the parents and guardians, students, teachers and administration. As the primary educators of their children, all parents and guardians need to actively monitor and supervise their children's dress for school. **Parents must ensure their child(ren)'s dress and grooming complies with both the written regulation and the spirit of the dress code.**

The intention of our dress and grooming code is to focus attention on what is important: reflecting the Gospel values in our daily life and developing our God-given talents to their fullest. Uniform codes reduce social competition, peer pressure and vanity. The school uniform must be worn every day, unless the day has been designated a T-shirt Day. Students may not change from their uniform before going home, unless they have special permission from the principal.

Uniform Vendors

All parts of the uniform may be purchased through Sue Mills. The skirt and jumper must be ordered through Sue Mills. An order form is available in the school office.

St. Bernard's PTC sells school sweatshirts, white and gray polo shirts with an embroidered school logo, as well as the official school T-shirt. These are available through the school office.

Many retail stores (J.C. Penney's, Macy's, etc.) also stock everything except the girl's jumper and skirt. Several shoe stores carry many regulation style shoes.

Uniform Exchange

Families may bring in used uniforms that no longer fit, but those that are in good condition, and exchange them for other pre-worn uniforms that are in stock. Check with the school office for more information.

Labeling

It is essential that all uniform items be labeled with each student's name.

Standard School Uniform for Boys

Pants	<u>Acceptable</u> Navy Blue Cotton Twill Tailored fit Straight leg Reaches the top of the foot Hemmed	<u>Unacceptable</u> Royal blue or faded blue Jeans, denim, knits Baggy, loose Flared, Carpenter or Cargo style Sweatpants Pockets on legs Excessive in length Corduroy Pants
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Belts for Pants
 Grades K-4: Dark blue or black belt is optional.
 Grades 5-8: Dark blue or black traditionally fitting belt is **REQUIRED** and belt must fit snug at the waist.

Walking Shorts	<u>Acceptable</u> Navy Blue Cotton Twill Tailored fit Straight leg Hemmed Mid-thigh to above the knees or Finger-tip length	<u>Unacceptable</u> Royal blue or faded blue Jeans, denim, knits Baggy, loose Flared, Carpenter or Cargo style Pockets on legs
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Belts for Walking Shorts
 Grades K-4: Dark blue or black belt is optional.
 Grades 5-8: Dark blue or black traditionally fitting belt is **REQUIRED.**

Sweatshirts	<u>Acceptable</u> Solid Dark Blue Pullover School Emblem Eighth Grade Sweatshirt Science Camp Sweatshirt CYO Sweatshirt (without hood)	<u>Unacceptable</u> Black or other colors Designs, messages Other logos, pictures Hoods including CYO Zippers Worn around the waist or hips
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Standard School Uniform for Boys

Boys Shirts

Note: Shirts must be worn tucked into waistband. Shirts may be out for P.E. or athletic activity, but tucked before returning to class. A white turtleneck may be worn in cooler weather.

Acceptable

White
 Gray only
 Polo style
 Short Sleeved
 Collared
 Buttons

Unacceptable

Other colors
 Other logos or designs
 Tailored shirts
 T-shirts
 Collarless
 Sleeveless or tank tops

Sweaters

Acceptable

Navy Blue
 White
 Cardigan
 Sweater Vest/Navy Blue

Unacceptable

Black or other colors
 Pullovers

Socks

Note: Socks must completely cover the entire ankle at all times.

Acceptable

Solid white
 Solid Black or Dark Blue
 Standard fold-over cuff

Unacceptable

Other colors
 Logos or designs
 No-show or low-rise

Shoes

Note: Laces must be tied in a conventional fashion to securely hold the shoe to the wearer. All Velcro straps, if present, must be fastened as designed.

Acceptable

Solid black, solid gray
 or solid white
 Black, gray and white
 Closed toe
 Athletic shoes
 Practical
 Durable, comfortable

Unacceptable

blue or other colors
 Metallic, silver or glitter
 Flashing lights
 Backless or open toe
 Sandals
 Boots or raised heels
 Wearing shoes unlaced

Jackets

Note: Sweatshirts are not considered jackets, with or without hoods.

Acceptable

Worn outside only
 Remove when inside
 Eighth Grade Jacket
 Science Camp Jacket

Unacceptable

Worn around the waist or hips
 Sweatshirts used as jackets
 Other school's logos
 Pro Team logos or Jackets
 Flannel shirts

Standard School Uniform for Boys

Hats

Solid navy blue beanies may be worn outside only, during cold weather.

Hair

Note: Hair must not touch the collar of the shirt when seated. Spiked hair is considered extreme.

Acceptable

Natural color
Neat and conservative
Well-groomed appearance
Above the collar of the shirt
Completely shaved

Unacceptable

Dyed, bleached or highlighted
Extreme styles
Shaven designs or partially shaved
Below the middle of the ear
Longer than a finger's width from the scalp
Bangs cannot cover their forehead
Spiked

Jewelry

Acceptable

Watches
Cross on a chain
Holy medal on a chain

Unacceptable

Rings
Earrings
Other jewelry

Miscellaneous

Acceptable

Clothes that fit properly

Unacceptable

Faded, ragged or torn
Or ill-fitting Clothing
Clothes defaced by cutting or writing
Body piercing
Tattoos

Standard School Uniform for Girls

Jumper	<p><u>Acceptable</u></p> <p>Regulation 2 inches above the knees or longer Shorts under jumper</p>	<p><u>Unacceptable</u></p> <p>Any other jumper Shorter than 2 inches above the knees</p>
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Skirts	<p><u>Acceptable</u></p> <p>Regulation 2 inches above the knees or longer Shorts under jumper</p>	<p><u>Unacceptable</u></p> <p>Any other jumper Shorter than 2 inches above the knees Skorts</p>
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<p>Shirts and Blouses</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: blouses and shirts must be worn tucked into waistband</p> <p>A white turtleneck may be worn in cooler weather</p> </div>	<p><u>Acceptable</u></p> <p>White Gray Polo style Princess Style Peter Pan Style Short sleeved Collar Buttons</p>	<p><u>Unacceptable</u></p> <p>Other colors Other logos or designs Ruffles, lace or other trim Three quarter sleeves Patch pockets on sleeves Sleeveless, tank or tube tops Collarless, low cut T-shirts Crop tops, mid-riff showing Sheer or see-through material Cap sleeves and shirts that are form-fitting</p>
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Girls Pants	<p><u>Acceptable</u></p> <p>Navy Blue Cotton Twill Tailored fit Straight leg Reaches the top of the foot Hemmed</p>	<p><u>Unacceptable</u></p> <p>Royal blue or faded blue Jeans, denim, knits Baggy, loose or excessive in length Flared, Carpenter or Cargo style Sweatpants Pockets on legs Stirrup pants Skinny Jeans or pants, form fitting Stretch</p>
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Belts for Pants	<p>Grades K-4: Dark blue or black belt is optional.</p> <p>Grades 5-8: Dark blue or black traditionally fitting belt is REQUIRED</p>
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Standard School Uniform for Girls

Walking Shorts

Acceptable

Navy Blue
Cotton Twill
Tailored fit
Straight leg
Hemmed
Mid-thigh to above the knees
or Finger-tip length

Unacceptable

Royal blue or faded blue
Jeans, denim, knits
Baggy, loose
Flared, Carpenter or
Cargo style
Pockets on legs
Skorts
Form fitting, too tight
Stretch

Belts for Walking Shorts

Grades K-4: Dark blue or black belt is optional.

Grades 5-8: Dark blue or black traditionally fitting belt is **REQUIRED**

Sweatshirts

Acceptable

Solid Dark Blue
Pullover
School Emblem
Eighth Grade Sweatshirt
Science Camp Sweatshirt
CYO Sweatshirt (without hood)

Unacceptable

Black or other colors
Designs, messages
Other logos, pictures
Hoods including CYO
Zippers
Worn around the waist
or hips

Sweaters

Acceptable

Navy Blue
White
Cardigan
Sweater Vest Navy blue

Unacceptable

Black or other colors
Pullovers

Shoes

Note: Laces must be tied in a conventional fashion to securely hold the shoe to the wearer. All Velcro straps, if present, must be fastened as designed.

Acceptable

Solid black, solid gray
or solid white
Black, gray and white
Closed toe
Athletic shoes
Practical
Durable, comfortable

Unacceptable

blue or other colors
Metallic, silver or glitter
Flashing lights
Backless or open toe
Sandals
Boots or raised heels
Wearing shoes unlaced

Standard School Uniform for Girls

<p>Socks</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Socks must completely cover the entire ankle at all times.</p> </div>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Solid White Solid Black or Dark Blue Standard fold-over cuff Knee-highs Tights</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Footless tights Logos or designs No-show or low-rise Lace-trimmed tights</p>
<p>Miscellaneous</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Clothes that fit properly Natural beauty Natural nails</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Faded, ragged or torn or ill-fitting clothes Clothes defaced by cutting or writing Body piercing Tattoos Artificial nails, nail polish Make-up of any kind: foundation, lip gloss, Mascara, blush, etc.</p>
<p>Jewelry</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Watches Plain Stud earrings Only one earring per ear Cross on a chain Holy medal on a chain</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Rings Dangling or hoop earrings More than one pair of earrings Other jewelry which are not religious</p>
<p>Jackets</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Sweatshirts are not considered jackets, with or without hoods.</p> </div>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Worn outside only Remove when inside Eighth Grade Jacket Science Camp Jacket</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Worn around the waist or hips Sweatshirts used as jackets Other school's logos Pro Team logos or Jackets Flannel shirts</p>
<p>Hair</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Natural color Neat and conservative Well-groomed appearance</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Dyed, bleached or highlighted Extreme styles Hair enhancements Messy Buns</p>
<p>Hats</p>	<p>Solid blue beanies may be worn outside only, during cold weather.</p>	
<p>Hair Accessories</p> <p style="padding-left: 20px;">Scrunchies</p> <p style="padding-left: 40px;">Hair Bows</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Dark Blue Black White School plaid School bows School colors</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Any other colors</p>

T-Shirt Days

T-shirt Days are usually scheduled on Thursdays in the last week of each month. Check the school calendar to be sure. On these days, students may wear a school T-shirt, or a festival T-shirt, with regulation school pants or shorts and a regulation belt. Regulation school shoes and socks must be worn.

Enforcement of Uniform Policies

Students are required to comply with the uniform dress code on uniform days and T-shirt Days. Any student who is not in compliance will be notified. The non-compliance item(s) must be corrected immediately.

Non-compliance will be addressed in the following manner in grades K-2 (per quarter):

- First, Second and Third infraction – the student will be verbally warned; parent contact will be made by the teacher.
- Fourth infraction – loss of one recess; parent contact will be made by the teacher.
- Fifth infraction – lost of all recesses; parent contact will be made by the teacher.
- **Sixth infraction – loss of the next T-shirt Day; a Disciplinary Referral is issued; a copy of the Referral will be sent home which needs to be signed and returned the following day; a Student Improvement Plan is developed and the principal is notified.**
- **Seventh infraction – the student is referred to the principal; the student and parents or guardians will meet with the principal for a review and appropriate action will be taken.**

Non-compliance will be addressed in the following manner in grades 3-8:

- First and Second infraction – citation: warning; a copy of the citation will be sent home which needs to be signed and returned the following day.
- Third infraction – citation: loss of one recess; a copy of the citation will be sent home which needs to be signed and returned the following day.
- Fourth infraction – citation: loss of all recesses; a copy of the citation will be sent home which needs to be signed and returned the following day.
- Fifth infraction – citation: after school detention; a copy of the citation will be sent home which needs to be signed and returned the following day.
- **Sixth infraction – loss of the next T-shirt Day; a Disciplinary or Academic Referral is issued; a copy of the Referral will be sent home which needs to be signed and returned the following day; a Student Improvement Plan is developed and the principal is notified.**
- **Seventh infraction – the student is referred to the administration; the student and parents or guardians will meet with the principal for a review and appropriate action will be taken.**

In addition to the consequences listed above, one or more of the following actions may also be taken to enforce the dress code of the school:

- Parents or guardians may be notified and required to bring appropriate clothing to the school.
- Uncooperative attitudes regarding the dress code or accumulated citations will affect a student's conduct and effort grades.

Appropriate Dress for Mass

Students are required to wear appropriate school uniforms on days that Mass is scheduled. For boys, long pants and a clean shirt (no T-shirts) are required. For girls, jumpers are required for students in K-4; skirts are required for students in 5-8. Students who are not dressed appropriately will be sent to the uniform closet to change into appropriate uniform items.

Defacing the School Uniform

The uniform represents St. Bernard's Catholic School and, as such, is to be worn and treated in a respectful manner. Any defacing of the school uniform, i.e. drawing or writing on it, cutting or tearing it, etc., is not considered respectful treatment. Students who choose not to respect the uniform may be liable for detention or suspension. The faculty and staff will enforce the uniform dress code.

Exceptions

Students may not change into other clothes while on the school campus unless they have received prior approval from the school administration. Any exceptions to the school uniform code (for health reasons, field trips, etc.) must have prior approval from the school administration.

X. Discipline

The Purpose of Discipline

Discipline at St. Bernard's Catholic School is viewed as an aspect of moral guidance. The purpose of discipline is to promote genuine interior development by encouraging respect for authority, growth in self-discipline, and by fostering an environment conducive to learning. School rules are established so that all may live harmoniously in an atmosphere of respect and concern for others.

Principles of Behavior

On or off campus, when participating in any school related events, students at St. Bernard's Catholic School are expected to:

1. Be respectful
2. Be prepared
3. Be on time
4. Stay on task
5. Obey all school rules.

School Rules

The following School Rules have been established and are to be followed by all students. Failure to abide by these rules, at the very least, may result in a citation.

General Campus Rules

1. Students are to **walk** when inside the building and in the hallways, when going to class, to the gym, to lunch, etc.
2. Students are to **be silent** in the hallway and **speak softly** when in the foyer and office areas.
3. Students will pick up after themselves. Keep our campus clean and neat. Dispose all trash and litter properly in a trash can.
4. Exit restrooms immediately after using them. Report any improper behavior taking place in the bathroom such as playing around. Report anything that needs attention to your teacher or to the office.
5. Take care of your textbooks and keep them covered adequately at all times.
6. Keep your desk clean and in order.
7. Binders are to be plain and be free of inappropriate pictures and messages.

Recess and Playground Rules

1. Students must have permission from a school official to be in the halls or classroom during recesses and/or dismissal.
2. Remain in your designated areas for play during recess, and after school; avoid the parish office, rectory, church, convent, the grassy area behind the school, the grass along the parking lot fence as well as the parking lot outside the gates/fence, and any other area you are told is off limits.
3. Follow the rules for the behavior on the playground and the use of playground equipment posted and explained by your classroom teacher.
4. You may bring sports equipment from home only with permission from your classroom teacher.
5. Play safely. Wrestling, tackling rough physical play and contact games are forbidden.
6. Use balls properly. Watch out for other people and be aware of when you are too close to buildings and windows. Balls thrown against a wall can mark up the walls and might break a window.
7. Eating snacks should only take place outside during recess unless your teacher has granted special permission to eat elsewhere.
8. Gum and sunflower seeds are not permitted on campus.

9. If you are injured during recess, report the injury to the yard duty/staff and go to the office immediately. If you see someone injured, check with one of the people who are on yard duty to make sure they are aware that a student has gone to the office.
10. On the playground, students are to **freeze in place** when the bell rings signaling the end of recess. When a yard duty supervisor blows the whistle, only then may students **walk to line up**. Regardless of grade level, **all students will observe the freeze bell policy** when in the yard area during a “freeze” bell.

Lunchroom Rules

1. Walk at all times.
2. Wait in the line patiently.
3. Stay seated while eating.
4. Use a normal voice for talking with those at your table.
5. Keep your lunchroom neat and tidy. Place all garbage in the trash cans. Clean up after yourself.
6. Stay in your seat until excused by the lunchroom supervisors.
7. Respect and cooperate with the lunchroom supervisors.

Before and After School Rules

St. Bernard’s Catholic School assumes no responsibility for the supervision of students outside before 8:00a.m. and after 3:15 p.m. each school day. Additionally, once students who walk home or to other destinations permitted by the parent depart the school grounds, the school is no longer responsible for the supervision of the student. Once students have arrived at school, they are to remain on the parking lot inside the gated area. The front parking area outside the fence, the garage driveway of the rectory, the area in front of the Ministry Building, the front of the church, the driveway area on the west boundary of the church, the church offices, the grassy area behind the school building, the playground behind the gym, including the basketball courts, and the large hall (gym) are restricted and out of bounds for students before 8:00 am and after 3:15 pm. Any student observed playing or loitering in these areas is subject to disciplinary action. Additionally, students will not depart the school grounds unless they have written permission from a parent to do so.

The following are general rules:

1. Before and after school, the parking lot (or gym on rainy days) is off limits for playing.
2. If you ride a bike to school, walk your bike from the street to the bike rack and lock it for the day; at the end of school, walk it back to the street.
3. If you ride on a skate board or roller blades to school, you must walk after entering the campus (inside the iron gates) and carry the skateboard or roller blades; the reverse applies when leaving campus. Either item must be stored in the classroom closets until school is dismissed.

4. When lining up to go to class before school and when lining up after school to be picked up, stay in the area to which you are assigned.
5. Remain in your designated areas before school and after school; avoid the parish office, rectory, church, convent, and the grassy area behind the school, the parking lot outside the gates, the large hall (gym) and any other area you are told is off limits.
6. Students must have permission from a school official to be in the halls or classroom before or after school.

Cell Phones, Money and Gifts, Parties and Toys

1. Keep cell-phones, ipods or any other electronic devices off the campus. Items will be confiscated and will have to be retrieved from the principal's office by a parent. Parents of students who need to carry cell phones because the walk off campus after school, must inform the principal of their situation. Cell phones must be kept in the office every day and picked up at the end of the day.
2. Keep toys, games, trading cards, etc., stored in your classroom if you have brought them (with permission from your teacher) for show-and-tell. Otherwise they should be kept at home.
3. You may bring a small amount of money to school for snacks or munchy sales. However, large sums of money are not permitted on campus.
4. Students who bring items from home to sell at school will be referred to the office immediately.
5. Collections of money or other items may be made only with special permission from the administration. All money collected must be kept locked in the office.
6. Gifts such as balloons, cards, flowers, etc., should be delivered to students at their homes.
7. You may pass out invitations at school for a party you are giving, only if the whole grade, or all the boys, or all the girls in the class are invited.

Office Area

1. Students may come to the office during class time only with permission from a teacher; otherwise they will be sent back to class.
2. Students may not enter the office area without permission from office staff. Students must go to the office window first.
3. The copy machine is not available for student use.
4. If a student is required to sit in the office for discipline or health reasons s/he must sit quietly, and must not disturb the office staff.

5. The office phone is not for student use, except with teacher approval (emergencies, etc.)
Emergencies do not include calls for:
- forgotten books, homework, P.E. clothes, or supplies
 - making arrangements to go to a friend's house lunch or snacks

Students must accept consequences for forgetful actions, regardless of who was responsible for the negligence.

Student Conduct – Inside and Outside of School

Each student enrolled at St. Bernard's Catholic School is considered a student of the school at all times and as such s/he represents the school wherever s/he goes. Therefore, any student who engages in conduct which is detrimental to the school may be subject to discipline by school officials, whether the student is at the school or elsewhere (e.g. using the telephone or computer to send inappropriate or disrespectful messages to others, vandalism to public or private property, shoplifting, etc.) As primary educators of their child(ren), all parents and guardians need to actively monitor and supervise their child(ren)s usage of social media at home.

Damage to School Property

Our school was built in 1958. Every year, parents raise money to pay for the school expenses. They help take care of such things as repairs, painting, equipment and books. The school belongs to all of us and must be looked after by all of us. If a student accidentally breaks or damages something, s/he must report it to the teacher. Deliberate or accidental defacing or damaging of school property (including textbooks and library books) will necessitate some form of compensation from the student and parent or guardian. In case of deliberate damage, the student and parent or guardian will have to pay the full cost of repairs.

Harassment

St. Bernard's Catholic School is committed to providing a learning environment that is free from harassment and bullying in any form. We believe that all persons are to be treated with dignity and respect. Harassment of any student by any other student is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false reports will also be subject to disciplinary action.

Harassment may be verbal, physical, visual, or sexual and occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. The harassment policy is effective throughout the school day as well as at any school-related activity. Parents and guardians are responsible to monitor situations of potential harassment and cyber-bullying done using social media at home.

Specific examples of harassment include, but are not limited to:

- **Verbal Harassment:** derogatory, demeaning, or inflammatory words, whether oral or written;
- **Physical Harassment:** unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement.

- **Visual Harassment:** derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages, or gestures;
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Such conduct includes, but is not limited to: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; texts, deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

It is the responsibility of the school to:

1. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct him/herself in a manner, which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
3. Inform anyone harassing him or her that the behavior is offensive or unwelcoming.
4. Report all incidents of discrimination.
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing, bullying, or unwelcome conduct, to discontinue that conduct immediately.

Complaint Filing and Investigative Procedures:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop if the objectionable behavior does not cease immediately, the student must report the harassment.
2. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Parents of both parties may also be included in this meeting.
3. Once the facts have been gathered, the pastor and the principal, in consultation with other appropriate personnel, will decide what, if any, disciplinary action will follow. The disciplinary action will relate to the nature, context, and seriousness of the harassment. Suspension or expulsion may be appropriate consequences.

Bullying

Bullying is defined by the U.S. Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance, and is repeated, or has the potential to be

repeated, over time. Bullying can include physical, emotional, or verbal abuse. It includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. The most common types of bullying students report is “being made fun of, called names or insulted” and having rumors spread. The school will respond to allegation of bullying in the same manner as it addresses harassment. The same policy and procedures described above apply.

Abuse of School Personnel

Any parent, guardian, or other person, who upbraids, insults or abuses any school personnel, in the presence or hearing of a pupil, is guilty of a misdemeanor. Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to the school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities, is guilty of a misdemeanor.

Disciplinary Procedures

When disciplinary difficulties arise, teachers will generally use these steps to initiate and hopefully effect a change in the conduct of the student:

1. Conference with the student to clarify issues: the nature of the problem, expectations and consequences if misconduct continues.
2. Make adjustments in the classroom that may help, e.g. changing seats, providing extra help, etc.
3. Communicate with parents through notes, work sent home, calls and conferences.
4. Citations or assignment of consequences such as:
 - a. Time out in another part of the room or in another room writing a reflection paper
 - b. loss of part or all of recesses.
 - c. other appropriate interventions.
5. When the above interventions have been utilized without the desired result, teachers will issue a *Disciplinary Referral*. Issuance of this form lets the school administration and the parents know that the student has demonstrated a pattern of unacceptable behavior that is continuing. This form officially places a student on Probation.

Citations for Grades 3-8

Citations are issued for failure to observe rules and policies established by the administration and teachers. Any staff member may issue a citation to any student, but consequences for the *Citation* are left to the discretion of the student’s homeroom teacher.

Consequences for receiving a *Citation* may range from a verbal warning to an After School Detention, depending on the seriousness of the infraction and/or if the incident is indication of a pattern of behavior which needs to be corrected. Any and all citations are accumulative for infractions of school policy.

- First and second time a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day.
- Third time a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. The student will lose the privilege of one recess.
- Fourth time a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. The student will lose the privilege of all recesses.
- Fifth time a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. **The student will be assigned after school detention.**
- **Sixth time a Disciplinary or Academic Referral is issued. A copy of the Referral, which needs to be signed and returned the following day, will be sent home. A Student Improvement Plan is developed and the administration is notified. loss of the next T-shirt Day**
- **Seventh time the student is referred to the principal. The student and parents or guardians will meet with an administrator for a review and appropriate action will be taken.**

Students must sign the *Citation* as acknowledgement that they have received a correction for not observing a rule or policy at school. *Citations* must also be signed by a parent or guardian and returned to school the following day.

If a student does not return a *Citation*, the teacher may issue an additional *Citation*.

After School Detention Grades 3-8

After School Detention is a consequence for infraction of school and classroom rules which requires a student to spend a specified amount of time after school on a designated day. An After School Detention is usually issued by a teacher or the administration after verbal warnings and other interventions and is therefore considered a serious matter. Depending on the student action, an After School Detention may be given without other interventions, e.g. a student flagrantly disregards the safety of others.

After School Detentions are noted at the bottom of a *Citation*. The *Citation* must be signed by the students as acknowledgement that s/he has received notification of the time and place of the detention. The *Citation* must also be signed by a parent or guardian and returned to school the following day.

If a student does not return a *Citation* for an After School Detention, the teacher may add additional detention time which must be served.

Any student who acquires excessive detentions is liable for suspension and/or other appropriate consequences which will be determined by the administration. Accumulation of five (5) or more After School Detentions in a year will result in an automatic *Disciplinary Referral*.

Referrals Grades 3-8

A *Disciplinary* or *Academic Referral* is a written notification given to a student by their teacher or the administration to inform parents that a continuing or serious academic or behavioral situation exists for their child. It indicates that the student has not responded positively to the interventions of the teacher and officially places a student on Probation. Depending on the student action, a Disciplinary Referral may be issued without other interventions, e.g. a student exhibiting flagrant disrespect for a teacher. When a teacher issues a *Disciplinary* or *Academic Referral* to a student, s/he shall immediately notify the principal who will place the student on the Probation List and notify organizations (such as Student Council or CYO) of the student's status.

Probation Grades 3-8

A student who is placed on Probation may not participate in any extra-curricular activities until there is a positive change in behavior and/or academic progress.

Extra-curricular and co-curricular activities include:

- Student Council
- Field Trips (in some instances)
- School Assemblies
- Student Council Activities
- T-shirt Days

Step 1: Parent-Teacher SIP Conference

If a student is placed on Probation, a conference is held with the student, parents (or guardian), teacher(s) and the administration. At the conference a written *Student Improvement Plan* is developed with input from each person at the conference. A time frame is set for achievement of the plan.

If the student shows improvement as required within the time frame specified, no further action is taken and the student is removed from Probation. The administration is notified of this change in status.

Step 2: Reassessment Parent-Teacher SIP Conference

If a student fails to exhibit acceptable improvement in the time frame specified, the teacher(s) will schedule a second conference with the parents or guardians, and if appropriate, the student.

The *Student Improvement Plan* will be reviewed and amended if needed and a new time frame established to assess student progress.

If, as outlined in the revised SIP, the student improves, no further action needs to be taken. The student is removed from Probation.

Step 3: Administrative Conference

If reassessment of the *Student Improvement Plan* shows that the student is still lacking in acceptable improvement, or if this is a student's seventh time for the behavior in question (such as being tardy or failure to adhere to the dress code), the teacher will refer the student to the administration.

The principal will schedule a conference with the teacher, parents or guardians, and if appropriate, the student, to determine further action. This action may include required counseling, suspension, recommended transfer or other appropriate action.

Suspension from School

Suspension is a disciplinary punishment which is invoked by the principal for more serious infractions. A student may be suspended in-house (in another classroom) for one, three, or five consecutive days. Aggravated grounds for suspension can become grounds for a recommended transfer.

When a student is suspended from school s/he may be allowed to complete comparable assignments for the day(s) of suspension. However, the student may receive credit for the work (at the discretion of the teacher), only if s/he meets the deadlines for turning in the work as set forth by the teacher(s). If the deadlines are not met, no credit will be awarded. It is the responsibility of the student and the parent(s) or guardian(s) to request such work.

Students on Suspension may not participate in any extra-curricular activities until the suspension has been served.

- Student Council
- Field Trips (in some instances)
- Choir
- School assemblies
- Student Council activities
- T-shirt Days
- Altar Serving for Masses occurring during school hours

Recommended Transfer

A recommended transfer terminates attendance at St. Bernard's School. A recommended transfer may occur when:

- the student will not profit from continued attendance.
- the student's continued attendance will make demands upon the school which the school cannot meet.
- the parents or guardians have failed to meet the obligations to the school which they accepted upon enrolling their child.

- the parents or guardians have been uncooperative with the school staff, policies, regulations, or programs.
- the parents or guardians have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their child or other children.
- all conditions for recommending the transfer of a student are present.
- the principal recommends a transfer.

Reasons for Suspension or Recommended Transfer from School

The following offenses committed by a student are potential reasons for immediate suspension or recommended transfer, pending a conference with the parent(s) or guardian(s). This list is not exhaustive.

Category 4

1 st Offense	Conference with Principal and parents
2 nd Offense	In-house suspension
3 rd Offense	Suspension 2 – 5 days

1. Habitual tardiness
2. Habitual truancy
3. Habitual lack of effort leading to failure in class
4. Chronic violation of school rules
5. Unacceptable or inappropriate use of school computers
6. Leaving the school areas or grounds without permission
7. Flagrant disobedience or disrespect for authority (teachers, staff, yard duty supervisors, teachers' aides or other school personnel).
8. Defamation of the character of another student or school personnel (e.g. malicious gossip, spreading rumors,
9. Outrageous, scandalous or seriously disruptive behavior
10. Conduct at school or elsewhere which would reflect adversely on the Catholic School and Church (e.g. at sports games or field trips)

Category 3

1 st Offense	Suspension 1 day
2 nd Offense	Suspension 2 – 5 days
3 rd Offense	Recommended Transfer

1. Chronic disobedience
2. Willful disobedience or disrespect, insubordination to authority (teachers, staff, yard duty supervisors, teachers' aides or other school personnel)
3. Language (written or spoken) or behavior which is immoral, profane, vulgar or obscene at school or a school sponsored event

Category 2

1 st Offense	Suspension 1 – 5 days
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2 nd Offense	Recommended Transfer
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1. Fighting or provoking a fight
2. Injury or harm to person or property, or serious threat of same
3. Theft or acts of vandalism in regard to school property or the property of others
4. Cheating
5. Lying
6. Forgery

Category 1

1 st Offense	Recommended Transfer
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1. Use, sale, distribution, or possession of tobacco, drugs, alcohol, or any other legally controlled substance
2. Assault with or possession of a lethal instrument, weapon, or harmful object (e.g. a laser pointer, etc.)

Procedure for Recommended Transfer

For Categories 2 – 4, when physical safety is not an issue, or when there is not a need for immediate recommended transfer, the following steps will be taken:

- The principal will hold a conference with the parents or guardians and the student when a student's next offense will result in recommended transfer. The pastor will be invited to the conference. If the pastor cannot attend, the principal will provide the pastor with a report of the conference.
- At this conference, the family will be advised that recommended transfer is a very imminent possibility unless there is an immediate improvement in the student's behavior.
- If the student shows inadequate improvement in general behavior or commits another infraction which is cause for recommended transfer, the principal will hold a conference with the parents or guardian and inform them that the student's record will be reviewed for recommended transfer.
- After a review of the records with the pastor, the principal will inform the parents or guardians of the decision.

XI. Health and Safety

Child Abuse Law

It is California State law that a school superintendent, school administrator, supervisor of child welfare and attendance, certificated pupil personnel employee, school nurse, or teacher must report to the Department of Child Protective Services if a minor has an injury which appears to have been inflicted upon him/her by a person by other than accidental means, or has been sexually molested, or suffered cruelty, unjustifiable punishment, mental suffering or treatment endangering life or health.

All employees at St. Bernard's Catholic School who have contact with students submit fingerprints for clearance through state and federal screening.

Security

For the safety of the students and staff, the following measures are in effect:

All visitors, parents included, must sign in at the office window before proceeding to any classroom. A badge will be issued so that students and staff will know who is authorized to be in the building. Persons without an authorized badge will be asked to return to the office to obtain one or to leave the premises. Parents must schedule visits and volunteer service with the classroom teacher in advance. When visitors are finished with their business, they must return to the office to sign out and return their badge.

In an effort to help students grow into responsible citizens, they must bring their lunch to school or order the hot lunch from the cafeteria. **Dropping off lunch on a daily basis is disruptive to the student, class, and school routine and therefore is discouraged.** Occasionally, lunches are forgotten. In this event, all lunches, textbooks, forgotten assignments, articles, etc., must be taken to the office, not the individual classroom, lunchroom or other location without signing in at the front office. Additionally, parents are discouraged from waiting to deliver the lunch to their child personally.

Students need to have a clear understanding of rules and must learn to follow the direction of the adult in charge in the cafeteria. This is particularly important for younger students. Therefore, in order to provide a safe environment, **parents are discouraged from visiting their children during the lunch or recess periods.**

St. Bernard's Catholic School is a closed campus. Students are not permitted to leave the school during school hours unless they are departing for a school activity. Parents who want their child to leave campus at any time during the school day (medical appointment, illness, etc.) must personally pick up their child at the office and sign the child out (and back in, upon return). It is very helpful to all if a note is sent ahead of time.

No visitors will be allowed to interrupt classes during instruction period unless prior arrangements have been made with the teacher of that class. Appointments to speak with your child's teacher may be made through the school secretary during the day or with the teacher before 8:15 a.m. or after 3:15 p.m.

Emergency Cards

At the beginning of each school year, the parent(s) or guardian(s) shall provide the school with current and complete family information for emergencies. The information shall include the name of a friend, relative or neighbor who might be reached in case of an emergency.

The emergency card for each family must be kept on file in the office. The card lists addresses, phone numbers, doctors' names, and neighbors' names, as well as information about allergies, etc. It is essential that the card be kept current, and that it is signed to allow the school to initiate emergency medical service.

Insurance

The insurance fee is included in the registration fee. Parents or guardians have the opportunity to purchase 24-hour coverage if they so choose. Students injured during school time are covered by the school insurance.

Accidents

Small cuts and bruises will be treated in school. Parents or guardians will be notified immediately of serious injuries or illnesses that occur during school hours. Students need to report all accidents to the person on yard duty and to the office. In the event of an accident, students are to find an adult and report it immediately.

Automobile Safety Regulations

Parking

For the safety of all (and to abide by the rules of the parish insurance policy), parents may not park in the area north of the fence during school hours. Please park on the street or designated parking areas and walk to the office (through the walk-through gates). The specific guidelines that have been established for dropping students off in the morning and picking up students in the afternoon are as follows:

Arrival Procedures

Parents are to enter through the east entrance and pull up to the specially marked drop-off area, pulling as far forward as possible. A teacher or parent volunteer will supervise students as they leave the vehicles. Students must exit the vehicle from the passenger side only. Exiting on the driver's side is dangerous as there is no supervision on that side of the car.

Parents then exit through the west entrance. **(If your child has a project, or something with which they need assistance, please park in the designated area outside the gate, and help them, so as not to hold up the line behind your vehicle.)** The general rule is **right turns only** when entering or leaving the parking lot (especially entering). When leaving the lot, sometimes traffic backs up from Parker Street. If it is safe to do so, a left turn might be appropriate under this condition. **Please drive slowly.**

There is no yard supervision before 8 a.m. Please do not drop student off before this time. **On rainy days, students will be dropped off by the gym.**

Dismissal Procedures

School ends at 3 p.m. Students are to leave the classroom tidy with nothing left on the floor and with all closet doors closed. All personal property should be taken home each day as the classrooms are used by a variety of parish programs after school. Each teacher will walk the class to the parking lot, taking students to their proper pick-up line. As in the morning, entry is through the east entrance (right turn only). Parents are to drive to the designated area of the oldest student in the family. (All children in the same family will line up in the same line.) Students are not to enter the vehicle without teacher supervision. Please do not signal children to enter the vehicle without teacher supervision. When all children are securely in the vehicle, **please drive very slowly** out the west entrance.

Drills

Fire Drills

Fire drills are conducted regularly. Students are expected to evacuate the building and go to their designated areas quickly, quietly and in an orderly manner. Practice will take place for earthquake and lock down drills.

Earthquake or Serious Disaster

Should there be a serious earthquake or other major disaster during the school hours, all students will assemble on the field behind the gym, or if that is not a safe area, the field directly across the street at Central School. It is recommended that parents do not try to rush to the school to get their children. It is important that the road be left clear for emergency vehicles. Keep calm and come when you can, preferably on foot. The children will be well supervised until you arrive. You will be asked to sign out before you take your child/ren. If it is deemed necessary for the safety of the students, they may be transported to a safer place in case of flood or fire.

Danger in the Area

If there is any danger in the vicinity of the school (example – individual with a weapon), the following actions will be taken:

- Signal bells will be rung: 3 short bells, followed by silence, repeated three or more times.
- All students are to proceed to the safest enclosed area.
- In extreme cases, if there is no chance for students to reach safe areas, students need to “drop” to the ground and remain still.
- All classroom doors will be secured. The building will be locked down when all students are safely in and accounted for.
- Teachers initiate “Duck and Cover”.
- The school’s phone/intercom system will be used to keep all staff informed of the situation.

The emergency phone system will be utilized to keep parents informed of any serious situation.

Health Warnings

Head Lice are a problem from time to time. It is important that every parent checks for them occasionally and takes steps to remedy the problem should a case of head lice occur. Children who are found to have head lice will be sent home. There are many over-the-counter products available to treat head lice.

Pink eye is also a concern in the school environment. It is highly contagious. Students with this condition must remain at home until the condition is treated and cleared, usually within 24 hours from the time treatment starts.

Food Allergies – We are aware that some children have severe food allergies. It is the parent’s responsibility to notify the school office and the teacher of such allergies along with the treatment plan required. We will do everything possible to avoid accidental ingestion but due to parties, lunch menu and birthday treats parents of children with severe food allergies are encouraged to have designated “safe” treats for their child in the classroom.

Immunization

State law requires that all pupils be immunized against diphtheria, tetanus, measles, mumps, pertussis, polio myelitis, rubella, and varicella* prior to first enrollment, unless the parent or guardian has filed, with the school, a request for exemption for one of the following reasons:

- Immunization is contrary to belief of parent or guardian
- Immunization is contra-indicated for medical reasons as attested by a licensed physician by written statement.

All students are required by law be immunized for Hepatitis B. Parents are required to provide the school with all necessary information and immunization records. Forms are available in the office. California law also requires a health examination on school entry (which usually means in Kindergarten). A special report must be filled out by a health examiner and returned to the school.

- A statement signed by a physician documenting a disease history of chickenpox is also acceptable.

Medication

Medication Policy (from the Diocesan Policy Manual):

(5505 Medication)

If a student must have medication during the school day, the following procedures shall be followed:

- a. No student shall be given medication at school except upon the written request of a licensed physician who has the responsibility for the medical management of the child.
- b. All such requests must be signed by the parent or legal guardian who assumes sole responsibility for supplying and delivering all medications to the school office. Parents, not students, must bring medications to the school office.
- c. All medications must be brought to and administered through the school office.
- d. Where reasonable and feasible, the student's medication should be self-administered.
- e. * A request form for each prescribed medication must be completed by the student's physician, signed by the parent or legal guardian, and filed with the school administrators or a designated representative. Forms are available in the school office.
- f. The medication must be in the original container with the original pharmaceutical label with student's name, the name of the medication, dosage schedule and instructions, the date of expiration, and the physician's name and phone number.
- g. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g. Epi-Pens or inhalers), if the child is sufficiently capable, mature and responsible.

Sharing medication with other students may be cause for disciplinary action, including suspension or expulsion.

*** The form supplied by the Diocese requires that even to administer over the counter medication, the form must be filled out by a physician.**

Health Services

All students in Grades K, 1, 2, 5 and 8 have their hearing tested each year. Every student in school has their vision tested and is weighed and measured annually. Scoliosis screening takes place in Grades 7 and 8. CPR Training is offered to Grade 5.

Asbestos

In accordance with the Environmental Protection Agency's requirements, the school has been inspected for asbestos. Only the less hazardous, non-friable A.C.B.M. was found. A copy of the school's management plan, including the inspection report is in the school office. This document is available for your review.

XII. Educational Program

Course Offerings

St. Bernard's Catholic School follows the curriculum guidelines provided by the Catholic School Office of the Diocese and by the California State Department of Education. Course offerings in all grades include: Religion, Social Studies, Science, English, Reading and Literature, Spelling, Mathematics, Family Life, Technology, Health and Safety, Music, Art and Physical Education. Spanish is currently offered in Grade 8 and Electives are offered in 6th, 7th, and 8th. If a student is in need of remediation a meeting will be set with the parent & teacher with the recommendation.

Preparation for the sacraments of Reconciliation and First Eucharist occurs in Grade 3. Parents are required to attend religious instruction prior to the child receiving First Communion. (It is each family's responsibility to register for the class with the Parish Religious Education program.) Confirmation preparation is done in Grades 6 and 7.

Opportunities are provided regularly for students to go to Reconciliation during the year. The entire student body attends First Friday and Holy Day Masses together. In addition, students participate in Learning Masses in grades K-2, 3-5, and 6-8. Families are encouraged to join us.

Information about family life, sex education, AIDS and other sexually transmitted diseases is presented within the context of the religious education program. The goals of family life/sex education programs are to present Catholic moral teachings which are deeply rooted in Gospel values. Any parent or guardian, who does not wish their child/ren to receive the family life/sex education instruction in school, should make this known to the administration at the beginning of the school year. The child will be given alternative work in another location during such instruction.

Technology

A technology teacher works with each class once a week Monday through Friday, to give students an opportunity to learn through the use of technology. Students are instructed in keyboarding skills, applications, and current age appropriate projects and activities.

In order to provide students with the best educational opportunities possible, the school is equipped with Internet access. Each student and parent is required to sign an "Appropriate Use Agreement" to be able to use the Internet. St. Bernard's Catholic School will not tolerate any inappropriate use of technology which includes accessing inappropriate sites and plagiarizing Internet resources. Use of the computer is a privilege, not a right. Inappropriate use will result in disciplinary action by the administration.

Library

The library contains a wide variety of fiction and non-fiction books, reference resources, and chromebooks, to access the collections and Accelerated Reader Program. In addition to providing recreational reading materials for students, the library program also includes the use of study skills and

research skills. A librarian works with each class once a week to encourage the value of reading, the use of the library, and participation in the Accelerated Reader Program.

Music

St. Bernard's Catholic School offers a music program for all students in grades K-6. A school musical performance is held at Christmas time. Students in grades 3 through 8 are invited to join the parish children's choir and may serve as cantors for school Masses.

Science Camp

Each year the sixth grade students have a week of outdoor education. It is a direct experience approach to learning and involved students in learning facts, topics and concepts about the natural outdoors as well as an appreciation of their role in preserving God's creation. The camp experience is part of the sixth grade curriculum and all students are expected to participate. Parent or guardians pay for this at registration, as explained in the financial agreement.

Textbooks

Each student will be provided with a complete set of textbooks to use. Students are instructed in proper care of the textbooks by their teachers. All hardcover textbooks are to be covered at all times. At the end of the year, teachers will collect all textbooks. Students who have damaged or lost their books will be assessed for replacement costs and parents will be billed accordingly. Diplomas, report cards and re-registration can be withheld if replacement costs are not paid.

Supply List

Each year teachers provide a list of those supply items they deem necessary for students to have for a successful school year. Students are expected to have all required supplies no later than the second day of school.

Homework

Homework is not meant to be busy work. It is meant to enrich and reinforce student learning in the classroom. It can also give students the opportunity to complete unfinished work or to make up work missed through absence. Homework also helps students to develop independent work habits and a sense of responsibility. It is the student's responsibility to write down the assignments and take home the books needed to complete the work. Assignment books are paid for at registration.

Homework is listed on each teacher's website which can be located through the school web site: www.st-bernardschool.org. Each teacher has documented the homework policy for that particular grade level. You can pick up a copy at Back-To-School Night.

The following suggestions are offered to parents to help students meet homework responsibilities:

- Model a positive attitude toward homework
- Give homework a priority. Discourage activities on weeknights that interfere with homework.
- Arrange for a quiet, comfortable, distraction-free place for your child to work.

- Help your child organize use of time by setting a definite time for homework and keep to it every night.
- Help your child understand that homework is one of the responsibilities of being a student.
- Insist that your child write down homework assignments in the Daily Planner.
- Show interest in your child's work by taking the time to look over the completed assignment. Listen to your child's efforts in reading, spelling, number facts, prayers, etc.
- Give help to your child, but do not do the work for your child.

The school also believes in the value of helping its families enjoy the weekends and holidays free of their children's academic responsibilities. Therefore, teachers assign homework on Monday through Thursday and try to avoid homework over the weekend or on days before holidays. This is not to say that students will not have work they should do on these days. Long term projects, make-up work and work outside the normal assignments are given to students periodically. Students must budget their time and make good decisions to be able to complete quality work on-time.

Homework is purpose driven as needed to enhance curriculum taught during the day. The following is an **estimated** weekly amount of time a student can expect to spend on homework:

Primary (K-2)	3 hours
Intermediate (3-5)	6 hours
Junior High (6-8)	10 hours

These are estimated times only. Actual time spent varies from student to student.

Homework and Class work Expectations

The majority of work assigned by teachers is to be done by students individually, on their own. Occasionally, the teacher may assign work to be done cooperatively by students. **It is expected that students will do their own work, unless the teacher clearly states that the work is to be done by a group of students or that students may help each other, use the textbook or some other instruction that does not require a student to work alone.** Doing one's own work is a matter of justice. Presenting another's work as one's own is morally and ethically incorrect and will be considered **cheating (see consequences below).**

Whether cheating is "casual," e.g. sharing a few answers with another student or "willful," e.g. outright copying an answer to assignment, the action is still considered cheating. Disciplinary response to a student cheating as with all discipline in the school is an aspect of moral guidance and as such, is meant to help a student develop a moral conscience. It is also meant to help the student realize there are consequences for decisions each student makes.

Circumstances considered cheating when one is to do work individually:

- Telling or asking another student for an answer
- Looking at another's work in order to complete one's own work
- Allowing another student to look at one's work in order to complete one's own work

- Copying someone else's work
- Allowing another student to copy one's work
- Making copies of your own work for another to use as their own
- Making or accepting copies of someone else's work to use as one's own
- Unauthorized use of a textbook or other means to complete a test or assignment
- Forgery

Consequences for cheating:

1st Offense: The student will receive a zero on the assignment and a suspension. Parents will be contacted for a conference.

2nd Offense: Parents will be contacted to discuss the student's recommended transfer.

Testing

Students are evaluated to determine whether they have adequately grasped a concept or skill. Evaluations come in a variety of forms such as presentations, tests (both written and oral), performance tests, etc. It is imperative that students perform their own work during evaluations. Circumstances considered cheating during evaluations or tests is the same as that above.

Consequences for cheating during the course of a test or assessment:

1st Offense: The student will receive a zero on the assignment and a suspension. Parents will be contacted for a conference.

2nd Offense: Parents will be contacted to discuss the student's recommended transfer.

Late/Missing Work

Class work and homework assignments are meant to reinforce and extend learning from lessons currently presented. For the work to be meaningful and beneficial, it is essential that the work be done daily as assigned. It must be turned in during the day of the deadline. Otherwise it will be considered missing.

In general, the school does not accept late work. Therefore, the work would be considered missing.

Illness: If a student is ill, arrangements should be made in order to adhere to the following guidelines:

1. The student's assignment should be picked up in the office by the end of the school day.
2. The assignment is to be turned in on the day the student returns to school unless other arrangements are made in advance with the teacher.

3. Extended illness (more than three days) will require a conference with the teacher to determine assignments necessary to be completed to prevent loss of academic progress or failure.

Negligence: If a student's assignment is late or missing through negligence, the student will receive a zero for the work and it may not be made up. In addition, the following will be in effect:

K-2 (per quarter):

- First, second and third time homework is late or missing due to negligence, the student will be verbally warned and possibly lose a recess. Parent contact will be made by the teacher.
- Fourth time homework is late or missing due to negligence, the student will lose the privilege of one recess. Parent contact will be made by the teacher.
- Fifth time homework is late or missing due to negligence, the student will lose the privilege of all recesses for the day. Parent contact will be made by the teacher.
- **Sixth time homework is late or missing due to negligence, an Academic Referral will be issued. A copy of the Referral will be sent home which need to be signed and returned the following day. A Student Improvement Plan is developed and the administration is notified.**
- **Seventh time homework is late or missing due to negligence, the student will be referred to the Principal. The student and parents or guardians will meet with the Principal for a review and appropriate action will be taken.**

Grades 3-8 (per quarter):

- First and second time homework is late or missing due to negligence, a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day.
- Third time homework is late or missing due to negligence, a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. The student will lose the privilege of one recess.
- Fourth time homework is late or missing due to negligence, a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. The student will lose the privilege of all recesses.
- Fifth time homework is late or missing due to negligence, a warning citation will be issued. A copy of the citation will be sent home which needs to be signed and returned the following day. The student will be assigned after school detention.
- **Sixth time homework is late or missing due to negligence, an Academic Referral is issued. A copy of the Referral, which needs to be signed and returned the following day, will be sent home. A Student Improvement Plan is developed and the administration is notified.**
- **Seventh time homework is late or missing due to negligence, the student is referred to the principal. The student and parents or guardians will meet with an administrator for a review and appropriate action will be taken.**

Negligence is defined as not being able to turn in a completed assignment due to

- Attendance at or participation in athletic events or games
- Attendance at social events such as parties or weddings
- Forgetting needed books or materials
- Failure to write assignment down
- Visiting relatives or friends
- Family vacation

Notes that explain the reason for the late work does not automatically excuse the student and allow the student to make up the work. The note serves to inform the school that the parents or guardians are aware of the circumstances why their child's assignment was late or missing.

Incomplete Work

Occasionally, students will not complete assigned work. Teachers will follow these guidelines with reference to incomplete work (per quarter):

- On the first, second and third occasion an incomplete assignment is submitted; the student earns the grade based on the quality of the work submitted. Additionally, the teacher will speak with the student to determine the reasons for the incomplete work.
 - If the teacher determines the work was incomplete due to difficulties with understanding some aspect of the assignment, adjustments will be made, such as allowing extra time to complete the work, assigning a peer tutor, using the services of an instructional aide, or other appropriate interventions to help the student experience successful completion of future assignments.
 - If the teacher determines the work was incomplete due to negligence, the consequences for late or missing work will apply.
- On the fourth and fifth occasion an incomplete assignment is submitted, the student will receive a zero for the work. The teacher will speak with the student to determine the reasons for the incomplete work.
 - If the teacher determines the work is incomplete due to difficulties with understanding some aspect of the assignment, a conference will be held with the student and parents to set up a work contract. Adjustments made such as allowing extra time to complete the work, assigning a peer tutor, using the services of an instructional aide, or other appropriate interventions will be noted. The student's work will be monitored for a specified time frame.
 - If, during this time, incomplete work again becomes a problem, the teacher will speak with the student to determine the reasons for the incomplete work.
 - If the teacher determines the work was incomplete due to difficulties with understanding some aspect of the assignment, the work contract can be adjusted accordingly.

- If the teacher determines the work was incomplete due to negligence, the consequences for late or missing work applies.
- **For the sixth occasion a student submits an incomplete assignment, the student will receive a zero for the work. An Academic Referral will be issued. A copy of the Referral will be sent home which needs to be signed and returned the following day. A Student Improvement Plan is developed and the administration is notified.**
- **For the seventh occasion a student submits an incomplete assignment, the matter will be referred to the administration. The student and parents or guardians will meet with the Principal for a review and appropriate action will be taken.**

Progress Reports

Teachers have a responsibility to notify parents as soon as they are aware of student academic problems. Progress reports are sent home at mid-quarter and at other times when they are deemed necessary by the teacher.

Report Cards

Report cards are issued four times a year. The school calendar lists the dates that report cards will be issued. The report card slip must be signed by parents or guardians and returned to school. However, the first and third quarter report card will not be sent home. These will be discussed and issued during the parent-teacher conferences. Conferences for all students are held at the end of the first and third quarters. Students in grades 6-8 are required to attend parent-teacher conferences. Students are also responsible for dressing appropriately in accordance with school guidelines.

Grading Scale for Grade 3-8

90+	A
89-80	B
79-70	C
69-60	D
59-0	F

Computing Grade Point Average (GPA)

1. Add all scores for academic subjects.
2. Divide by the number of scores added.
3. The result is the GPA.

Conduct Grades

St. Bernard's Catholic School has the responsibility to assist students in developing responsible attitudes and behavior in the classroom and on campus. Developing caring and responsible students prepares them for adult citizenship, higher education and general success in life. For these reasons, it is important to teach and evaluate citizenship at our school.

Students will receive one overall conduct grade for the quarter. The explanation for each grade serves as an aid to better distinguish the difference at each level.

Very Good - A student consistently demonstrates outstanding citizenship, is self-motivated in showing outstanding citizenship in the class with classmates, and in work habits and attitudes towards the teacher. An outstanding student actively participates in classroom activities and could be described as highly motivated, reliable, hardworking, and respectful.

Good - A student consistently demonstrates citizenship, is self-motivated in showing citizenship in the class with classmates, and in work habits and attitudes towards the teacher. A student who actively participates in classroom activities and could be described as consistently motivated, reliable, hardworking, and respectful.

Satisfactory - A student usually demonstrates sensitivity to the procedures necessary to maintain a positive learning environment in the class with classmates, and in work habits and attitudes towards the teacher. A satisfactory student participates in classroom activities and could be described as usually reliable, hardworking, and respectful.

Needs Improvement - A student sometimes demonstrates sensitivity to the procedures necessary to maintain a positive learning environment in the class with classmates, and in work habits and attitudes towards the teacher. A student who needs improvement sometimes impedes the learning process, interferes with the rights of others and sometimes is inadequately prepared for class.

Unsatisfactory - A student consistently impedes the process of learning and infringes on the rights of others. A student who is unsatisfactory consistently talks at inappropriate times, disrupts the class, demonstrates rudeness, and is usually inadequately prepared for class.

Absence and Grades

Students must maintain regular attendance in order to continue enrollment at St. Bernard's. Under ordinary circumstances, more than seven days of absence in a quarter is considered excessive. Excessive absences may be grounds for denying a student continued attendance and may affect a student's grades negatively for the quarter. Make-up work cannot replace what happens in class by way of instruction, demonstration and interaction with the teacher other members of the class. Administrative review procedures will be initiated to ascertain the cause of excessive absences or tardies (seven per quarter).

Promotion Requirements

Promotion Requirements for K-3

Since primary grade children do not all achieve educational skills at the same chronological age, and all are not at the same level of readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress in learning according to ability.

To pass to the next grade, the primary student:

- Should be able to function cooperatively in class.

- Should show responsibility in completing work.
- Should show responsibility in caring for materials.
- Should demonstrate skills in content subjects which are appropriate for the grade level and ability of the students.

Exceptions to this criterion will be on an individual basis and graded on a below grade level scale. This will only be done with the approval of the parent(s) or guardian, teacher(s), and administration.

If a student is not succeeding as well as might be expected, a conference will be held with the parent(s) or guardian, teacher, and administration. If retention is thought to be beneficial, the teacher, in consultation with the Principal, will make the final decision in recommending retention as an option.

Promotion Requirements for Grades 4-5

1. All students in the 4th and 5th grades at St. Bernard's School must earn 40 points in the 7 basic subject areas each year to be eligible for promotion.
2. The 7 basic academic subject areas will include: religion, math, reading, English, spelling, social studies, and science.
3. Points will be allotted in the following manner: A=4, B=3, C=2, D=1.
4. Students should attain at least 10 points per quarter, but must attain 40 points per year to pass to the next grade.
5. Failure to achieve 40 points will result in retention for one year only. A mid year conference will be held with the parent(s) or guardian, teacher and student if the student's grades show signs of a potential retention.
6. Recognizing the academic importance of fine arts, physical education, citizenship, effort, and homework, students are expected to achieve satisfactory progress in these areas.
7. Exception to this criterion will be on an individual basis. When, in the best interest of the child and with permission of the parents or guardians, an individual student's curriculum may be modified as outlined in an agreement between the school and the parents or guardians. A notation will be entered in the permanent file as to the modifications made.
8. Teachers shall inform the principal as early in the school year as possible if they feel a student may potentially fail to meet the promotion requirements.

Promotion Requirements for Grades 6-7

1. All students in 6th and 7th grades at St. Bernard's School must earn 48 points in the 6 basic subjects each year to be eligible for promotion and/ or graduation.
2. The 6 basic academic subject areas include: religion, math, literature, English, social studies, and science.
3. Points will be allotted in the following manner: A=4, B=3, C=2, D=1.
4. Students should attain at least 12 points per quarter, but must attain 48 points per year to pass to the next grade.
5. Failure to achieve 48 points will result in retention for sixth and seventh grade students for one year only.
6. Recognizing the academic importance of fine arts, physical education, effort, conduct, and homework, students are expected to maintain satisfactory progress in these areas.

7. Exception to this criterion will be on an individual basis. When, in the best interest of the child and with permission of the parents or guardians, an individual student's curriculum may be modified as outlined in an agreement between the school and the parents or guardians. A notation will be entered in the permanent file as to the modifications made.
8. Teachers shall inform the principal as early in the school year as possible if they feel a student may potentially fail to meet the promotion requirements.

Promotion Requirements for Grade 8

1. All students in the 8th grade at St. Bernard's School must earn 56 points in the 7 basic subjects each year to be eligible for promotion and/ or graduation.
2. The 7 basic academic subject areas include: religion, math, literature, English, social studies, Spanish and science.
3. Points will be allotted in the following manner: A=4, B=3, C=2, D=1.
4. Students should attain at least 14 points per quarter, but must attain 56 points per year to pass to the next grade or graduate.
5. Eighth grade students who fail to achieve 56 points will not graduate.
6. Failure to graduate will exclude the student from all ceremonies, school parties, and trips enjoyed by the 8th grade class. No diplomas will be awarded, and the student will not be promoted, as noted on the report card.
7. Recognizing the academic importance of fine arts, physical education, effort, conduct, and homework, students are expected to maintain satisfactory progress in these areas.
8. Exception to this criterion will be on an individual basis. When, in the best interest of the child and with permission of the parents or guardians, an individual student's curriculum may be modified as outlined in an agreement between the school and the parents or guardians. A notation will be entered in the permanent file as to the modifications made.
9. Teachers shall inform the principal as early in the school year as possible if they feel a student may potentially fail to meet the promotion requirements.

Graduation

Graduation exercises for St. Bernard's Catholic School are to be dignified and simple. Arrangements are made by the eighth grade homeroom teacher in consultation with the administration. The graduation will be in accordance with any diocesan and local policies.

The entire student body, faculty, and staff are encouraged to attend the Graduation Mass and Graduation.

Graduation Requirements

In order to receive a graduation diploma, students must have satisfactorily completed the eighth grade. Graduation diplomas will not be presented unless all financial obligations have been met.

Standardized Testing

Grades 2-8

Testing occurs in the spring. Diocesan schools will use the Terranova testing services. Results will be made available to parents or guardians and can be reviewed with your child's teacher.

XIII. Student Records

Student records

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Access to these records is limited to protect the privacy of the student.

The student's cumulative record includes the following.

- Results of standardized testing
- A copy of each year's report card
- Annual school pictures
- Any special testing or assessment requested or released by the parents of the child
- Birth and Sacramental certificates

(Health records are kept separately.)

Privacy and Disclosure

The school will not give any personal information to any person unless the person is one of the following:

- A Parent or legal guardian
- Persons permitted access to student records through written consent from parents or guardians
- Diocesan officials who have a legitimate educational reason to inspect a record
- Federal, state or local educational officials, when the information is necessary to evaluate programs that are publicly funded; public officials, when the law specifically requires that such information be reported to them.

Review of Records

Parents or guardians may request to inspect and review their child's records during regular school hours in the presence of a qualified, certificated personnel who can interpret records when appropriate. It is necessary to make an appointment with the school secretary to review these records with the appropriate person.

Transfer of Student Records

Whenever a student transfers from one school to another, the school from which the student transfers shall keep the permanent record. The following shall be sent to the new school and a copy shall be given to parents or guardians if requested:

- Original health records

- A transcript of grades
- A copy of standardized test results

In all cases of student records, it is the intent of St. Bernard's Catholic School to follow the guidelines of the Diocese of Stockton, Catholic Schools Office.

XIV. Field Trips

Rationale for Field Trips

The administration encourages teachers to take their students on field trips to enhance and reinforce their educational and social goals. These trips shall have goals related to the curriculum and shall be carefully planned to include: written permission of parents or guardians, adult supervision, first aid supplies and adherence to transportation requirements.

Permission Slips

Students transported to school sponsored activities shall have written permission from parents or guardians. All vehicles shall be properly insured. Requirements as to deadlines for field trip permission slips shall be reasonably set by and are at the discretion of the grade level teacher. However, no student will be allowed to participate in a class field trip without an official, completed permission slip on file with the school office. Permission given via telephone or a handwritten note is NOT acceptable. Official completed permission slips that are faxed are acceptable.

Student Participation of Field Trips

All students are expected to participate in field trips planned by the teacher for the class. These trips are planned to enhance and reinforce the curricular program. Students need to take part in the experience.

If a student is unable to attend due to illness or medical reason, a doctor's recommendation should be presented to the teacher. Parents have the responsibility to contact the teacher immediately if they know their child is unable to attend. Teachers spend time and energy in planning field trips, so when parents decide to not have their children to participate, it affects the planning and the cost of the trip.

Field trips are privileges given to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet the academic or behavioral requirements of the school. Students who are on Probation at the time their class is going on a field trip may have to be excused from attending.

If a parent decides to absent their child from a field trip, the student may still need to attend school that day. In that case, the teacher will leave alternative work for the student to complete during the course of the day.

Parents must cover any incidental costs related to their child's participation in field trips of the trip, such as admission fees, food costs, mementos, etc.

Chaperones on Field Trips

Parents may be invited by the classroom teacher to serve as a chaperone on field trips. This is a teacher decision. Only chaperones may attend the field trip with the students. Chaperones must be willing to follow the directions of the teacher *implicitly*. Chaperones must:

- Be at least 21 (preferably 25 or older)
- Avoid the use of alcohol on the trip
- Must not use his/her cell phone during supervision
- Be respectful of students in their care
- Be willing to accept the duties and responsibilities assigned and to follow directions as given by the teacher
- Must be fingerprinted & complete the online course required by the Diocese of Stockton
- Must have a seat on the bus
- Sex offender registrants whose sex crime was against a victim under the age of 16 are prohibited from being a chaperone or field trip driver for school-sponsored events.

Approved Vehicles in Lieu of a Contracted Bus

The following may be used in lieu of a contracted bus:

- A passenger vehicle designed for not more than ten persons, including the driver
- A motor vehicle operated by a common carrier or by the exclusive jurisdiction of a publicly owned transit system, or by a passenger charter party carrier and used under a contractual agreement
- A motor vehicle of any type carrying only members of the household of the owner

All private vehicles used to transport children on school field trips must have functioning seatbelts available for use by each passenger in the vehicle.

Cars must also travel in caravan from and to the school and may not stop along the way without permission from the parents. Due to insurance stipulations, only children enrolled in St. Bernard's school may attend these field trips.

For most field trips, we contract busses. The PTC covers the cost of one bus per class per year. If a class should schedule more than one trip, the class must share the cost of the additional trip.

Driver Requirements

Parents or guardians who volunteer to offer transportation for field trips or school activities must understand and be willing to accept certain responsibilities and liabilities. Should there be any claim in an accident or injury, the parent's or guardian's insurance would apply.

Diocesan policy requires that parents and guardians who drive other people's children must be insured for a minimum of \$300,000 liability coverage and \$100,000 per person accident limit for bodily injury. Drivers who transport children weighing 60 pounds or less must provide car seats for each child.

Parents or guardians driving approved vehicles for school activities, pursuant to Diocesan policy, must complete the form entitled *Certification for Automobile Insurance*, or they may not drive students on such

activities. This will assure parents and guardians, students and the school of the driver's willingness to accept the legal responsibilities and liabilities involved. The *Certification of Automobile Insurance* form is available in the office.

Drivers for field trips must present proof of the following qualifications to the school office before being able to be considered as a driver. Copies must be on file in the office at least two weeks before the trips:

- Be over 21 (preferably over 25), and have a valid, California driver's license
- Must have a clean driving record for the past three years, e.g. no at-fault accidents, no more than one moving violation, or convictions for speeding, reckless driving, DUI, leaving the scene of an accident or similar types of serious offenses
- Must carry the required liability insurance on the vehicle to be used
- Must be fingerprinted & complete the online course required by the Diocese of Stockton

Students must always travel with their class when a bus is provided unless an extreme medical restriction exists.

XV. Special Opportunities

Before and After School Care Program

St. Bernard's Catholic School offers a K-8 Extended Day Program. This service includes a before and after school care from 7 – 8 a.m. in the morning and 2:15 – 6 p.m. in the afternoon/evening on minimum and regular school days. For a fees and a schedule of these services please visit our website at: st-bernardschool.org.

Mass

Every first Friday the entire student body and faculty attend Mass together. Other Fridays students attend Mass by grades: K-2, 3-5, and 6-8. Mass is announced on the months calendar issued by the school. Teachers guide their students in preparing for the Mass. Students participate as servers, lectors and cantors.

Altar Servers

Students in Grades 5-8 are encouraged to become altar servers. Altar servers minister at Funeral Masses that occur during the school day and at regular school Masses. Those who wish to sign up should contact the Parish Office for the training schedules.

Student Council

This consists of elected officers from grades six through eight and two representatives each from Kindergarten through eighth grade. Regular meetings are held twice a month, after school. The Council plans many activities and fundraisers for the student body throughout the year. Students, who wish to run

for Student Council as officers or representatives, must meet the requirements set forth in the Bylaws of the Student Council.

California Junior Scholarship Federation - CJSF

The California Junior Scholarship Federation is a state-wide organization of over 600 Chapters. The goal of CJSF is to foster high standards of scholarship, service, and citizenship on the parts of students of California's private and public junior high and middle schools. Honor status is awarded to students who qualify for at least 3 of the 4 semesters in Seventh and Eighth Grade.

ALEKS

ALEKS is a computer driven Math program available for students in grades 4-8 as part of our Summer Math Program. A student begins at the individual skill level and advances through instruction practice and tests. Students must master the concepts they are studying before they are able to advance to the next skill level.

Science Fair

Science Fair is open to all students from K-8. Younger students are encouraged to complete a class project while older students work individually or in small groups. All experiments must be done and documented in class. Projects are displayed at school and at the San Joaquin County Office of Education Science Fair where they are judged.

Catholic Schools Week

The weeklong celebration begins on the last Sunday of January. Special activities and events focus on the uniqueness of Catholic education and its part in developing strong, young, Catholic people. A schedule of events is usually provided early in January.

After School Sports

Basketball, volleyball, and cross country are available through the parish Catholic Youth Organization. These programs are sponsored and run by members of the CYO, but the Principal and the faculty have the right to set standards in work and citizenship that must be reached by students who wish to participate in these sports programs.

Requirements:

Those participating in these sports programs will have to fulfill the following, as determined by the Principal and the teachers:

- 2.0 average with no grade below a D-
- VG or G in conduct
- Show respect for other people and their property

Penalties:

When a student is on academic or behavioral probation, any or all of the following measures can be taken, depending on severity of the problem:

- A student may be placed on athletic probation
- A student may be suspended from the program for a given period of time if s/he fails to cooperate

Students who are suspended from school are automatically suspended from participation in any athletic program.

Classroom/Birthday Parties

Any communication by room parents to families on behalf of the class must have advance teacher and administration approval. Collection of money must be approved by the administration.

Room parents should meet with the teacher to discuss duties and procedures for the year.

It is the prerogative of the teacher to establish the policy for the class regarding the celebration of birthdays. If a parent or guardian wishes to bring treats in for the class to celebrate a birthday, the teacher must be consulted first.

Hot Lunch Program

Hot lunch is available Monday through Friday. The online menu is available online and a link to the menu is on the school website.

If a child is not buying hot lunch s/he should bring a sack lunch to school. Milk and snacks may be purchased each day. Ice Cream is available on Fridays, with the exception Lenten Season.

An alternative lunch will be given to any child without a lunch for a charge of a single hot lunch.

Students must eat in their assigned area in the gym. On occasion, students may be asked to eat in the classroom or on the grassy area behind the school. Before being excused to recess, students are responsible for cleaning off the tables and cleaning the floor of garbage.

XVI. Student Recognition

Perfect Attendance

This award is presented quarterly to students who attend regularly every day for a full day and are not tardy. Any absence (partial or full day) disqualifies the student for this award. Therefore perfect attendance is defined as:

- No tardies
- No absences (regardless the reason – this includes illness, family necessity, medical or dental appointments, funerals and family vacations).

Each quarter students with perfect attendance will be given recognition.

Honor Roll

All students in Grades 4 – 8 are eligible for the Honor Roll each quarter. Each student must meet the following criteria:

- 3.0 GPA in academic subjects (English, Spelling, Reading, Literature, Religion, Math, Science, Social Studies, and Spanish when applicable).
- No grades below C- in academic subjects
- A minimum of Satisfactory or above in Technology, Computation and P.E. (*effective September 28, 2011 per letter sent to parents attached to weekly email*)
- Very Good or Good in conduct, effort and homework for all teachers in all subject areas

Principal's Honor Roll

Students in Grade 6 – 8 are eligible for the Principal's Academic Award. Each student must meet the following criteria:

- GPA of 3.7 or above in academic subjects (English, Spelling, Reading, Literature, Religion, Math, Science, Social Studies, and Spanish when applicable)
- A minimum of Good in Technology, Computation and P.E. (*effective September 28, 2011 per letter sent to parents attached to weekly email*).
- A Very Good in Conduct, Effort and Homework for all teachers in all subject areas

Super Saint Awards

Any staff member may present this award at any time to a student who exhibits virtuous behavior. On Fridays Super Saint certificates will be pulled at random from the Super Saint Box for recognition.

Student of the Month

This is awarded each month at the Monday Assemblies for students of all grades. Each grade level teacher sets criteria for the students of that particular grade level. Students are recognized as Most Academic, Christian Witness and Teacher's Award.

Msgr. De Groot Student Leadership Awards

The De Groot Student Leadership Awards are given by a diocesan organization funded by the De Groot Family to honor Msgr. James De Groot. This award encourages and recognizes student Christian leadership. Each year up to ten St. Bernard's students in Grades 4 – 8 are recognized for their demonstration of Christian leadership. In the spring, recipients are presented with a certificate at an assembly held in the evening at one of the diocesan schools.

XVII. Changes to School Policy

Changes to School Policy

St. Bernard's Catholic School will change policies based on the needs of the students. These changes may take place without prior notice. However, we will strive to make students and parents aware of these changes.