

**2022 - 2023**  
**Parent-Student Handbook**



for  
**St. Bernard's Catholic School**  
Diocese of Stockton

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[www.st-bernardschool.org](http://www.st-bernardschool.org)

# Table of Contents

[Conditions of Enrollment/Standards of Conduct for Parents/Guardians](#)

[About St. Bernard’s Catholic School](#)

[School Structure and Organization](#)

[Schedule](#)

[Admission, Registration, and Financial Policies](#)

[Extended Care Program](#)

[Communication](#)

[Visiting the School and Volunteering](#)

[Curriculum](#)

[Student Evaluation](#)

[The School Day and Attendance](#)

[Appearance and Student Uniform Requirements](#)

[Health and Safety](#)

[Emergency Procedures](#)

[Student Discipline](#)

[Information and Communication Technology Policies](#)

[Harassment and Bullying](#)

[Controlled Substances](#)

[Extra-Curricular Activities](#)

[Athletics](#)

[Transfer, Custody, and Student Records](#)

[Miscellaneous Information and Policies](#)

SIGNATURE FORMS

[2022-2023 Parent/Student Handbook Agreement](#)

[Volunteer Agreement Form](#)

[Acceptable Use Pledge Covering Electronic Devices](#)

[Standards of Conduct for Those Working with Children and Young People](#)

[Opioid, Concussion and Sudden Cardiac Arrest Factsheet Acknowledgement](#)

## **Conditions of Enrollment/Standards of Conduct for Parents/Guardians**

### **SCOPE of this HANDBOOK**

Enrollment at St. Bernard's Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### **PARENT/STUDENT HANDBOOK AGREEMENT**

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Bernard's Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Bernard's Catholic School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

### **RIGHT TO AMEND**

St. Bernard's Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Bernard's Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Bernard's Catholic School if the parent/guardian expects the student to remain in good standing with the school.

### **GOOD STANDING and CONTINUED ENROLLMENT**

Students are enrolled at St. Bernard's Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and St. Bernard’s Catholic School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Bernard’s Catholic School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of

parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

# About St. Bernard's Catholic School

## 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 (SLEs) 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

## **HISTORY**

St. Bernard's Catholic School 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 superiors of the congregation, whose Mother House was in Liege, Belgium, 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 the school is staffed entirely by lay teachers. The school currently serves approximately 250 children, from preschool through 8<sup>th</sup> grade, 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 and the large hall meeting room. In 1975, a separate catechism building was erected to provide more office and meeting space. That building is currently the parish office.

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 learning 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 is used for staff meetings, formal SST meetings, and storage for curriculum resources.

In 2004, underutilized office space located on the north end of Father Fleming Hall was fixed and converted into the present library. The space previously used as the library, along with a storage room located to the rear of the library, were redesigned and combined into a science lab.

In 2007, the entire interior of the school was repainted and paneling was added to the lower portion of the school hallway. The front exterior of the school was repainted. New awnings were installed on the south side of the school to offer weather protection for students as well as reduce 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 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 time, technology instruction in the computer lab, music and physical education classes were added to the Kindergarten schedule with the extension of the school day from 8:15 AM -2:15 PM.

On September 15<sup>th</sup>, 2014, 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 for 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 for the past 60 years. This is a statement that continues to influence the learning atmosphere at this Catholic institution, dedicated to educating the whole child: mind, body, and soul.

#### ACCREDITATION

St. Bernard's Catholic School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

#### NONDISCRIMINATION POLICY

It is the policy of St. Bernard's Catholic School ("St. Bernard's Catholic School" or the "School") to prohibit unlawful discrimination against, and St. Bernard's Catholic School does not discriminate against, any member of the School community, including, without limitation, employees and students, whether current or prospective, on the basis of the individual's race, color, national and ethnic origin, religion (subject to certain exceptions for employees and students, stated below), sex, gender identity, sexual orientation, marital status, age, disability, citizenship, ancestry, military or veteran status, genetic information, or any other consideration or class protected by applicable law (collectively, the "Classes,"



and individually, a “Class”), in any matter whatsoever under the direction, control, sponsorship, or administration of the School (the “Nondiscrimination Policy”).

As part of the School’s commitment to prohibiting unlawful discrimination, the School also provides students, employees and applicants with reasonable accommodations in accordance with applicable law when such accommodations would not impose an undue hardship on the School.

The School also prohibits unlawful harassment based on any of the protected statuses listed above. Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work or school environment, or that interferes with an employee or student’s work performance, and that is based on a protected status.

Likewise, the School prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy; cooperated in investigations or proceedings arising from a violation of this policy; or engaged in other activities protected by this policy.

The School prohibits conduct severe enough to be unlawful. Yet even more, the School’s conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate. For example, the School prohibits abusive conduct and bullying whether or not it is based on a protected category.

With respect to current and prospective students, St. Bernard's Catholic School’s Nondiscrimination Policy applies to, and St. Bernard's Catholic School does not discriminate in, for example, the administration of its educational policies, scholarship and loan programs, and athletic and other School-administered programs and opportunities for students. Further, St. Bernard's Catholic School admits students of any Class or Classes to all the rights, privileges, programs, opportunities, and activities generally accorded or made available to students at the School.

Subject to the remainder of this paragraph, with respect to current and prospective employees and students, St. Bernard's Catholic School’s Nondiscrimination Policy applies, for example, in all matters of hiring, employment, retention, and admissions. As a religious educational institution connected with the Catholic Church and the Roman Catholic Diocese of Stockton (Diocese of Stockton), St. Bernard's Catholic School retains the right to make certain employment, retention, and admissions decisions on the basis of an individual’s religious beliefs and conduct consistent with the Roman Catholic Diocese of Stockton, as well as applicable law. For example, the Director positions and the positions of Principal are required to be staffed by practicing Catholics.

It is the responsibility of every employee, including supervisors, to conscientiously follow this policy.

[How to Report Unlawful Conduct](#)

## **School Structure and Organization**

### **CATHOLIC SCHOOLS OFFICE**

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO consists of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

### **DIRECTOR FOR CATHOLIC SCHOOLS**

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool, and High School Service Agreements.

### **PASTOR**

The Pastor is the owner and ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the school to the Principal.

### **PRINCIPAL**

The school principal is delegated by the Pastor to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of St. Bernard's Catholic School.

### **PARISH FINANCE COUNCIL**

The parish finance council assists the pastor in the administration of all financial aspects of the parish, including the school and preschool.

### **FACULTY and STAFF**

The faculty and staff are selected by the principal in consultation with the pastor. A directory of faculty and staff may be found on the school website.

### **SCHOOL ADVISORY COUNCIL (SAC)**

The local School Advisory Commission (SAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The SAC works interactively with the Principal to fulfill the SAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

### **PARENT TEACHER CLUB (PTC)**

The Parent Teacher Club (PTC) is the fundraising arm of the school. All parents and guardians are members of the PTC upon enrollment of their child(ren) in the school. The PTC board consists of the president, vice-president, secretary, treasurer, and helping hands member. 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 the school. The PTC also seeks to build community among the families of the school by organizing social activities that promote a positive

school environment. The PTC is not a part of the line of communication for parental concerns except when the questions and/or suggestions are directly related to its proper sphere of activities, e.g. fundraising or community building.

# Schedule

## MONDAY, TUESDAY, THURSDAY, & FRIDAY SCHEDULE

8:00	Yard Supervision begins
8:15	Beginning bell
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
2:15	Kindergarten Dismissal
2:45	End of classes; prepare for dismissal
3:00	1 <sup>st</sup> – 8 <sup>th</sup> Dismissal
3:15	Yard supervision ends

## WEDNESDAY/EARLY RELEASE SCHEDULE

8:00	Yard Supervision begins
8:15	Beginning bell
8:30	First class begins
9:00	Mass begins on Wednesdays
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
1:30	End of classes; prepare for dismissal
1:45	Dismissal
2:00	Yard supervision ends
2:15	Faculty/Staff Meetings

## OTHER EARLY RELEASE DAYS

- The first week of school
- Friday of the Fall Festival
- The two days after Parent-Teacher Conferences
- Holy Thursday
- The last week of school

NOON RELEASE DAYS

- Every second Wednesday of the month – Diocesan Teacher Meetings
- The last day of school before Christmas vacation begins
- The last day of school

LATE PICK-UP POLICY

The late pick-up policy applies to children in K-8 remaining 15 minutes or longer after the dismissal bell without parent notifying the school. Fees may enter into effect after the 3<sup>rd</sup> late pick-up. The fee structure is as follows:

<u>3:00 PM Dismissal</u>	<u>1:45 PM Dismissal</u>	<u>Noon Dismissal</u>
3:15-3:30 - grace period	2:00-2:15 - grace period	12:15-12:30 - grace period
3:30-3:35 - \$10	2:15-2:20 - \$10	12:30-12:35 - \$10
\$2 every minute thereafter	\$2 every minute thereafter	\$2 every minute thereafter

Any child who remains at school after closing time and neither parents, guardians, nor emergency contacts can be reached, and there has been no communication from the parents or guardians, the local police department will be contacted and the child released into the custody of the appropriate law enforcement official.

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

St. Bernard's Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Bernard's Catholic School is a privilege, not a right. Parents have a right to apply to St. Bernard's Catholic School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Bernard's Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to St. Bernard's Catholic School follows:

1. Continuing students in good standing at St. Bernard's Catholic School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Bernard's Catholic School or Preschool
3. Siblings of non-Catholic families attending St. Bernard's Catholic School or Preschool
4. Children transferring from another Catholic school (prior verification of good standing at former school)
5. Children of active parishioners and/or alumni
6. New Catholic families
7. New non-Catholic families

Admission decisions also include these understandings:

- Admittance to the seventh and eighth grade is considered only when transferring from another Catholic school or as agreed to by the teacher and principal, in consultation with the pastor.
- Acceptable conduct and homework grades are required from the previous school.

- If a family has previously withdrawn or been required to withdraw from St. Bernard's, re-admittance is at the discretion of the principal and the pastor.

### PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to St. Bernard's Catholic School on a probationary basis for one quarter. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for academic and behavioral reasons as described below.

### AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

### DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable). Report cards and standardized testing results are required for students applying to 3<sup>rd</sup> through 8<sup>th</sup> grade. A letter of recommendation from the principal is required for students applying to 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade.

### PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

- The school expects all new and continuing students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis. Medical exemptions can only be issued through The California Immunization Registry Medical Exemption website of the CDPH (CAIR-ME) by physicians licensed in California:  
<https://cair.cdph.ca.gov/exemptions/home>
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

#### APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a \$50 non-refundable application fee. Applications are considered incomplete until the application fee has been paid and the application has been submitted. Parents or guardians will be contacted to schedule an interview with the principal and student assessment with the teacher. If a grade is full, applications remain on the waiting list throughout the school year for which the application is completed. Waiting lists are cleared at the end of every school year. Parents will be notified by mail of acceptance or nonacceptance.

#### APPLICATION INTERVIEWS, TESTING or SCREENING

- The parents or guardians interview with the principal.
- The parents or guardians provide all required documentation to the school as requested such as birth certificate, health and immunization records, baptismal certificates, report cards, standardized testing, etc.
- The student meets with the teacher for an initial academic assessment.
- The teacher meets with the student, parents, and principal to share assessment results.

#### ENROLLMENT OR RE-ENROLLMENT FEE

- An annual non-refundable enrollment or re-enrollment fee of \$200.00 for each student is due and payable by March 31st. Students will not be considered enrolled until the fee is paid in full.

#### FINANCIAL OBLIGATIONS

- All financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- A penalty fee of \$50.00 per hour, per family, for unserved parent hours for the year ending is due before or at the time of registration.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Bernard's Catholic School. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.
- In the case of divorced/separated families and/or non-custodial parents, the school is not responsible for the splitting or collecting of tuition, fees, or parent participation hours from one parent or the other.



## TUITION

Parents and guardians are responsible for keeping tuition payments current during the time their child(ren) is/are enrolled at the school.

	2022-2023	
	Active Catholic	Non-Active Catholic or Non-Catholic
1 Child	\$6,070	\$6,670
2 Children (10% discount for 2 <sup>nd</sup> child)	\$11,535	\$12,735
3 Children (20% discount for 3 <sup>rd</sup> child)	\$16,390	\$18,190
4 Children (20% discount for 3 <sup>rd</sup> child)	\$21,245	\$23,645

## TUITION DISCOUNT FOR ACTIVE CATHOLICS

- A child's Baptism certificate is used as verification of Catholic status.
- Families qualify for a tuition discount of \$600 per child based on Mass attendance and financial support to the parish.
- Mass attendance status will be reviewed annually by the principal prior to registration.
- If questions arise regarding eligibility for the tuition discount, verification will be made through Mass attendance and weekly envelope usage reports generated by the parish office.
- Families registered in a Catholic parish other than St. Bernard's must bring a letter of verification from their pastor
- Families not fulfilling the requirement of regular Mass attendance and financial support to the parish will be assessed an additional \$600 per child.

## TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One-time, full payment made in July with a 3% discount
- Two payments: the first half in July and the balance in December. There is an annual fee of \$10.
- Ten payments: the first payment in July and the last payment in April. There is an annual fee of \$43.

FACTS Discover/Visa/MasterCard Payment Option – Tuition payments charged to credit cards have an additional convenience fee of 2.85% that will be assessed by FACTS for each payment.

## DELINQUENT ACCOUNTS

- Delinquencies caused by insufficient funds or closed accounts must be paid within ten (10) days of notice from FACTS or the bank.

- A late fee will be assessed by FACTS.
- In the event of a family emergency impacting finances, a written request for special arrangements may be made to the principal.
- If an account is in arrears, a student may be excluded from class and/or graduation activities until the account is brought current.
- All unpaid accounts, which have not been satisfactorily resolved with the principal, may be sent to a collection agency.
- All monies owed to the school must be paid before a student can enroll for the following year.

#### REGISTRATION FEES

Unless otherwise indicated, registration fees are due and payable at the time of formal registration in May. Priority status for any student is forfeited, if the registration fees are not received by the due date. A late fee of \$50.00 per family will be assessed for late registration.

Registration Fees	2022-2023
Participation Fee (new family, one time, refundable)	\$125 per family
Parent Teacher Club (PTC) Fee	\$30 per family
Textbook Fee	\$125 per child
Technology Fee	\$125 per child
Summer Math Program	\$15 per child
3 <sup>rd</sup> Grade First Holy Communion	\$30 per child
6 <sup>th</sup> Grade Science Camp	\$480 per child
8 <sup>th</sup> Grade Graduation & Activities	\$250 per child
Fall Festival Tickets (required parish support)	\$20 per family
Tuition Assistance Fund (required school support)	\$70 per family
Gala (required fundraiser, except for buy-out option)	\$100 per family
School Raffle (required fundraiser, except for buy-out option)	\$175 per family

- Participation Fee is a good faith, one-time charge of \$125 per new family. This is refundable when a family leaves St. Bernard’s and has met all obligations. Failure to fulfill school participation obligations will result in forfeiture of this fee.
- Rolled Fees are fees that may be added to the tuition. These may include School Raffle, Winter Gala, Tuition Assistance Event, 6<sup>th</sup> Grade Science Camp, and 8<sup>th</sup> Grade Graduation & Activities.

RETURNED CHECK POLICY

- Any check returned by the bank must immediately be paid by cash or money order plus a \$25 processing fee. A second returned check may result in the family being placed on a “Cash Only” basis.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Bernard’s Catholic School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Bernard’s Catholic School.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. Parents and guardians may apply for tuition assistance online through FACTS Grant & Aid. Applications open in January and close on March 15<sup>th</sup>. Based on FACTS analysis of the families’ financial situation, financial aid is awarded by SEEDS, a diocesan scholarship program, or by the school. Financial aid is for the current year and must be applied for annually. Financial aid grants are usually decided in May (applicable to the next school year) and recipients are notified thereafter.

Financial aid 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 financial aid until their accounts have been paid in full.

PARENTAL FUNDRAISING OBLIGATIONS

- Each family is responsible to generate an annual fundraising profit from a mix of SCRIP and/or other fundraisers per the required rate, per number of children attending the school.

1 Child	\$500
2 Children	\$550
3 Children	\$600
Family Buy-Out Option at Registration	\$700

- Failure to meet this fundraising responsibility will result in a fee that is the difference between the Buy-Out Option (\$700) and the accumulated Profit Obligation by April 30<sup>th</sup>. The participation fee may also be forfeited.
- Tuition credit for the next school year may be earned by exceeding the current year’s fundraising profit responsibility. 50% of the excess profit amount may be applied toward next year’s tuition.

### SCRIP and FUNDRAISING PROFIT

SCRIP is one of the ways to meet the annual fundraising obligation. Although SCRIP is not mandatory, it is encouraged. SCRIP is a gift certificate which is spent like cash. The school purchases SCRIP from businesses at a discount rate and sells them at face value. A list of vendors is available in the office; beside each vendor listed is the percentage that families make toward their profit obligation when SCRIP is purchased. Credit cards may be used to purchase SCRIP, but there is 2.5 % credit card service charge. SCRIP may also be purchased through the Benefit app. All SCRIP and fundraising profit must be completed by April 30<sup>th</sup> of the current school year.

### PARENTAL WORK OBLIGATION

- Each family is obligated to spend twenty (20) hours in Parental Work Obligation during the school year, ten (10) of which are to be worked at the Parish Fall Festival in September.
- The remaining ten (10) hours may be served by volunteering in classrooms, doing classroom or office work for the school at home, chaperoning or providing transportation for school field trips, attending PTC meetings, helping to chair and serve at fundraising events, etc.
- Online sign-ups to volunteer for Fall Festival and PTC events open in May. Parents may also sign-up at formal registration and Back to School Night.
- Failure to follow through on hours to which parents/guardians have committed to work will result in a monetary penalty of \$50 per hour, due immediately after the event.
- Volunteer work in parish activities may count toward parental work obligation with prior approval by the principal, for a maximum of eight (8) hours.
- Parental work hours must be completed by the parents, unless prior approval by the principal.
- Work obligation hours are updated regularly and a report is sent home each quarter.
- At the end of each school year, there will be an assessment of \$50 per hour not worked. This fee must be paid prior to formal registration.

### WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extended care contracts are prorated by day. All other fees/obligations will not be prorated. The enrollment and registration fees are non-refundable.

### DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

#### 30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

#### 60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

#### 90 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

#### Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

## Extended Care Program

The Extended Care Program at St. Bernard's Catholic School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Christian environment as an Extended Care Program of the school day. All policies of the school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at St. Bernard's Catholic School for an additional fee.

Parents or guardians must register their child(ren) in order to participate in the Extended Care Program and pay an annual, non-refundable \$125 fee per child.

### HOURS and DAYS

The Extended Care Program is available before school from 7:00 to 8:00 a.m. and after school from 2:15 to 6:00 p.m. The Extended Care Program operates only on regular school days and is not available on holidays, vacations, or in the summer months.

### MINIMUM DAYS

The Extended Care Program is available on noon release days from 12:00 to 6:00 p.m. and on minimum days from 1:45 to 6:00 p.m. for children enrolled in the program. Minimum days are included in monthly rates. All children must bring lunches on noon release days, as no lunch program is available.

### MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly payment plans are handled through FACTS.

### EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Students are NOT allowed to wait unsupervised off campus, in the school parking lot or playground before 8:00 a.m. or leave school unsupervised at any time to avoid signing into the Extended Care Program.
- If a student regularly remains at school 30 minutes after dismissal, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up 30 minutes after the dismissal bell to the Extended Care Program, prior approval from the Extended Care Program Director. Parents will be charged the per student late pick-up rate, if their child is not contracted: \$10 for the first 5 minutes and \$2 for every minute thereafter.
- If a student has a reason to remain at school, such as tutoring, sports practice, or another supervised activity, his or her siblings may not remain at school after dismissal unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Bernard's Catholic School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program. Children will be released to authorized adults only (those listed on the emergency form).

- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after dismissal. Extended Care Program staff will pick up the school-age children from the school parking lot at dismissal time. Students arriving late are required to have a written excuse from their classroom teachers.
- Students must either be signed into the Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification. Permission via a text message is not permissible.
- Time is based on the Extended Care Program's clock. After 6:00 p.m. parents will be charged a late fee of \$10.00 for the first five minutes and \$2.00 for each minute thereafter. Cash payment for late pick-up fees will be due before the child returns to care. Parent phone calls will not prevent late fee charges. A child may be exited from the program, if a parent consistently picks their child up late.
- Any child who remains at the Extended Care Program facility a half hour after closing time and neither parents, guardians, nor emergency contacts can be reached and there has been no communication from the parents or guardians, the local police department will be contacted and the child released into the custody of the appropriate law enforcement official.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### EXTENDED CARE PROGRAM CONTACTS

- 7:00 - 8:00 a.m.            209-835-8019
- 2:15 - 6:00 p.m.        209-835-8019   x306

## Communication

### SCHOOL CONTACT

School Office: 209-835-8018  
Office Fax Number: 209-835-2496  
Extended Care: 209-835-8019 x306  
Website Address: [www.st-bernardschool.org](http://www.st-bernardschool.org)

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### 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 parents 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 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 contacting the proper person. An appointment will be scheduled as soon as possible.

Neither the Catholic School Advisory Committee (CSAC) 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 CSAC or the PTC can be made by contacting the principal or the chairperson of the organization concerned. Such requests must comply with the lines of communication policy and the expressed purpose of each group.

Parents have the opportunity to communicate and provide input in a variety of ways at school: conferences, notes, phone calls, emails, surveys, PTC, CSAC, 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.



### COMMUNICATION from the SCHOOL

A weekly email newsletter is the school's primary method of communication with families. The newsletter contains information about the school and PTC events. Any information that is to be included in the newsletter must be submitted to the school office at least a week in advance. The principal reserves the right to decide what is appropriate for inclusion in the newsletter. It is essential that the parents and guardians read the information sent home.

### SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonies in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 24 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call or text a teacher at home or on his/her cell phone, without the teacher's permission.

### E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email

unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

#### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergencies only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten books, supplies, P.E. clothes, homework, snacks, lunches, or social arrangements after school.
- Students must accept consequences for forgetful actions, regardless of who was responsible for the negligence.

#### CALLING the SCHOOL OFFICE

Emergency calls will always be handled as expeditiously as possible. Parents are asked to call during the morning for requests such as classwork and homework for a student who is ill, teacher conference, student medication or doctor's appointments. Except to report an absence, parents are encouraged to avoid calling between 8-8:30 a.m., and 2:45-3:15 p.m., since these are the busiest times in the office. If calling to pick up a student for a scheduled appointment, the student will not be called from class until the parent checks into the school office to sign the student out. 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.

#### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic clothes and equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Dropping off lunch for students at the office on a regular basis is discouraged.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom, but may be picked up by a parent.

#### FLYERS AND COMMUNIQUE'S TO SCHOOL FAMILIES

- All written communication intended for school families must be approved by the principal prior to distribution. This includes all flyers, Student Council information, PTC information, room

parents' notes, etc. The information should be submitted to the principal well in advance of anticipated distribution.

- Any communication by room parents to school families on behalf of the class must be approved by the teacher in advance. Collection of money must be approved by the principal.

### 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, each family must 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.

### 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 Catholic School, 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.

### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conferences will not take place if other visitors or legal counsel are present.
- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- Parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Director, at his or her sole discretion, may recommend/require that the parent transfer his child/children to another school
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

## Visiting the School and Volunteering

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Bernard's Catholic School are not permitted on campus during school hours.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children, if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- Parents/guardians are discouraged from visiting their children during lunch or recess.
- The principal reserves the right to refuse a request, at his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

### VOLUNTEER DRIVERS

All volunteers who intend to drive children for a school-sponsored activities must adhere to the driving and insurance requirements:

1. Volunteers who drive children for school-sponsored activities must be 21, preferably over 25, years of age.
2. Volunteers must have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver license and proof of current insurance.

3. Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
4. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
5. No vehicle larger than an 8-passenger vehicle may be used.
6. The number of persons in a car should not exceed the number for which the car was constructed.
7. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
8. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
9. Volunteer drivers must strictly adhere to CA Road Rules and Driving Laws, including use of hands free devices.
10. Drivers may not bring siblings or younger children.
11. Volunteer drivers must have a copy of the list of students in their care.

#### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;

- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

#### FIELD TRIPS

- 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. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form. Students who are on probation at the time their class plans to go on a field trip may be denied permission to attend.
- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- As students are representing St. Bernard's Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.
- Parents must cover any incidental costs related to their child's participation in field trips such as admission fees, food costs, mementos, etc.
- If the student is unable to attend the field trip due to illness, parents are responsible to contact the teacher. If a parent decides to not allow their child to attend a field trip for any other reason, the student may not attend school that day and will be marked with an unexcused absence. Money may not be refunded to the parent.
- Buses are contracted for most field trips. Students must always travel with their class when a bus is provided, unless an extreme medical restriction exists. Chaperones must have a seat on the bus.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive

site-to-site according to the field trip form and follow routes given by the teacher; no detours or unscheduled stops may be taken.

- Parents may be invited by the teacher to serve as chaperones. Only chaperones may attend field trips with the students. Chaperones must be willing to accept the duties and responsibilities assigned and follow the directions of the teacher at all times. Chaperones may not use their cellphones during supervision.

#### VOLUNTEERS in the CLASSROOM

At the request of a teacher, a parent is welcome to assist with some classroom duties. Volunteers must be willing to work under the direction of the teacher at 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 wish to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning.



## Curriculum

St. Bernard's Catholic School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Bernard's Catholic School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

### ESSENTIAL CORE CURRICULUM

St. Bernard's Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

### ENRICHMENT CURRICULUM

Students participate in programs of study in family life, art, and computer technology as an enrichment of the academic curriculum. Physical education is taught in K-8, Spanish in 8<sup>th</sup> Grade, and enrichment electives are offered in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades.

### ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school only and are not offered at the Catholic school. If a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school system and the family to address whatever needs they can.

Students with identified learning disabilities may receive reasonable accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

### STUDENT SUCCESS TEAM

A Student Success Team (SST) is used to identify student needs and develop a plan to address those needs in order to assist individual students. An SST consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Bernard's Catholic School provides daily religious instruction (catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 3<sup>rd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 6<sup>th</sup> Grade prepare for the sacrament of Confirmation during the school year (1<sup>st</sup> Year).
- Students in 7<sup>th</sup> Grade prepare for, and receive, the sacrament of Confirmation during the school year (2<sup>nd</sup> Year).

- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Monday Morning Assembly, before and after meals, before dismissal, at rallies, etc.).
- Mass is celebrated as a school community weekly.

### FAMILY LIFE

Information about family life/sex education is presented within the context of the religious education program and according to grade level. The goal of the family life/sex education program is to present Catholic moral teachings which are deeply rooted in Gospel values. The Theology of the Body program is presented in 8<sup>th</sup> Grade. The curriculum is available for parent review and information is given at Back to School Night. 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 teacher and principal at the beginning of the school year. The child will be given alternative work in another location during such instruction.

### 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. A librarian works with K-5 students once a week to encourage the value of reading, the use of the library, and participation in the Accelerated Reader Program. The librarian and middle school language arts teacher coordinate library access for the middle school students. In addition to providing recreational reading materials for students, the library program also includes the use of study and research skills.

### 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 school 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 and re-registration may 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.

### FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

### SCIENCE CAMP

Each year the 6<sup>th</sup> Grade students have a week of outdoor education. This is a direct experience approach to learning that engages students with their natural surroundings and raises awareness of their role in caring for and preserving God's creation. The camp experience is part of the 6<sup>th</sup> Grade curriculum and all students are expected to participate. Parents or guardians pay for this learning experience at registration, as explained in the financial agreement.

# Student Evaluation

## PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc.

## STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K-8 at least three times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

## HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as extending the curriculum beyond school hours.

Homework can give students an opportunity to complete unfinished work or make up work missed due to absence. Homework also helps students to develop 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.

## HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Stockton are as follows:

Kindergarten	20-30	minutes
Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	30-45	minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	45-60	minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	60-90	minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	90-120	minutes

These are estimated times only. Actual time spent varies from student to student. Students must budget their time and make good decisions to be able to complete quality work on time.

Homework is listed on each teacher's website which can be accessed through the school website. Each teacher prepares a homework policy for his/her particular grade level to be presented 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 the child to work.
- Help the child organize use of time by setting a definite time for homework and keep to it every night.
- Help the child understand that homework is one of the responsibilities of being a student.
- Insist that the child write down homework assignments in the daily planner.
- Show interest in the child's work by taking the time to look over the completed assignments.
- Listen to the child's efforts in reading, spelling, number facts, prayers, etc.
- Give help to the child, but do not do the work for him or her.

#### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent a parent may call the school office to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

#### LATE and 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 communication with the teacher(s) to determine assignments necessary to be completed to prevent loss of academic progress or failure.

If a student's assignment is late or missing through negligence, the student may 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 and second time homework is late or missing due to negligence, the student will be verbally warned. Parent contact will be made by the teacher.
- Third 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.
- Fourth 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.
- Fifth 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 teacher and 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 citation will be issued. A copy of the citation will be sent home to be signed and returned the following day. The student will receive a verbal warning.
- Third time homework is late or missing due to negligence, a citation will be issued. A copy of the citation will be sent home 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 citation will be issued. A copy of the citation will be sent home 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 citation will be issued. A copy of the citation will be sent home 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 and a Student Improvement Plan is developed. The teacher meets with the student and parents or guardians to discuss both documents and plan of action. The principal is notified.

- If the student does not show improvement after the Academic Referral and Student Improvement Plan expire, 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.

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 down assignments
- Visiting relatives or friends
- Family vacation

Communication from parents explaining the reason for the late work does not automatically excuse the student and allow the student to make up the work. Communication 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 may earn the grade based on the quality of the work submitted, at the discretion of the teacher. 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.
- For the fourth 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 to be signed and returned the following day. A Student Improvement Plan is developed and the principal is notified.
- The Student Improvement Plan may include adjustments such as allowing extra time to complete the work, assigning a peer tutor, using the services of an instructional aide, or other appropriate interventions. The student's work will be monitored for a specified time frame.
- If a student continues to turn in incomplete assignments, the matter 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.

## GRADING

The following academic grading scale has been adopted by St. Bernard's Catholic School for essential curricular subjects.

GRADES K, 1, and 2		GRADES 3-8	
Very Good	VG	90 – 100	A
Good	G	80 – 89	B
Satisfactory	S	70 – 79	C
Needs Improvement	N	60 – 69	D
Unsatisfactory	U	0 – 59	F

## GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows: add all scores for academic subjects and divide by the number of scores added.

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

## CONDUCT/EFFORT/HOMEWORK

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each quarter, students' conduct (Citizenship), effort and homework (Work Habits) in Grades 1 through 8 will also be evaluated.

## CONDUCT GRADES

St. Bernard's Catholic School has the responsibility to assist students in developing responsible attitudes and respectful 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 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. **To earn a VG, a student must not have any citations due to discipline.**

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. **To earn a G, a student must not have any citations due to discipline.**

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. **To earn an S, a student may have earned a citation due to discipline.**

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. **A student must be placed on an improvement plan. Parent contact has been made by the teacher.**

Unsatisfactory - A student consistently impedes the process of learning and infringes on the rights of others. A student who is unsatisfactory constantly talks at inappropriate times, disrupts the class, demonstrates rudeness, and is usually inadequately prepared for class. The student and parents or guardians will meet with the principal for a review and appropriate action will be taken. **A student who is suspended automatically earns a U. Parent contact has been made by the teacher.**

#### PROGRESS REPORTS

Progress reports are sent home at mid-quarter for students in Kindergarten through 8<sup>th</sup> Grade. It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

#### REPORT CARDS

Report cards are issued four times a year. Acknowledgement of receipt and review of the student's report card must be signed by parents or guardians and returned to school. Dates for report cards to be sent home are indicated on the school calendar. Report cards for the first and third quarters are given to parents at Parent-Teacher conferences. Report cards for the second and fourth quarters are emailed to parents.

#### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held at the end of the first and third quarter for Kindergarten through 8<sup>th</sup> Grade. All parents or guardians are required to attend these conferences. Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade are required to attend both Parent-Teacher conferences. Students in 4<sup>th</sup> and 5<sup>th</sup> Grade are required to attend the Parent-Teacher conference in the spring.

There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the office staff as soon as possible if a change is needed.



## REFERRALS FOR GRADES 3-8

An Academic or Disciplinary Referral is a written notification given to a student by the teacher or the administration to inform parents of a continuing or serious academic or behavioral situation with 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 an Academic or Disciplinary Referral to a student, the principal will be notified.

## ACADEMIC/DISCIPLINARY PROBATION

Academic/Disciplinary probation is separate and apart from the Initial Probation Period entering the school as described in the Admissions section.

- If a student receives five (5) citations for academic reasons, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on quarterly report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on disciplinary probation.
- Students will remain on academic or disciplinary probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from this probation. If not, they will remain on probation and may be asked to acquire special remedial assistance.
- If a student does not remediate her/his academics or behavior, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or disciplinary probation are ineligible for extra-curricular activities and co-curricular activities including Student Council, field trips (in some instances), assemblies, student rallies, t-shirt days and CYO. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

## PROBATION PROCEDURE

### Step 1: Parent-Teacher Conference

- If a student is placed on Probation, a conference is held with the student, parents or guardians, teacher(s) and the principal. 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 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 Student Improvement Plan, the student shows improvement as required within the time frame specified, no further action is taken and 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 academic concern or behavior in question, the teacher will refer the student to the principal.
- 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 suspension, recommended transfer or other appropriate action.

### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Elementary school students who do not satisfactorily complete a grade's work, but who are appropriately mature for the next grade will be promoted, and will be placed on academic probation. Refer to Academic Probation.

### PROMOTION REQUIREMENTS FOR GRADES 4-5

1. All students in the 4th and 5th grades at St. Bernard's Catholic 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 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 importance of fine arts, technology, physical education, citizenship, effort, and homework, students are expected to achieve satisfactory progress in these areas.
7. Exceptions 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.

### PROMOTION REQUIREMENTS FOR GRADES 6-7

1. All students in 6<sup>th</sup> and 7th grades at St. Bernard's Catholic School must earn 48 points in the 6 basic subjects each year to be eligible for promotion.
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 importance of fine arts, technology, physical education, effort, conduct, and homework, students are expected to maintain satisfactory progress in these areas.
7. Exceptions 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.

#### PROMOTION REQUIREMENTS FOR GRADE 8

1. All students in the 8th grade at St. Bernard's Catholic School must earn 56 points in the 7 basic subjects each year to be eligible for 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 importance of fine arts, technology, physical education, effort, conduct, and homework, students are expected to maintain satisfactory progress in these areas.
8. Exceptions 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.

#### EIGHTH GRADE GRADUATION

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Baccalaureate Mass for all of the eighth-grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

#### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal, in consultation with the pastor.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### HONOR ROLL

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

- 3.0 GPA in academic subjects (Religion, Math, English, Spelling, Reading, Literature, Science, Social Studies, and Spanish)
- No grades below C- in academic subjects
- A minimum of Satisfactory or above in Technology, Physical Education, Art and Electives
- 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)
- A minimum of Good in Technology, Physical Education, Arts and Electives
- 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. Once a week Super Saint certificates will be pulled from the Super Saint box for recognition.

### STUDENT OF THE MONTH

This is awarded each month at Monday Morning Assembly 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 CHRISTIAN LEADERSHIP AWARD

This diocesan award recognizes students who demonstrate Christian leadership. Each year up to ten St. Bernard's Catholic School students in Grades 4 – 8 are nominated by their teachers for this award. In the spring, recipients are recognized and presented with a certificate at a gathering held at one of the diocesan schools.

## The School Day and Attendance

### SCHOOL and OFFICE HOURS

School in session 8:15 a.m. – 3:00 p.m.

Office hours 8:00 a.m. – 3:30 p.m.

### CLOSED CAMPUS

St. Bernard's Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### ARRIVAL

- Students may arrive on campus between 8:00 and 8:15 a.m.
- Students requiring supervision before 8:00 a.m. should be enrolled in the Extended Care Program.
- Students must remain in the parking lot inside the gates, under teacher supervision, from 8:00 to 8:15 a.m. The gym is off limits.

### DISMISSAL

- All students must be picked up promptly after school. See late pick-up policy under Schedule section.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Bernard's Catholic School cannot, and will not, be supervised by the coaches or other adults.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible.
- No student may leave the school grounds once he/she has arrived at school.
- No student must be in the hallway or classroom before or after school unsupervised.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### ARRIVAL PROCEDURES

Arrival begins at 8:00 a.m. The general rule is right turns only when entering or leaving the parking lot. Parents are to enter the parking lot through the east entrance, making a right turn (coming from Holly Drive) and pulling up to the marked drop-off area, as far forward as possible, in a single car line. A teacher or student volunteer will open the vehicle door. 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 must exit the parking lot through the west entrance, making a right turn towards Parker

Avenue. If a student has a project or something with which they need assistance, parents must park in the designated area outside the gate to help them, so as not to hold up the car line.

On rainy days, students will be dropped off by the gym.

### DISMISSAL PROCEDURES

Dismissal begins at 2:15 p.m. for Kindergarten and 3:00 p.m. for 1<sup>st</sup> through 8<sup>th</sup> grades. The general rule is right turns only when entering or leaving the parking lot. Parents are to enter the parking lot through the east entrance, making a right turn (coming from Holly Drive) and pulling up to the marked drop-off area, as far forward as possible, in a double car line. Siblings will line up in the oldest child's line. A teacher will walk each student to their vehicle. Students are not to enter the vehicle without teacher supervision. Parents must remain inside their vehicle at all times. When all children are securely in the vehicle, parents must exit the parking lot through the west entrance, making a right turn towards Parker Avenue.

### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived. At dismissal, students must notify the teacher before leaving.

### RESTRICTED AREAS BEFORE AND AFTER SCHOOL HOURS

The front parking area outside the fence, the garage driveway of the rectory, the area in front of the Ministry Center, 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 and after school hours. Any student observed playing or loitering in these areas is subject to disciplinary action.

### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 1:45 p.m. The second Wednesday of every month is a noon release day. These days are noted on the calendar.

### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 9:00 a.m. on the date of the absence with the reason. If the teacher or the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must inform the teacher and/or the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.

- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).
- Any student who is ill is expected to stay at home so as not to expose others.

### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:15 a.m. A child is considered tardy if he/she is not in line or in the classroom by the 8:15 a.m. bell.
- The parent/guardian must not take the student directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) will not be counted in the tally of excessive absences.
- In periods of school closure when distance learning is implemented, families must follow the school's procedure for taking attendance daily.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

### ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures (p.38-39).

### VACATIONS DURING SCHOOL

- Family vacations scheduled during the school year are considered unexcused absences.
- When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences, including independent study.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

# Appearance and Student Uniform Requirements

## INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Bernard’s Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students’ attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Bernard’s Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

## STANDARD SCHOOL UNIFORM FOR BOYS

Pants	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue	Royal blue or faded blue
	Cotton Twill	Jeans, denim, knits
	Tailored fit	Baggy, loose, or excessive in length
	Straight leg	Flared, Carpenter or Cargo style
	Reaches the top of the foot	Sweatpants
	Hemmed	Pockets on legs
		Corduroy Pants
		Joggers

Walking Shorts	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue	Royal blue or faded blue
	Cotton Twill	Jeans, denim, knits
	Tailored fit	Baggy, loose
	Straight leg	Flared, Carpenter or Cargo style
	Hemmed	Pockets on legs
	Mid-thigh to above the knees	

Belts for Pants and Walking Shorts
Grades K-4: Dark blue or black belt is optional.
Grades 5-8: Dark blue or black traditionally fitting belt is REQUIRED.



STANDARD SCHOOL UNIFORM FOR BOYS

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

Shirts	<u>Acceptable</u>	<u>Unacceptable</u>
	Polo style	Other colors
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><u>Note:</u> Shirts must be worn tucked into waistband. Shirts may be out for P.E. or athletic activity, but tucked before returning to class.</p> </div>	White (with & w/o logo)	Other logos or designs
	Gray or Navy (w/school logo)	Tailored shirts
	Short Sleeved	T-shirts
	Collared	Collarless
	Buttons	Sleeveless or tank tops
	White turtleneck	

Sweaters	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue	Black or other colors
	White	Pullovers
	Cardigan	
	Sweater Vest/Navy Blue	

Socks	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><u>Note:</u> Socks must completely cover the entire ankle at all times.</p> </div>	<u>Acceptable</u>	<u>Unacceptable</u>
		Solid white or solid gray	Other colors
		Solid black or navy blue	Logos or designs
		Standard fold-over cuff	No-show or low-rise

Shoes	<u>Acceptable</u>	<u>Unacceptable</u>
	Solid black, solid gray, solid white or navy blue	Other colors
	A combination of black, gray, white and navy blue	Metallic, silver or glitter
	Closed toe	Flashing lights
	Athletic shoes	Backless or open toe
	Durable, comfortable	Sandals
		Boots or raised heels
		Wearing shoes unlaced

STANDARD SCHOOL UNIFORM FOR BOYS

<p>Jackets</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><u>Note:</u> Sweatshirts are not considered jackets, with or without hoods.</p> </div>	<p><u>Acceptable</u></p>	<p><u>Unacceptable</u></p>
	<p>Worn outside only Remove when inside Eighth Grade Jacket Science Camp Jacket</p>	<p>Worn around the waist or hips Sweatshirts used as jackets Other schools' logos Pro Team logos or jackets Flannel shirts</p>

<p>Hats</p> <p style="text-align: center;">Solid, navy blue beanies may be worn outside only, during cold weather.</p>
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<p>Hair</p>	<p><u>Acceptable</u></p>	<p><u>Unacceptable</u></p>
	<p>Natural color Neat and conservative Well-groomed appearance Above the collar of the shirt Completely shaved</p>	<p>Dyed, bleached or highlighted Extreme styles Shaved hair designs Below the middle of the ear Longer than a finger's width from the scalp Bangs cannot cover the forehead/eyes Spiked Facial hair Hair in a bun</p>

<p>Jewelry</p>	<p><u>Acceptable</u></p>	<p><u>Unacceptable</u></p>
	<p>Plain wrist watch Holy medal on a chain Cross or crucifix on a chain Scapular Medical alert necklace and/or bracelet</p>	<p>Apple Watch Rings Earrings Other jewelry Other electronic devices</p>

<p>Miscellaneous</p>	<p><u>Acceptable</u></p>	<p><u>Unacceptable</u></p>
	<p>Clothes that fit properly</p>	<p>Faded, ragged or torn clothing Ill-fitting clothing Clothes defaced by cutting or writing Body piercing Tattoos</p>

STANDARD SCHOOL UNIFORM FOR GIRLS

Jumper (K-4)	<u>Acceptable</u>	<u>Unacceptable</u>
	Regulation 2 inches above the knees or longer Shorts under jumper	Any other jumper Shorter than 2 inches above the knees

Skirts (5-8)	<u>Acceptable</u>	<u>Unacceptable</u>
	Regulation 2 inches above the knees or longer Shorts under jumper	Any other jumper Shorter than 2 inches above the knees Skorts

Shirts and Blouses	<u>Acceptable</u>	<u>Unacceptable</u>
	Polo style White (with & w/o school logo) Gray or Navy (w/school logo) Princess Style Peter Pan Style Short sleeved Collar Buttons White turtleneck	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, midriff showing Sheer or see-through material Cap sleeves and shirts that are form-fitting

Note: Shirts and blouses must be worn tucked into waistband. Shirts may be out for P.E. or athletic activity, but tucked before returning to class.

Pants	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue Cotton Twill Tailored fit Straight leg Reaches the top of the foot Hemmed	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 Joggers

STANDARD SCHOOL UNIFORM FOR GIRLS

Walking Shorts	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue Cotton Twill Tailored fit Straight leg Hemmed Mid-thigh to above the knees	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 Pants and 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>	<u>Unacceptable</u>
	Solid Dark Blue Pullover School Emblem Eighth Grade Sweatshirt CYO (without hood)	Black or other colors Designs, messages Other logos, pictures Hoods including CYO Zippers Worn around the waist or hips

Sweaters	<u>Acceptable</u>	<u>Unacceptable</u>
	Navy Blue White Cardigan Sweater Vest/Navy Blue	Black or other colors Pullovers

Socks	<u>Acceptable</u>	<u>Unacceptable</u>
	Solid white Solid Black or Dark Blue Standard fold-over cuff Knee-highs Tights	Other colors Logos or designs No-show or low-rise Footless tights Lace-trimmed tights

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

STANDARD SCHOOL UNIFORM FOR GIRLS

<p>Shoes</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Note:</u> 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.</p> </div>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Solid black, solid gray, solid white or navy blue A combination of black, gray, white, and navy blue Closed toe Athletic shoes Durable, comfortable</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Blue or other colors Metallic, silver or glitter Flashing lights Backless or open toe Sandals Boots or raised heels Wearing shoes unlaced</p>
<p>Jackets</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Note:</u> 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 schools' logos Pro Team logos or jackets Flannel shirts</p>
<p>Hats</p> <p style="text-align: center;">Solid, navy blue beanies may be worn outside only, during cold weather.</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>Hair Accessories</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>School colors Dark Blue Black White School plaid School bows</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Any other colors</p>
<p>Jewelry</p>	<p style="text-align: center;"><u>Acceptable</u></p> <p>Plain wrist watch Holy medal on a chain Cross or crucifix on a chain Plain stud earrings Scapular Medical alert necklace and/or bracelet</p>	<p style="text-align: center;"><u>Unacceptable</u></p> <p>Apple Watch Rings Dangling or hoop earrings More than one pair of earrings Other jewelry</p>

## STANDARD SCHOOL UNIFORM FOR GIRLS

Miscellaneous	<u>Acceptable</u>	<u>Unacceptable</u>
	Clothes that fit properly	Faded, ragged, torn or ill-fitting clothes
	Natural beauty	Clothes defaced by cutting or writing
	Natural nails	Body piercing
		Tattoos
		Nail polish, artificial nails
		Make-up of any kind: foundation, lip gloss, mascara, blush, etc.

## GENERAL DRESS CODE and UNIFORM REGULATIONS

- Clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc.
- Sandals and open-toed shoes are never allowed.
- Only school uniform sweatshirts may be worn. No other sweatshirts are allowed including sports/high school/ college sweatshirts or sweatshirts with logos other than the school's logo.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters and school sweatshirts only).
- Students must call home for a change of clothes if out of uniform, unless a uniform that fits can be found in the uniform closet.
- If circumstances prevent a student from coming to school in uniform, the teacher must be informed. The substitute uniform should be as similar to the uniform as possible.
- NO HATS
- NO TATTOOS, permanent or washable
- No fake nails, nail polish, or French manicures.
- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- NO MAKE-UP, lipstick, or colored lip gloss
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a plain wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).
- Students may not change into other clothes while on the school campus unless they have received prior approval from the principal.
- Any exceptions to the school uniform code (for health reasons, field trips, etc.) must have prior approval from the principal.

### UNIFORM EXCHANGE

Parents may bring in used uniforms that no longer fit, but are clean and in good condition, and exchange them for other pre-worn uniforms in stock in the uniform closet. Lightly used uniforms may also be purchased for a fee. More information can be found in the school office.

### PICTURE DAYS

On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion.

### T-SHIRT DAYS

T-shirt Days are scheduled on Wednesdays. On these days, students may wear a school or Fall Festival T-shirt, with regulation school pants or shorts and a regulation belt for 5-8 grades. Regulation school shoes and socks must be worn.

### MASS DAYS

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 K-4; skirts are required for 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 will be subject to school disciplinary sanctions.

## Health and Safety

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section (p.16)

### EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on RenWeb.

### SCHOOL INSURANCE COVERAGE

All St. Bernard's Catholic School students are covered by insurance for injuries incurred while: attending regular classes; attending official distance learning periods; attending/participating in school sponsored and directly supervised activities, including all interscholastic sports (except interscholastic high school tackle football), field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

### MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication



outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours. The principal has final authority in determining what procedures or administration of medications can or cannot be undertaken by school staff.

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
  5. 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.

#### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adults on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

## STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

## HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

## PINK EYE

Pink eye is highly contagious. Students with this condition must remain at home until the condition has been treated and cleared, usually within 24 hours from the time treatment starts.

## MANDATED REPORTING

St. Bernard's Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report

suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

#### STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Bernard's Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request the student to be placed on independent home study, withdrawal of the student, or expel the student, without possibility of returning to the school.

#### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above (p.48).
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except for funerals and during the designated drop-off and pick-up times.

### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be canceled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

### HEALTH FAIR

Every student has their vision tested and is weighed and measured annually. A report is sent home to the parents.

# Emergency Procedures

## EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated Parent Alert system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Bernard's Catholic School has arranged a safe haven at Central School.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Parent Alert emergency features and/or school emergency phone contacts.
- No student will be released until all St. Bernard's Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Parent Alert as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Parent Alert.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be a key determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal and Pastor are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- St. Bernard's Catholic School will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When St. Bernard's Catholic School is closed, all events scheduled at the school for that closure are also canceled (meetings, performances, sports, etc.) unless otherwise noted by the Principal
- In the event of an epidemic or pandemic, or fire season, school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (Pastor, staff, parents, SAC, CSO, etc.) through Parent Alert, or through alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00 a.m. on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

# Student Discipline

## GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Bernard's Catholic School. A student is considered at all times and in all places a member of the St. Bernard's Catholic School student body. This is an honor and privilege and, therefore, students must be conscious of their actions at all times, whether on or off campus including, but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

St. Bernard's Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

## EXPECTATIONS

Students at St. Bernard's Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

## ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, suspension, or expulsion.

### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

### GENERAL CAMPUS RULES

1. Students are to walk when inside the building and in the hallways.
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, keeping the campus clean. They will dispose of all trash and litter properly in a trash can.
4. Students will exit restrooms immediately after using them and report any improper behavior taking place in the restroom to their teacher and/or office staff.
5. Students will take care of their textbooks and keep them adequately covered at all times.
6. Students will keep their desk clean and in order.
7. Student binders are to be plain and free of inappropriate pictures and messages.

### OFFICE AREA RULES

1. Students may come to the office during class time only with permission from a teacher.
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 he/she must sit quietly and must not disturb the office staff.

### RECESS AND PLAYGROUND RULES

1. Students must have permission from a teacher or staff member to be in the halls or classrooms during recess and/or dismissal. Students must be supervised.
2. Students must remain in their 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 that is off limits.
3. Students must follow the rules for behavior on the playground and the use of playground equipment posted and explained by the homeroom teacher.
4. Students may bring sports equipment from home only with permission from the homeroom teacher.
5. Students must play safely. Wrestling, tackling rough physical play and contact games are forbidden.
6. Students must use balls properly, watch out for other people and be aware of being too close to buildings and windows. Balls may not be thrown against a wall.
7. Eating snacks should only take place outside, during recess, unless the teacher has granted special permission to eat elsewhere.
8. Gum and sunflower seeds are not permitted on campus.



9. If a student is injured during recess, he/she must report the injury to the yard duty staff. If a student sees someone else injured, he/she must inform the yard duty staff.
10. 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 must observe the freeze bell policy when in the yard area.

#### 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 the table.
5. Keep the lunchroom neat and tidy.
6. Place all garbage in the trash cans.
7. Clean up after oneself.
8. Stay seated until excused by the lunchroom supervisors.
9. Respect and cooperate with the lunchroom supervisors.

#### RULES ABOUT CELL PHONES, MONEY AND GIFTS, PARTIES AND TOYS

1. Keep cell-phones and other electronic devices off 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 they walk off campus after school, must inform the principal of their situation. Cell phones must be dropped off in the office every morning upon arrival and picked up at dismissal time.
2. Keep toys, games, trading cards, etc., stored in the classroom, if brought with permission from the teacher for show-and-tell. Otherwise they should be kept at home.
3. Students may bring a small amount of money to school for munchie sales. However, large sums of money are not permitted on campus.
4. Students may not bring items to sell at school.
5. Collections of money or other items may be made only with permission from the administration.
6. Gifts such as balloons, cards, flowers, etc., should be delivered to students at their homes.
7. Students may pass out party invitations at school only if the whole grade, or all the boys, or all the girls in the class are invited.

#### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the

search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.
- In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Citation: Students receive a citation for failure to observe rules and policies established by the teachers or administration. 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.
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of the probation, and how the probation may be ended. Students on behavioral probation are ineligible for extra-curricular activities & CYO. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

### CITATIONS FOR GRADES 3-8

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. Citations are accumulative for infractions of school policy.

Students must sign the citation as acknowledgement that they received a correction for not observing a rule or policy at school. If a student does not return a citation, the teacher may issue an additional citation.

- First and second time a citation is issued, a copy of the citation is sent home to be signed by the parent or guardian and returned the following day. The student receives a verbal warning.
- Third time a citation is issued, a copy of the citation is sent home to be signed by the parent or guardian and returned the following day. The student loses the privilege of one recess.
- Fourth time a citation is issued, a copy of the citation is sent home to be signed by the parent or guardian and returned the following day. The student will lose the privilege of all recesses.
- Fifth time a citation is issued, a copy of the citation is sent home to be signed by the parent or guardian and returned the following day. The student is assigned after-school detention.
- Sixth time, Academic or Disciplinary Referral is issued and a Student Improvement Plan is developed. The teacher meets with the student and parents or guardians to discuss both documents and plan of action. The principal is notified. Consequences are indicated on the Referral.
- If the student does not show improvement after the Academic or Disciplinary Referral and Student Improvement Plan expire, 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.

### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus, but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. The student should keep up with classwork and homework during suspension. A suspension automatically places the student on behavioral probation.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;

- refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
  3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
  4. Injury or harm to persons or property, vandalism, or serious threat to same;
  5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
  6. Hazing;
  7. Sale of any material on school grounds without proper authorization;
  8. Unauthorized absence or continued tardiness;
  9. Assault with, or possession of, a lethal instrument or weapon;
  10. Serious theft or dishonesty;
  11. Outrageous, scandalous, or seriously disruptive behavior;
  12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
  13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
  14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish, if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

### DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at St. Bernard's Catholic School as appropriate.

## Information and Communication Technology Policies

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Bernard's Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, Parent Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Bernard's Catholic School, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

## PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Bernard's Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities or members of the school or parish community or related Catholic communities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

## DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

## ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices, the wireless network, the network, the Internet, and all peripherals.

## PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

## SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Bernard's Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Bernard's Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

## USE OF ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

*(also applies to personal devices brought to school with or without permission)*

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device in the school campus).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

## ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet St. Bernard's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.

- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

#### DISTANCE LEARNING and ONLINE SESSIONS

- During periods of distance learning, all school rules and policies apply to the student who is working remotely.
- Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them.
- Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
- Students and parents (or any third party) are not permitted to record an online lesson without the express permission of the classroom teacher and principal.
- Live or recorded lessons are not permitted to be shared on social media, through emails, or any communication between families.
- Students are not permitted to take pictures during a live or recorded lesson except with the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Bernard's Catholic School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Bernard's Catholic School.
- Contacting law enforcement, if there is reasonable suspicion that the law has been violated.



## Harassment and Bullying

St. Bernard's Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily

danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor/president.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
  - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
  - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor/president, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution (p.29).
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Bernard's Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term "controlled substance" for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or "look-alikes" associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this "spirit of counseling" will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).

- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, St. Bernard's Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### ALTAR SERVERS

Students in 5<sup>th</sup> through 8<sup>th</sup> Grade 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 may contact the Parish Office for the training schedules.

### STUDENT COUNCIL

Student Council consists of elected officers from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade and representatives for Kindergarten through 8<sup>th</sup> Grade. Regular meetings are held twice a month, after school. The Student 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. They must have a 3.0 or higher GPA, a VG or G in Conduct for 2<sup>nd</sup> and 3<sup>rd</sup> quarter and need to have attended St. Bernard's Catholic School for one full year to run for office.

A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The California Junior Scholarship Federation (CJSF) 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 7<sup>th</sup> and 8<sup>th</sup> Grade based on their GPA.

### SOCIAL EVENTS/DANCES

St. Bernard's Catholic School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## Athletics

### SOCCER CLUB

Students in 1<sup>st</sup> and 2<sup>nd</sup> Grade are given the opportunity to participate in the Soccer Club. An athletic fee of \$50.00 is charged per player, per year. This fee covers the cost and maintenance of equipment used during practices. Participation in the Soccer Club is contingent upon the following:

- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (\$50.00) by the registration deadline
- Parental permission emergency form
- Student's continuing satisfactory behavior both in school and on the team
- A student must attend at least half of the regular school day to participate in that day's practices or games.

### CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Christian values and to become friends with other children throughout the diocese. In order to participate in the league, St. Bernard's Catholic School must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

### PLAYER ELIGIBILITY

- Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Bernard's Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

### PLAYING TIME

Playing time is the prerogative of the coach who will follow [CYO](#) guidelines on this issue. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

### REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

### COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal, in consultation with the pastor, in athletic matters are final.

### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No

student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. High school students participating in a school sponsored event (e.g. sporting activities, service project, etc.) and are driving other participating students to and from the event must be 18 years of age and abide by driving and insurance requirements stated above, including liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

### CONCUSSION POLICY

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell



Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

#### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

- Remove the athlete from play immediately.
- Call 911 and/or administer first aid as appropriate.
- Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
- Ensure that the athlete is evaluated by a physician\*\*
- Keep the athlete out of play and practice the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
- Athlete should limit all forms of physical activity.
- Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Physician" means a California licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

#### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A PHYSICIAN.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one

concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

### SUDDEN CARDIAC ARREST POLICY

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

### WHO is at RISK for SCA?

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

#### POSSIBLE WARNING SIGNS AND RISK FACTORS

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

#### REMOVAL FROM ACTIVITY

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

#### OPIOID USE

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

#### OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Information Sheet and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school annually.

Students and parents are required to read and sign the acknowledgement form contained in the Appendix herein.

## **Transfer, Custody, and Student Records**

### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other conditions, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Stockton as well as parental interference in matters of school administration as well as abusive language or conduct toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.

3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

#### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## Miscellaneous Information and Policies

### CLASSROOM ACTIVITIES/PARTIES

- Collection of money must be approved by the principal.
- Any communication by room parents to families on behalf of the class must have advanced teacher and administration approval.
- Room parents should meet with the teacher to discuss duties and procedures for the year.

### CLASSROOM BIRTHDAYS

- 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 for the class to celebrate a birthday, the teacher must be consulted first.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom, but may be picked up by a parent.

### LUNCH PROGRAM

The Hot Lunch Program has been suspended. Prior to the pandemic, the Hot Lunch Program had very small student participation and was not financially sustainable. Bringing it back would need to be assessed in the future.

### ASBESTOS INSPECTION

In accordance with the Environmental Protection Agency's (EPA) requirements, the school is inspected for asbestos every six months. A copy of the school's management plan, including the inspection reports, is available for review in the school's administrative office.

# 2022-2023 Parent-Student Handbook Agreement

[Please sign and return by the first day of school]

**Students may not attend classes or participate in any activities until this agreement is signed and returned.**

By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that St. Bernard's Catholic School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/ guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Bernard's Catholic School and its personnel as educational partners.

By enrolling in St. Bernard's Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature(s)** (when age-appropriate):

\_\_\_\_\_  
**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Volunteer Agreement Form

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: \_\_\_\_\_

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
  
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Authorized Parish/School Representative



## Acceptable Use Pledge Covering Electronic Devices

- I will use electronic devices in ways that are appropriate, educational, and meet St. Bernard's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

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Signature of Student

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Date

# Standards of Conduct For Those Working With Children and Young People

## ACKNOWLEDGEMENT PAGE

I hereby acknowledge that I have read the Standards of Conduct of the Diocese of Stockton and I am aware that there is a complete copy of the Code of Pastoral Conduct which I may access on the Diocesan website at [www.stocktondiocese.org](http://www.stocktondiocese.org). I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name and location of Parish, school or agency: \_\_\_\_\_

Signature: \_\_\_\_\_

\*For a complete copy of the Code of Pastoral Conduct, refer to the Diocesan website.

# **Opioid, Concussion and Sudden Cardiac Arrest Factsheet Acknowledgement**

*[Please detach, sign, and return by the first day of school]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the attached Opioid and Concussion Factsheet and the CIF Concussion Information Sheet.

Students may not participate in any athletic programs until this acknowledgement is signed and returned.

I have read and understand the information provided:

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

**Student Signature(s)** (when age-appropriate): **Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# OPIOID FACTSHEET

[Link to CDC Document](#) or <https://rb.gy/hsbfjh>

## PRESCRIPTION OPIOIDS: WHAT YOU NEED TO KNOW

Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

### WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

As many as  
**1 in 4**  
PEOPLE\*

receiving prescription opioids long term in a primary care setting struggles with addiction.  
\* Findings from one study

### RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

### KNOW YOUR OPTIONS

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise
- Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.



### Be Informed!

Make sure you know the name of your medication, how much and how often to take it, and its potential risks & side effects.

### IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN:

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider within \_\_\_ days.
  - Work together to create a plan on how to manage your pain.
  - Talk about ways to help manage your pain that don't involve prescription opioids.
  - Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
  - Never sell or share prescription opioids.
  - Never use another person's prescription opioids.
- Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration ([www.fda.gov/Drugs/ResourcesForYou](http://www.fda.gov/Drugs/ResourcesForYou)).
- Visit [www.cdc.gov/drugoverdose](http://www.cdc.gov/drugoverdose) to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



American Hospital  
Association

LEARN MORE | [www.cdc.gov/drugoverdose/prescribing/guide.html](http://www.cdc.gov/drugoverdose/prescribing/guide.html)

# CONCUSSION INFORMATION SHEET

[Link to CDC Document](#) or <https://rb.gy/ttqj3l>

## Concussion INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

### What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

### How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

**Plan ahead.** What do you want your child or teen to know about concussion?

### How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

#### Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to or after a hit or fall

#### Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"



[cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)

### CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/mockered out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



**Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.** Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Athlete's Signature: \_\_\_\_\_

I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Legal Guardian's Signature: \_\_\_\_\_

Revised January 2019

# SUDDEN CARDIAC ARREST FACTSHEET

[Link to document](#) or <https://rb.gy/xvlb6d>



1250 Connecticut Ave., NW  
Suite 800  
Washington, DC 20004  
Phone: (202) 534-2875  
Fax: (202) 338-6850

## FACT SHEET: SUDDEN CARDIAC ARREST

### ❶ What is sudden cardiac arrest?

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Sudden cardiac arrest (SCA) is a leading cause of death in the U.S., killing more than 325,000 people each year. That's more than the total death rate for breast cancer, lung cancer, and HIV/AIDS combined. During SCA, heart function ceases abruptly and without warning. When this occurs, the heart is no longer able to pump blood to the rest of the body, and in over 90% of victims, death occurs. This is usually caused when the electrical impulses in the affected heart become rapid (ventricular tachycardia, or "VT") or chaotic (ventricular fibrillation, or "VF"), or both. These **irregular heart rhythms are arrhythmias**. The general public and media often mistakenly refer to SCA as a "massive heart attack."

**SCA is an electrical problem**, whereby the arrhythmia prevents the heart from pumping blood to the brain and vital organs. There is an immediate cessation of the heart. In most cases, there are no warning signs or symptoms. **A heart attack is a "plumbing" problem** caused by one or more blockages in the heart's blood vessels, preventing proper flow, and the heart muscle dies. Symptoms include chest pain, radiating pain in left arm, between shoulder blades, and/or jaw, difficulty breathing, dizziness, nausea and vomiting, and sweating. In some cases, a heart attack may lead to a sudden cardiac arrest event.

### ❷ Resuscitation from SCA

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**When someone collapses from SCA, immediate cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator (AED) are essential for any chance of recovery.** The AED analyzes the heart rhythm of the victim, and if necessary, a computerized command will instruct the user to press a button to deliver an appropriate shock to restore the normal operation of the heart. These devices are failsafe and will not cause injury to the user, nor will they deliver a shock if none is needed. For patients in "VF", studies show that if early defibrillation is provided within the first minute, the odds are 90 percent that the victim's life can be saved. After that, the rate of survival drops ten percent with every minute. As many as 30 to 50 percent would likely survive if CPR and AEDs were used within five minutes of collapse.

Many heart failure patients who have either suffered an SCA or are at risk, have surgery to implant a small device called an implantable cardioverter defibrillator, or ICD. ICDs are designed to recognize certain types of arrhythmias and correct them with a shock. Ninety five percent of lethal ventricular arrhythmias were shown to be effectively terminated by ICDs.

### ❸ Who is at risk for SCA?

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SCA can strike persons of any age, gender, race, and even those who seem in good health, as evidenced by world class professional athletes at the peak of fitness. Many patients who may be at risk are not being identified, screened and given options for medical treatment. If someone has any of the following risk factors or symptoms, he/she should discuss with a doctor whether further heart testing and/or evaluation by an electrophysiologist (EP) or cardiologist is necessary:

- History of early heart disease, heart attack or cardiac death in the family
- Unexplained fainting or near fainting or palpitations
- Chest pain, shortness of breath or fainting with exertion (such as during sports)
- Heart failure or heart attack
- Weak heart muscle or a cardiac ejection fraction (EF) of less than 40% (EF refers to the percentage of blood that is pumped out of the heart's main pumping chamber during each heartbeat)
- Cardiac risk factors such as high blood pressure, diabetes, obesity, smoking, or high cholesterol

### ❹ Prevention

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About 80 percent of SCA victims have signs of coronary heart disease. Leading a heart healthy lifestyle is important in preventing coronary artery disease and other heart conditions.

- Learn CPR and the use of an AED
- Activate 911 immediately in an emergency
- Help your community by advocating placement of AEDs in public places
- Know your personal and family health history that may identify risk factors