



Parent/Student Handbook

St. Bernadette School

2017-2018



Saint Bernadette Catholic School



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www.stbernadetteschool.com

...celebrating Christ's love.

2017-2018 School Year

Dear Parents,

Welcome to the Saint Bernadette School family. All of us on staff are glad to be providing a great educational experience for your child. The purpose of this handbook is to make you aware of our policies, procedure and other information about our school.

There is much information contained in these pages. Please read the handbook carefully. Of course, there may be a rare occasion when something new arises and we will deal with that situation as fairly and wisely as possible. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

After reading and sharing this book with your child, please complete the tear-out sheet (LOCATED ON THE LAST PAGE OF THIS HANDBOOK) and return it to the school. All of us encourage you, the parents, to become involved. Every time a parent becomes involved, we become better and stronger. We invite you to participate in the life of your child.

Sincerely,

Ms. Pamela Eltringham

Ms. Pamela Eltringham, Principal

2017-2018



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- Aug. 20 Meet the Teacher - 1:15 PM
- Aug 22 First Day of School--Early Dismissal
- Sep. 4 Labor Day--No School
- Sep 25-29 Catholic Schools Week
- Oct. 12-13 County Fair--No School
- Oct. 16-20 Terra Nova Exams--Grades 2 - 5
- Oct. 30 No School for Students
Teacher Professional Development
- Nov. 12 Parent Meeting for Sacraments - 3PM
- Nov. 14 Evening Parent/Teacher Conferences
- Nov. 17 AM Parent/Teacher Conferences
No school for students
- Nov.22-24 Thanksgiving Break--No School
- Dec. 7 Winter Music Program
- Dec. 22-Jan 3 Christmas Break
- Jan. 4 School Resumes
- Jan. 15 MLK -- No School
- Feb. 10 Mardi Gras
- Feb. 14 Ash Wednesday
- Feb. 19 Presidents Day--No School
- Feb. 25 OPEN HOUSE--12 to 2
- Mar 18 Parish Penance/ First Penance
- Mar 26-Apr. 2 Easter Break--No School for Students
- Mar 26 Teacher Professional Development
- Apr 03 School Resumes
- Apr 15 OPEN HOUSE 12 - 2
- Apr. 22 First Communion
- May 04 Father/Daughter Dance
- May 10 Spring Music Program
- May 18 Mother/Son Event
- May 24 Last Day of School - Early Dismissal
- May 25 Teacher Record Day

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ADMINISTRATION

A. Pastor

Assisted by the principal, faculty and school board, the pastor will:

- Be responsible for the welfare of the parish school, having as a prime responsibility a duty to see that the school maintains an effective program of religious education.
- Hold conferences with the principal on the activities of the school.
- Observe all diocesan and state regulations pertaining to the administration and organization of the school.

B. Principal

- Is the educational leader of the school and establishes the necessary conditions for wholesome teaching-learning situations.
- Consults with the pastor concerning school policies, school needs and major disciplinary problems.
- Implements educational policies and regulations.
- Must make known to faculty members all diocesan and state standards, decisions, policies and regulations.

C. School Advisory Board

- Approval of policies under which administrative officers shall operate the educational program of the school.
- Establish communications to promote coordination of educational activities among parochial schools in the areas served.
- Cultivate and support an understanding of Catholic education in the community.
- Evaluate the effectiveness of the educational program through periodic administrative reports.

ADMISSION

St. Bernadette School in conjunction with the State of Ohio recommends a Kindergarten admission age of five (5) years old by September 1st. Parents must present a birth certificate at the time of registration. A medical history (including allergies), a surgical history, and a list of immunizations must also be presented before the first day of school.

Children from other grades will be placed on an individual basis, based primarily on ability to do the work of that grade and on available space as defined in Diocesan School Policy #6151.00

St. Bernadette School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court/administrative agency ordered, or public school district initiated desegregation. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space allows. New admissions are subject to the approval of the principal, who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's mission and belief

statements. St. Bernadette School will not enroll a student for whom financial obligations to this or other schools of the Diocese remain unpaid.

ARRIVAL AND DEPARTURE

St. Bernadette School is committed to the safety of its students. We ask that parents and guardians work with us to achieve this goal. We ask that parents talk to their children about the dangers of talking to or accepting rides from strangers. The children should be made aware that if they have any uncertainty about the ride home, they should return to the school and seek out a staff member for assistance.

1. The school will open the doors at 7:35 A.M.
 - a. Bus students will go directly to EDP (at no charge) upon arrival.
 - b. Students arriving by car before 7:35 will go directly to EDP for a fee.
2. When dropping off children at school, parents should not park/ wait in the fire lane. PLEASE DO NOT LET STUDENTS IN OR OUT OF CARS IN THE MIDDLE OF THE PARKING LOT WITHOUT YOUR DIRECT SUPERVISION. This is a congested area, especially when it rains. Give yourselves enough time to pick-up and drop-off students safely. Thank you for your help and cooperation in making our school safe!
3. Upon arrival, students should go directly to the playground, or during inclement weather, enter the school building. It is recommended that students accomplish this task themselves. This will help our students develop a sense of independence and routine, as they get organized for the day.
4. A routine should be established for arrival and dismissal. Changes to this routine should be the exception, not the rule. All changes to the routine should be in writing and given to the classroom teacher.
5. School dismisses at 2:35P.M. Students should be picked up in a timely manner. Students remaining at school after 2:50 P.M. on a regular basis will be sent to EDP at a charge to parents.
6. Children may not be dismissed to the playground after school without parent supervision. Notify the school, in writing, if other arrangements are made.
7. When dropping off or picking up students, parents are asked to pull in to face the lower entrance (the car's rear bumper should be toward the school). If you need to be one of the first to leave the parking lot, please park closer to the lower entrance. Please pass this information along to anyone designated to pick up your child.
(See map on the following page)

Wheeling



ATTENDANCE POLICY

Attendance is clearly the responsibility of the parents and is probably the most critical factor, which determines educational success. The faculty of St. Bernadette School believes that student success is directly related to classroom attendance. The Compulsory School Attendance Law (Ohio Revised Code 3321) requires students to be in school, each day school is in session.

We realize there will be a few days when a student is too ill to attend school or cannot attend because of some emergency circumstances. Parents need to be aware of the legal reasons why students may be excused from school.

State law accepts the following reasons for absences and the school reserves the right to verify such statements and to investigate the cause of each single absence:

1. Personal illness
2. Death of a relative
3. Observance of a religious holiday
4. Critical illness in the family
5. Quarantine in the home
6. Any other reason the principal may deem justifiable

Daily Attendance Procedure

If a student is absent from school, parents must call the school office at 740-654-3137 before 8:10 AM. (Ohio Revised Code 3321.04) The school answering machine is available 24 hours a day. It is important that you report the following information on the day of the absence:

Student Name
Teacher Name
Reason for Absence

If no call is received, the school is obligated to phone the student's home or parent's work to confirm the absence. It is important that the school have a telephone number where you can be reached during the day and an alternate number of others who can assist your child in the case of an emergency.

It is also required that a note of excuse/explanation be sent upon the return to school.

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician. If there is a pattern of frequent absences for "illness" the parents will be required to provide a statement from a physician

describing the health condition that is causing the frequent absences and the treatment that is being provided to rectify the condition.

If a child accumulates eight (8) days of absence, the parent or guardian will receive a letter. Each additional absence after twelve (12) will require a doctor's note to be excused.

When absences become excessive (5 unexcused) a conference with the principal will be required. If this pattern of unexcused absences continues an informal hearing with a representative of Juvenile Court will be scheduled.

Unexcused Absences: A student with an unexcused absence receives a "not meeting the standard" mark for missed work. However, he/she is expected to complete missed assignments for his/her self-improvement. Teachers may choose to give partial credit.

The following are examples for unexcused absences:

1. Moving
2. Shopping
3. Visiting-without prior approval
4. Oversleeping
5. Missing bus or ride
6. Truancy
7. Kept at home by parents without prior approval
8. Baby-sitting
9. Special trip without prior approval

Excessive absence for any reason may affect a student's achievement and may jeopardize the student's promotion. Violations of the Ohio Revised Code 321.04 and 3321.19 or other compulsory attendance codes, will result in a complaint being filed with the Juvenile Court. The school has an obligation to report non-compliance with compulsory attendance regulations.

Family vacation – all requests for permission to be excused by a parent or legal guardian, from school for a family vacation must be made in writing a minimum of one week in advance to the principal. Assignments will be given in advance at the discretion of the teacher, and will depend on the grade level. No early exams will be given for absences due to a family vacation. If students have a leading part in a school music program, they must be in attendance during the month before the play. **ONLY ONE REQUEST PER FAMILY PER YEAR WILL BE CONSIDERED.**

Missed Work – all assignments given in advance are expected to be completed and handed in when the students returns to class. Your child should be expected to take all missed assessments within 2 days of his/her return.

Make-up Work – for excused absences – see page 7. Work may be made up only for excusable absences. Students and parents are responsible for obtaining the make-up assignments from teachers. Teachers will not be responsible to have student assignments organized until after school dismisses. Requests to pick up student make up work at noon on the day your child is absent cannot be honored.

Only the administration can authorize absences from school. A child cannot be dismissed from school during class hours without a written request from his or her parents. For safety sake, a child cannot be dismissed in the accompaniment of anyone other than a parent or member of the family unless there is written parental permission, which includes names entered by the parent on the annual emergency forms. An explanation for an absence by the parent or guardian of a student does not constitute an authorized absence under ORC guidelines.

Tardiness

We expect students to arrive at school on time. Students when the tardy bell will be marked tardy if they are not in the classroom when the tardy bell rings. The student should report directly to the office at that time.

Students who are late for school interrupt the classroom and miss valuable instruction and work. Therefore, PUNCTUALITY IS ESSENTIAL. Please allow extra time getting your child(ren) to school in the morning.

Removing your child early from school without a valid excuse is also considered tardy.

Tardy to school and tardy to class will be accumulative.

Three (3) days of unexcused tardies per quarter will result in a letter to the parent. If an additional three (3) days of unexcused tardies accumulate, a conference will be held with administration and the parent or guardian. If the pattern of unexcused tardies continues, the student will be reported as truant. This is not a matter to be taken lightly. As a parent, the law obligates you to compel your child's attendance at school.

St. Bernadette School takes unexcused absences and tardies very seriously. We will follow the law and report continuous truancy to the proper authorities.

BEHAVIOR OFF CAMPUS

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school, may be subject to discipline. Discipline for such conduct shall be at the sole discretion of the school.

BELIEF STATEMENT

- We are a Catholic School; therefore, Christ's teachings are evident in all areas of the curriculum, enhancing the spiritual, physical, and emotional growth of the child.
- Learning is the chief priority of the school.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs; curriculum and instructional practices should incorporate a variety of instructional approaches and learning activities to accommodate differences in learning styles.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- As a provider of a supportive and challenging learning environment, mutual respect among our students and staff is imperative as they are engaged on their life long journey of learning.

CAFETERIA

All students are required to observe simple table manners. The following rules are to be observed by everyone:

1. All talking should stop at the sound of a hand clap or a whistle.
2. Follow the directions the first time they are given.
3. Do not throw food at any time
4. Speak in a soft voice. Do not yell.
5. Walk—do not run.
6. Balls, ropes, etc. are placed in the appropriate grade's lunch basket.
7. Clean up the space after finished eating.
8. Students are not permitted to leave the cafeteria without permission.

Pre-paid lunches can be purchased every Monday morning (or the first day of the school week). Pre-paid lunches are recommended, as it is easier for students, and the lunch line goes much faster. Pre-paid lunches can remain on account, and can be used any time during the school year. For those students who pack their lunch, milk (white and chocolate) is available. Please do not pack pop as a beverage. Lunch menus can be found on the school's website.

CHILD CUSTODY ISSUES

Where applicable, parents are required to submit the most current certified copy of the court ordered document or decree relative to custody and/or residence of a child. The child custody order or decree should be submitted to the school within 2 weeks of enrollment. Unless such a decree sets specific guidelines regarding

access to their child's records and conferences with teachers, the parent who is not the custodial parent is granted full access to student data.

However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports or conferences without permission from the custodial parent.

CHILD SAFETY

Bullying Prevention—St. Bernadette School takes bullying and its impact seriously. Pupils and parents should be assured that known incidents of bullying will be addressed. Bullying will not be tolerated. The will seek ways to counter the effects of bullying that may occur within school or in the local community. St. Bernadette School fosters high expectations of outstanding behavior and we will consistently challenge any behavior that falls below our expectations.

Bullying is unacceptable behavior used by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally.

St. Bernadette School considers bullying to be, "unacceptable behavior which occurs 'lots of time, on purpose'."

All known/reported incidences of bullying will be investigated by the classroom teacher or by the principal.

Consequences for students who bully others may include but are not limited to: counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

No retaliation shall be taken against a person who reports bullying.

Child Abuse—it can be very hard for children to reveal abuse. Often, they fear there may be consequences. Once you suspect child abuse, you need to act to protect the child from further harm. It doesn't matter if you're wrong: it's better to be wrong than sorry.

Here is what to do:

If you suspect that a child is being abused, it's your responsibility to contact children's services, the police, or the hospital. If necessary, you may remain anonymous. The child's safety is the immediate issue: you could save his or her life by removing the child from a dangerous situation as soon as possible.

While not all suspicions and accusations of child abuse turn out to be true, all deserve serious attention and immediate action.

CLASS SIZE

It is the intent of St. Bernadette School not to exclude any young person from the right to a quality, Catholic education. It is our belief, however, that there is an important and direct relationship between educational quality and student/teacher ratio. For this reason we recognize and endorse the relationship of twenty-five (25) students per one (1) teacher as the maximum effective class size for grades kindergarten through five.

We also recognize that participating members of Saint Bernadette Church have a vested interest in this school. For this reason we will extend to the maximum class size of thirty-five (35) students per one (1) teacher for grades kindergarten through five. This will allow the admission of Saint Bernadette parishioners to the school.

To allow unlimited educational opportunities for our students we recommend a teachers' aide or appropriate equivalent if class size is over the "maximum effective" class size" by one or more students. (#6151)

CODE OF STUDENT CONDUCT

As Catholic educators, the development of the whole child – spiritually, physically, intellectually, culturally, emotionally and socially – is central to our mission. To focus only on the academic growth of children and ignore other dimensions of their being would be to shortchange our students and deny our Catholic mandate. We are builders of people.

St. Bernadette School believes that discipline is learned and that it is self-imposed. However, when students fail to exercise personal discipline, they are held accountable and external control is imposed. Nevertheless, our intent is to help students, who are each unique, good and a special creation of God, to appropriately maintain control of their lives.

SCHOOL EXPECTATIONS OF STUDENT'S BEHAVIOR

School-wide student behavior expectations at St. Bernadette are to provide a safe, positive, and orderly environment conducive to academic, social and character development for our students.

STUDENTS' RESPONSIBILITY

1. Respect the rights and beliefs of others.
2. Treat others with courtesy and consideration through words and actions. Bullying will not be tolerated on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention,

suspension and/or expulsion depending on the results of the investigation.

3. Be fully responsible for their actions and the consequences of their actions.
4. Respect the property of others.
5. Respect and obey the rules of the St. Bernadette School.
6. Show respect to those who are responsible for enforcing the rules of the school.
7. Be a positive role model for others by putting forth their best efforts, engage in positive cooperation and solve conflicts and problems in a constructive manner.

PARENTS' RESPONSIBILITIES

The development of the moral character and ethical behavior of the child is in the Christian home and is primarily the responsibility of the parents. The parents, therefore, have the unique opportunity:

1. To develop good behavior habits as well as positive attitudes toward school.
2. To cooperate with the school in teaching the child responsibility.
3. To inform the school about special health problems and changes that may occur in the life of the child.
4. To become an active partner with the school in the educational process through communication, that is constructive and beneficial to both student and school.

TEACHER AND SCHOOL PERSONNEL AUTHORITY

The authority of each teacher, substitute teacher, tutor, lunchroom and playground supervisor applies to all pupils at all times and places related to the school, such as church, and at all activities away from the school area.

APPROVED DISCIPLINARY MEASURES

The following disciplinary measures are approved:

1. Conference with pupil and/or parent.
2. Reproof, private or public, conditioned by the case.
3. Isolation within the range of the teacher's vision.
4. Loss of privileges:
 - Detention should not occur during the lunch periods, or during class time (e.g. music, physical education, etc., except in special circumstances.)
 - Students who are detained shall never be without supervision.
 - Whenever detention becomes necessary, the child will be sent to the office to reach his parents by phone and a note will be sent

home requesting the parent select a date for the detention. The detention should be served as soon as possible, preferably on the day it is issued. It is the responsibility of the parent to arrange transportation for the child.

5. Conference with the principal.
6. Serious and repeated misconduct is liable to suspension and expulsion as outlined in Diocesan policy #5114. Suspension of 1-10 days may result from a major violation of school rules. Participation in extracurricular activities during days of suspension is not permitted. If a student is suspended, the principal will notify the custodial parent by telephone and in writing. Diocesan policy will be followed in the event of a suspension or expulsion. If it is deemed appropriate that a student's continued attendance at St. Bernadette School would not be in the best interest of the student and/or community, he/she will be suspended and subsequently expelled from the school. A specific procedure is detailed in the Diocesan Policy book and would be strictly followed. If parents consider the expulsion unjust, they may petition the Superintendent to the review the decision.
7. A person employed or engaged as a teacher, principal, or administrator in a school may use physical response "to obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property." (Ohio Law 3319.41)

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

CODE OF ADULT CONDUCT

"CODE OF CONDUCT FOR VOLUNTEERS"

- Volunteers work collaboratively with the pastor and/or other supervisors and associates in ministry.
- Volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Volunteers are competent, and receive education and training commensurate with their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Volunteers act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.

- Volunteers are accountable to the pastor or other duly appointed representative.
- Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Volunteers respect confidentiality.
- Volunteers adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
- Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
- Volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

CRISIS PLAN/EMERGENCY OPERATIONS PLAN

St. Bernadette School has established procedures to protect its students. Evacuation drills are held on a regular basis for emergency situations such as fire, tornado and rapid dismissal. Emergency procedures are posted in classrooms and are available to parents, pupils and school personnel.

If an emergency plan is activated, and evacuation to another location is necessary, students and teachers will walk to Grace United Church of Christ, 1185 Pleasantville Road. This is our primary evacuation site. Sanderson School, 1450 Marietta Road, is our secondary site. Parents will be notified of the emergency using an emergency communication system (via School Messenger). *SEE: School Messenger*

If any emergency plan is activated, information available to the school regarding the circumstances surrounding the situation will be communicated to the parents.

Emergency School Dismissal Procedures

While walking to alternative sights, students will remain with their classroom teacher, and will remain with that teacher until students are released to their parents. Parents should go directly to the Dismissal Table when they arrive. Runners from that table will find all of the children from that family and bring them to the Dismissal Table. STUDENTS WILL BE DISMISSED BY FAMILY.

Parents should sign-out their children on the *Emergency Dismissal Sign-Out Sheets* located at the Dismissal Table. NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.

The school personnel at the Dismissal Table should use the *Transportation Changes* and *Unable to Reach These Parents* forms when appropriate.

DRESS CODE

- Students of St. Bernadette School are expected to dress within the guidelines of the dress code. Notes will be sent home addressing any uniform concerns.
- Please note that the length of shorts, skorts and uniforms should be NO SHORTER than the student's extended fingertips. This applies to out of uniform attire as well.
- On All-School Mass days, girls are to wear their uniform jumpers and boys are to wear dress shirts and long uniform pants.
- Hair shall be clean and neatly groomed. Hair shall not interfere with the educational process. Parents are encouraged to insist on moderate hairstyles.

UNIFORMS:

Jumpers – must be purchased through the uniform company (Navy blue skirts are NOT part of our school uniform)

Skorts— plaid only, must be purchased through the uniform company

Pants – boys and girls – solid navy cords, solid navy dress pants

Shorts – boys and girls – solid navy blue (cords, twill, gabardine, polyester with zipper and belt loops) Shorts may be worn throughout the year at the discretion of the parents.

Shirts/ Blouses –light blue, pale yellow or white, short or long sleeves. These may be woven or knit with pointed collars; light blue or white turtlenecks. *yellow blouses/shirts must be purchased from the uniform company

Sweaters – boys and girls- solid navy blue, solid white; pullover or cardigan, St. Bernadette sweatshirts.

Home and School Sponsored products- any St. Bernadette polo shirts or sweatshirts sold through our Home and School Association are considered acceptable uniform wear for both boys and girls.

School T-shirts – T-shirts with the school logo, etc, purchased through the Home and School, are acceptable uniform wear on Tuesdays. T-shirts must be worn with uniform pants or shorts.

Socks— Navy blue or white; no other colors will be permitted. Leggings need to reach the ankles. PLEASE REMEMBER THAT LEGGINGS ARE NOT UNIFORM PANTS, and should only be worn under a uniform or skirt.

Shoes – Suitable for school and weather conditions. When purchasing new school shoes (tennis type), please avoid black soles. These tend to leave marks on the floor. No open toe shoes will be permitted.

Scouts: Students who are in boy or girl scouts of any type are permitted to wear this uniform on the day they have their meeting.

Out of Uniform Days – A certain appropriateness is expected of student dress even on non-uniform days. For Example: no ragged clothes, tank tops, halter-tops, or T-shirts with slogans not upholding *Peacebuilders' Principles*. Out-of-uniform clothing should be as dressy and as modest as uniform attire.

NOT UNIFORM –Blue jeans, T-shirts, spandex pants, gym shorts, *Cargo* pants or shorts, sweat pants, yoga or exercise pants, hooded sweatshirts/sweaters/etc., any shoe with wheels. Shorts should not be seen below jumpers.

St. Bernadette School believes that proper etiquette, social customs and good grooming are a part of the educational process. We are committed to instill and maintain a standard of dress that will prepare students for future real world opportunities.

DRUG AND SUBSTANCE ABUSE

Alcohol, tobacco, other drugs, harmful intoxicants, any illegal substance and/or paraphernalia associated with any of the above are considered banned substances. Banned substances are not to be used, possessed or sold on school/parish property or at any school-related activity off school premises. In the case of repeated or more serious violations, (e.g. fighting or other physical confrontation, possession/use of dangerous/illegal/banned items, substance or material, menacing/threatening/harassing behavior, defiance in matters of faith, practice or church teaching, truancy), the school may abandon the process in favor of stronger consequences which might include detention, referral for intervention/counseling, suspension and/or expulsion.

EARLY DISMISSAL POLICY

Early dismissal is strongly discouraged. If it is necessary for a student to leave school early, the request MUST be in writing from the custodial parent or guardian to the teacher who then sends it to the office. Parents are to meet the student in the office and sign the student out of the building.

Parents may not take home another family or child unless we have a note in the office. Verbal or written permission MUST be given.

Permission for a student to leave school when school is in session will require approval by the principal or designated authority.

ELECTRONIC DEVICES

Students are not permitted the use of cell phones, I-pods, MP3 players, and other electronic devices during school hours. Exceptions to this practice may be made at the discretion of the principal.

EMERGENCY CONTACT SYSTEM

See School Alert System

EMERGENCY INFORMATION

In case of an emergency, each student is required to have an Emergency Form on file. If you change your address or phone number, please be sure that you inform the school office.

THE FOLLOWING INFORMATION IS NEEDED

(PLEASE COMPLETE AND RETURN EMERGENCY FORM):

- 1) Parent(s) or Guardian(s) name(s)
- 2) Complete and up-to-date address
- 3) Home phone and parent(s) work phone
- 4) Emergency phone numbers of friend or relative. People on your emergency form should be able to pick up your child.
- 5) Physician's name and address
- 6) Medical alert information

EXTENDED DAY PROGRAM

This program will be available to St. Bernadette School families who have children registered for the 2017-2018 school year, and will be in operation before school, as needed, and 2:40-5:30pm, when school is in session. Detailed information about the program is available in the school office.

Families wishing to use the EDP will need to pre-register for the program by completing a registration packet. Pre-registration is necessary in order to collect required information for students participating in the program.

Registration will open on August 1st. A \$30 supply fee per child must be paid in full to the EDP coordinator before school begins. EDP will provide wonderful opportunities for St. Bernadette students while meeting the needs of our school families.

FACULTY MEETINGS

The teachers have a regularly scheduled meeting typically on the first and third Thursdays of each month. These meetings begin promptly at 2:40 and are usually finished about 4:00.

FEEDER SCHOOL AREAS

St. Bernadette fifth grade students typically transfer to St. Mary School (309 Chestnut St., Lancaster) for grades 6, 7 and 8. Any student successfully completing fifth grade at St. Bernadette cannot be denied enrollment at St. Mary Middle School.

Fisher Catholic High School (1803 Granville Pike, Lancaster) offers grades 9-12.

FIRST AID / MEDICATION

Please see HEALTH POLICY

HARASSMENT POLICY

In accordance with Diocesan Policy # 5140.05, the school should provide an atmosphere free of harassment of students based on gender, race, religion, etc. Since the church supports the dignity of persons of all ages, harassment in any form is not acceptable. All allegations of sexual harassment will be taken seriously and promptly investigated.

Diocesan Harassment Policy-

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic Schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member, or volunteer should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes but is not limited to the following:
 - Offensive sexual flirtations, advances, propositions;

- Continued or repeated verbal abuse of a sexual nature;
- Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- The display or circulation of sexually explicit or suggestive writing, picture or objects;
- Any offensive or abusive physical or verbal conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about, or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school, or athletic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g. student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level and the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individual and circumstances.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

HEAD LICE POLICY

Head Lice is one problem that happens during the school year.

SOME IMPORTANT THINGS TO REMEMBER:

- 1) Don't panic and don't be embarrassed.
- 2) Treatment to get rid of lice is simple if followed correctly.

THE POLICY FOR ST. BERNADETTE SCHOOL IS:

- 1) Personnel designated by the administration may check students showing signs of head lice.
- 2) Parents are contacted when an active infestation of head lice or nits is identified in a student's hair.
- 3) Students with an active infestation of head lice must be sent home. The school nurse will give information to parents.
- 4) Students will be readmitted to school when appropriate treatment has been initiated and all nits have been removed.

TREATMENT FOR HEAD LICE:

- A special shampoo (or other approved methods of treatment) is needed.
- Use a nit comb daily.
- Clean all family combs and brushes in hot water (about 150° F.), soak about 5-10 minutes. Don't forget headbands, barrettes and other hair accessories.
- Launder in hot water (at least 130 °F.) all hats, clothing, towels, washcloths, bed linens and pillows. Put in hot dryer for at least 20 minutes. (if pillow is not washable, put in very hot dryer)
- Vacuum all carpet, sofa, and chairs— clean bedroom and bathroom throw rugs.
- Vacuum car upholstery where head may rest.
- Put non-washable clothing possibly infected and all dolls, stuffed animals, etc. in a tightly closed bag for at least 2 weeks. When ready, open bags outdoors and shake each item vigorously.

NO CHILD IS PERMITTED BACK IN SCHOOL UNTIL ALL NITS ARE REMOVED.

HEALTH POLICY

Any medical, dental, doctor statements or calls to the school regarding the health of a student will be kept on file.

Health and immunization records on each student will be on file before the child may be admitted to school. According to Ohio Law, all children must have at least four doses of oral polio; five doses of DTP, two doses of each of Measles, Mumps, and Rubella (or a combination MMR) given after the child's first birthday, and a series of three Hepatitis B vaccine. A medical authorization form will be completed for each student by the parent at the beginning of each school year. This form will be kept in the school office and will enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Whenever a student becomes ill or injured at school, the student should inform the teacher and report to the office. Parents will be notified if a child is too sick to remain in school. Transportation of the child is the responsibility of the parents.

Common Illness and School Attendance Guidelines

Fever:

Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle-ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

Colds:

Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to cough or sneeze into their sleeve or use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

Infections:

Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin,

and strep infections. (Exception is pink eye, not all doctors treat this, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated.)

Administering Medications to students according to Diocesan Policy:

When medication is prescribed for a student, parents are encouraged to discuss with the physician the possibility of medication outside of school hours. We recognize, however, that there are situations where this is not in the best interest of the child.

A student needing prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization must include the following:

- 1) Written permission from parent or guardian.
- 2) Medication must be in original containers and have affixed label including student's name.
- 3) Accurate records of the medication given must be kept.
- 4) A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
- 5) The school cannot administer prescribed medication unless these guidelines are strictly followed.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. The school will consider administering such medication if parents provide a signed, written request for such which includes the specific dosage and the time at which the medication is to be administered. In most cases, school personnel will not honor a request to exceed the label instructions without a physician's statement. Any such medication should be sent to the school office in its original container.

HOME WORK

Homework is an outgrowth of in-school lessons.

The objectives of homework:

- Homework should supplement and support classroom work.
- Homework should reinforce learning through practice and application.
- Homework should foster parents' awareness of the child's learning activities.
- Homework should develop student responsibility and self-direction through independent effort.

The guidelines of homework:

- 1) Homework should grow logically through classroom instruction.
- 2) Students should not be expected to deal with totally new skills.
- 3) Students should clearly understand the objectives and process.
- 4) Homework should be reviewed by the classroom teacher.

If you feel that your child is spending too much time on homework assignments, please get in touch with the classroom teacher.

ILLNESS

If a child becomes ill at school, the parents will be contacted. Please be sure that we have on file in the office an emergency phone number where you can be reached.

INVITATIONS

Invitations for non-school sponsored events may be distributed at school if they are inclusive of the entire grade.

LOCKERS

The children are assigned a locker at the beginning of the school year. Students are expected to keep the lockers clean. Our lockers measure 12" x12" x 36", please keep this in mind when buying book bags.

The school cannot be responsible for valuables that are left in lockers.

MISSION STATEMENT

The Mission of St. Bernadette School is to celebrate Christ's love through Catholic teachings and traditions, daily service to others, and academic excellence.

NON-DISCRIMINATION STATEMENT

St. Bernadette School does not discriminate in the acceptance of students upon the basis of race, color, religion, sex, national origin, or disability.

PERSONAL PROPERTY

It is important that all personal property (clothes, books, book bags, etc.) have the student's name clearly marked on it. Unclaimed articles will be given to St. Vincent de Paul at the end of each quarter. A permanent marker is the best way to mark book bags, etc.

PLAYGROUND GUIDELINES

- PLAY AREA – children must be within the sight of the playground supervisor.
- Children do not play on the left half of parking lot (beyond the chain/cones) because of cars and buses. Children are not allowed behind the school building. Children are not to climb or hang on trees.
- GENERAL PLAY – rough play is discouraged ~ no tackling, kicking or anything that would endanger another student is permitted.
- SWINGS – children are to sit down when swinging; are not to jump out of swings, or twist chains to spin; Children are not to swing sideways. Children should not play near other people swinging.
- ROPES – may be used for jumping only
- DRAGON'S DEN- students are not allowed to play at the bottom of the slides. Students are to use the slides in a seated position, facing forward. Jumping from or walking on the high walls is not permitted. Children should not push, shove or do anything that would endanger other children. Children are not permitted to use balls or ropes on the playground (wooden structure). No chasing or fleeing games are permitted. There is to be no running in the stones.
- Equipment brought from home may be used only with permission from the playground teacher.
- Students are expected to “freeze” when the bell rings, or when they hear a whistle. They are to listen for directions from the adult on duty.
- No student may leave the playground to enter the building without permission from the supervising teacher.
- All children will be expected to go outside (at the discretion of the playground teacher) unless the student brings a note from the parent to remain inside because of illness or injury.
- Please dress children according to the weather for the day.
- Children must line up quietly and enter the building quietly at the end of recess.

PROFESSIONALISM OF CATHOLIC SCHOOL PERSONNEL

(Diocesan Policy # 4116.1)

- In keeping with the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the diocese and school, Catholic school personnel are expected to be examples of moral behavior and

professionalism. School personnel may be suspended or terminated for violations of these standards. School personnel have the right to appeal such disciplinary actions through the grievance procedure.

- St. Bernadette school teachers perform a specific religious function. Teachers are expected to incorporate into every content area the teachings of the Catholic Church. Teachers must meet the requirements of Policy #4113.1: Religious Education Certification – All Teachers (see below). All teachers in the Diocese of Columbus who do not teach religion are required to obtain Introductory Certification in Religion no later than their second year of teaching.

PROMOTION OF STUDENTS

Various factors are considered when making a retention determination. The following should be considered: academic progress, possible learning disabilities, and social and emotional maturity. Academic progress should be reviewed using the following indicators: daily work, progress reports and standardized testing.

In grades K-3, students, who have not made satisfactory progress in meeting the standards in the areas of language arts and/or mathematics, should be considered a possible candidate for retention. The skills in these core areas are necessary for success. Also, the emotional and social maturity of the student is important considerations for retention in the primary grades.

In grades 4 and 5, students should have made satisfactory progress in meeting the standards in the following core subjects: language arts, mathematics, religion, social studies and science. Retention should be determined by focusing on whether or not the student has the skills and knowledge in the above core subjects to be successful at the next grade level. Also, an important consideration is whether or not a second year at the same grade level will enable the student to gain the skills and knowledge not learned the previous year.

PUBLISHING STUDENT INFORMATION

- Diocesan Policy 5126.08 states that a school employee, school organization or the Diocese may publish student information in various formats, including websites, unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports awards, and date of graduation.
- Addresses and phone numbers of our families are published annually in the St. Bernadette Home and School Directory (the “Bee Book”). These directories are only distributed to school families. In addition, other sub-committees of the Home and School Assoc. sometimes ask for class lists to track fundraisers and other business. If you do not want your address and phone number to be

published or given to St. Bernadette organizations, please call the school office (654-3137) before the beginning of the year.

- A consent signed and dated by the parent of a student must be obtained to release PERSONALLY IDENTIFIABLE INFORMATION. Personally identifiable information is information that makes the identity of the student more traceable. Personally identifiable information includes pictures with or without names, addresses, social security numbers, ID numbers, and personal characteristics (height, weight, etc.) educational records. Parents will be contacted regarding the specific information to be released, the reason, and how the information will be released. Parent consent will be obtained before the information will be released to a third or subsequent party.
- Parents will be asked to complete a “Personally Identifiable Information Release Form” as defined in Policy 5126.2.

RECRUITMENT

The St. Bernadette School exists for the Christian education of the children of our parish. Its philosophy and goals are designed around the belief that knowledge of God and the Christian way of life parallels knowledge in general.

In order for St. Bernadette School to continue its strong educational program there must be an equally strong recruitment system. This system must include the pastor, faculty, parents and the parish. Recruitment must be important to all because numbers provide funds for a total school program and it provides a variety of peer relations for your child.

We believe that the child’s social development begins in the family atmosphere. It is our responsibility to assist the parents in the forming of habits that will enable the child to live a self-disciplined, generous life that reaches beyond himself in service to others in his community and in the world. In order to accomplish these goals, open lines of communication between school, home, and parish will be encouraged in every way possible.

The parents are an important and necessary part of our on-going recruitment program. They are needed to spread the good news about the positive educational climate and the Christian atmosphere of the school. They are the first line of communication to new parents who might wish to send their children to St. Bernadette School. Please notify the school office (654-3137) about any new parish members with school age children.

RELIGION

The Religion formation of our students is the PRIMARY AIM and PURPOSE for the existence of St. Bernadette School.

The Basic Teaching for Catholic Religious Education proposed by the National Conference of Bishops, sets down the principle elements of the Christian message for Catholic in America. It enumerates the three basic themes that must be present in all Religious Instruction:

- The Importance of Prayer
- Participation in the Liturgy
- Familiarity with the Holy Bible

These themes compliment the three-fold obligation we have:

- 1) To teach the basic doctrine
- 2) To form a Christian community
- 3) To be of service to our neighbor

PRAYER

Our students are taught the formal prayers suggested by the Bishops – namely, The Sign of the Cross, Our Father, Hail Mary, The Creed, Acts of Contrition and the Rosary. In addition, the children learn to pray spontaneously and join their classmates and teachers in praying together in Religion class. They have the opportunity of participating in the Greatest Prayer of the Church – the Mass.

LITURGY

Emphasis on the liturgy as a source from which we all can draw strength as a community is one of our goals at St. Bernadette. Each Monday, Wednesday, and Friday classes will celebrate Liturgy.

FORMATION OF CHRISTIAN COMMUNITY

We teach the meaning of community by having children experience community. All of us at St. Bernadette strive to perfect this Community of Faith by respect, love and trust of one another as we try to imitate Christ in the living out of our daily commitment to Christ.

SERVICE

If we have heard the message and experience Christian Community, we cannot help but move into the area of service. Christ gives His people different gifts, not for themselves, but for others. We have and hope to continue to provide many opportunities for the children.

REPORT CARDS

The purpose of our report card is to communicate to the students and parents what the student knows and is able to do. The report indicates academic achievement – not capacity, effort or attitude.

We are using a diocesan developed report card to convey information to parents.

The diocesan courses of study are based on National Standards and Ohio's Core Curriculum. Each progress report subcategory represents a standard from a course of study. These standards are the benchmarks that have been set for our students to achieve.

Continuums listing the specific skills at each grade level will be used as a communication tool with parents.

Report Cards are given quarterly. Parents are asked to study the card carefully, sign it and return it to the school within one week. Life Skills Reports will be sent home as needed. These reports reflect not only study skills, but also behavior.

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to serve the community, particularly the Catholic community of the diocese, and to reinforce parental efforts to share faith values with their children.

Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardian(s) who sincerely seek the religiously oriented education which Catholic schools provide.

Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission), or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, athletic/extracurricular activities.

While preference is given to members of Catholic parishes, others are normally to be welcomed on a space available basis.

Pastors and principals must exercise discretion in judging admission to pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the laws or court orders affecting integration in public schools.

THE ROLE OF A DIOCESAN TEACHER

The teachers at St. Bernadette School perform a critical and unique role in creating and maintaining the Diocesan schools' religious educational environment. Our teachers perform a specific religious function. They are expected to incorporate into every content area the teachings of the Catholic Church. The religious nature of the school impacts every aspect of our teachers' employment (as stated in policy #4116.05).

SAFETY

These are some basic rules for the safety of all the students:

No child may leave the school grounds or school area without permission.

No child may enter the school building while on recess unless given permission by the duty teacher.

No child may ride another school bus except the one assigned at the beginning of the school year.

SCHEDULE

7:35 AM	Doors open
7:50AM	First Bell ~ Arrival for Grades K-5
7:55 AM	Tardy Bell
8:30 AM	AM Preschool Arrival
11:00 AM	AM Preschool Dismissal
11:10-11:50 AM	Lunch/ Recess for Grades K-5
11:50 AM	Recess Bell
11:55 AM	Tardy Bell for afternoon session
12:00 PM	PM Preschool Arrival
2:30 PM	PM Preschool Dismissal
2:35 PM	Dismissal for Grades K-5
2:40-5:30PM	After-school care

SCHOOL ALERT SYSTEM

St. Bernadette School participates in an emergency contact system, through School Messenger. Each student in our school is enrolled via his/her home phone number. Parents are required to register on-line and enter alternate emergency numbers for their family. Email addresses can also be uploaded into the system. In the event of a school emergency, a message generated from the school, will be sent to the contact numbers in the system. This system will be used only for emergencies.

SCHOOL SECURITY

The school has installed a security system. All doors will be locked during the school day. Entrance can be obtained at the front or rear entrances by ringing the doorbell. To keep our building safe, students will be instructed to “not open doors.” Security cameras monitor school entrances, hallways, parish hall, and both parking lots; and run on a continuous loop.

SCHOOL VIOLENCE

Students have the right to attend school in a safe environment free of harassment intimidation, or any threat to personal safety. All threats of violence will be treated seriously.

No student will use, possess, handle, transmit or conceal any object, which is, or can be considered, a weapon or instrument of violence. Such objects are prohibited on school premises and at school-related functions, and will be confiscated.

In accordance with Diocesan Policy #5140.02, St. Bernadette School will not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation. (See Code of Conduct)

SPORTS

Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere conducive to the growth and development of every participant. St. Bernadette School does not facilitate grade school sports.

STAFF – please see Volunteers

STATEMENT OF PARENT COOPERATION

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

STUDENT RECORDS

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are:

- 1) school personnel
- 2) parent(s)/guardian(s) of a minor student
- 3) the student who is 18 years of age or older

- 4) non-custodial parent of an individual minor student unless denied access by a court order
- 5) officials of other schools to which the student transfers

Parent(s)/ guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.(Diocesan Policy 5125.0)

TARDY POLICY

Please refer to attendance policy page

TECHNOLOGY / ACCEPTABLE USE POLICY

We are pleased to offer St. Bernadette students access to the school's computers and the Internet. To gain access to the school's technology resources and the Internet, all students must obtain parental permission.

Access to the Internet will enable students to explore thousands of libraries, databases and other resources throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, St. Bernadette School supports and respects each family's right to decide whether or not to apply for access.

St. Bernadette School follows the policy set by the Diocese of Columbus, Office of Catholic Schools. See Policy #6142.1 listed in the ADDENDUM page 36.

Computer access is a privilege that may be revoked if used in a manner not consistent with the Diocesan Technology policy. Violation may also result in other disciplinary and/or legal action.

TELEPHONE

The school telephone is in the office and is to be used by the students for an emergency only. No student or teacher will be called to the telephone during school hours unless it is an emergency.

TOYS

No squirt guns, trading or selling of collectible toys, or anything which would interfere with the learning process are permitted at school.
No handheld games will be permitted at school.

TUITION

St. Bernadette School is supported by both the collection of tuition and the parish through generous parish Sunday contributors.

Families may choose one of the following payment plans:

- 1) Full payment by August 1 of the current school year.
- 2) 10 monthly payments- July through April- due by the 20th of each month.
- 3) 4 quarterly payments.

All tuition is to be paid in FULL by the May payment date. Progress Reports will be held until complete payment has been made. No records are forwarded to other schools until all bills have been paid. Registration will not be accepted for the next school year until all fees have been paid in full. And enrollment to other Catholic schools will be denied until financial obligations are met.

TUITION REFUND POLICY

Withdrawals – The school must be notified, in writing, if a parent intends to withdraw a student prior to the end of the school year. The effective date of the withdrawal is determined by the written notice. Parents must also sign a release so that records can be forwarded. A parent may not transfer official school records. Records may only be released upon full payment of all financial obligations and only to the receiving school. Tuition is charged for the remainder of the term (quarter), in which the student is in attendance as determined by the effective date of the withdrawal.

VISITORS

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE WHEN ENTERING THE BUILDING DURING THE SCHOOL DAY; AND COMPLETE AND WEAR THE VISITORS' PASS WHILE IN THE BUILDING. (OHIO REVISED CODE)

For the safety of our students, all are to enter the building at the main entrance. Unscheduled parent visits to the classroom, cafeteria or playground are not permitted. This includes walking your child to the classroom or going to the classroom to pick up your child. All items should be brought to the office. Parents are to make an appointment through the school office to see the teacher. Parents should not go to the classroom before class. The teachers are to be supervising their class.

VOLUNTEERS

Any adult responsible for the care, custody or control of students in any school or school sponsored activity must submit to a criminal background check, including fingerprinting through BCI, and attend a “Protecting God’s Children” session as stated in Diocesan Policy #4110.0, prior to their involvement. Volunteers are expected to follow a Code of Adult Conduct (please see page 15). Volunteer Drivers – in addition to the requirements above, volunteers who drive for field trips or other school/parish sponsored events, will be required to submit copies of his/her current driver’s license, proof of insurance and vehicle registration. These copies will be kept on file in the school office only until the completion of each field trip, at which time, the information will be destroyed.

WEATHER EMERGENCIES

In case of inclement weather, you will be contacted by phone through the emergency contact system—School Messenger. Please make sure the school has your contact number.

The greeting on the school’s answering machine will also have a recorded message of the day’s plan. If Lancaster City Schools cancels, St. Bernadette will automatically close. On occasion, St. Bernadette will cancel independently from Lancaster City.

If school is delayed by one hour, morning preschool classes will still meet. If the delay is 2 hours or more, morning preschool classes will be cancelled.

WELLNESS POLICY

St. Bernadette School recognizes that it is essential to educate the whole child, spiritually, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.
Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade level indicators are included in the Science Course of Study (2002).
2. Nutrition guidelines, charts, suggestions for health food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, we encourage healthy snacks, such as carrot sticks or cheese and crackers, to be eaten during this time.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.
2. All students in grades K-5 shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess time.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs to be physically active outside of school.

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

School-Based Activities

1. The Religion Course of Study supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. St. Bernadette uses food in limited ways as a reward for behavior, and minimizes sugary treats for classroom celebrations.
3. Parent education concerning wellness should be provided by the school as is appropriate.

Our school lunch program follows nutritional guidelines.

Nutrition Guidelines

1. St. Bernadette School program will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Milk and water are the only beverages available at lunchtime.
4. Drinking fountains are available.
5. All schools are required to measure and evaluate their wellness policy.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.

2. Based on the regular reviews, we will determine any revision necessary to support wellness in the school.

ADDENDUM

Diocese of Columbus-- Technology Acceptable Use Policy

Please read this document carefully before signing.

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet: Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list servers; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space

or network space.

- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize Diocese technology equipment or software in any way.

- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Internet Users: If you continue past this page you are agreeing to the terms of the Columbus Diocesan Technology Acceptable Use Policy. This means you will be subject to the consequences for violations of that policy.

A Summary of the policy Concerning Use and Care of Computers and Equipment & The Acceptable Use Policy of Internet and On-lin

Do:

- Sign in
- Take care of equipment
- Ask for help with printer problems
- Print just one copy of a document (School related only!)
- Use the Internet for educational pursuits
- Treat teachers and fellow students with respect
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians,
- tech teachers and lab assistants
- Close applications by going to File and Quit and then sign off when you are finished
- Leave computers on)

Don't:

- Have food or drink around equipment
- Share any passwords
- Access or download any inappropriate material
- Access chat rooms, newsgroups or list serves or instant messaging
- Access or download games, game cheat codes, MUD's, MOO's or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts or cabling
- Access or manage a personal web page on school computers
- Download without permission

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Signature Section:

PLEASE PRINT, SIGN AND RETURN THIS PAGE TO
THE SCHOOL BY SEPTEMBER 1, 2017

Our family has read the Parent/Student Handbook. We are aware of, and understand the contents. By signing and returning this sheet, we have agreed to be governed by the policies, rules, and regulations of St. Bernadette School (including Technology Acceptable Use Policy). Also, I authorize that my child's name, my name, address, and phone number be listed in the student directory, which will not be furnished to any persons other than parents of children enrolled in our school program. Permission is also given for St. Bernadette School to take my child's picture. I understand that it MAY appear in the school newsletter, local papers or on the school's website (without personally identifiable information).

Please list any exceptions below:

Student	Please print	Date
Student	Please print	Date
Student	Please print	Date
Parent/ Guardian Signature	Please print	Date
Parent/ Guardian Signature	Please print	Date