

*St. Bernadette School Student  
Handbook  
Preschool-6<sup>th</sup> Grade*



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AUTHENTICALLY CATHOLIC

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WHOLE-CHILD EDUCATION

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## **ST. BERNADETTE CATHOLIC SCHOOL**

Dear Parents,

Welcome to the Saint Bernadette Catholic School family. Our entire staff is happy to be providing a great educational experience for your child. The purpose of this handbook is to make you aware of our policies, procedures, and other information about our school.

The pages of this handbook contain a lot of information. Please read the handbook carefully, including the updates on the last few pages. There may be a rare occasion when something new arises that is not clearly part of the handbook. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

Please share this handbook with your child. We encourage you, the parents, to become involved. Every time a parent becomes involved, our school becomes better and stronger. We invite you to participate in the life of your child. Thank you for supporting Catholic education at St. Bernadette Catholic School.

Sincerely,

The Administration and Staff of St. Bernadette Catholic School

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740-654-3137  
1325 WHEELING ROAD, LANCASTER, OHIO 43130  
STBERNADETTESCHOOL.COM

## 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.

## 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.

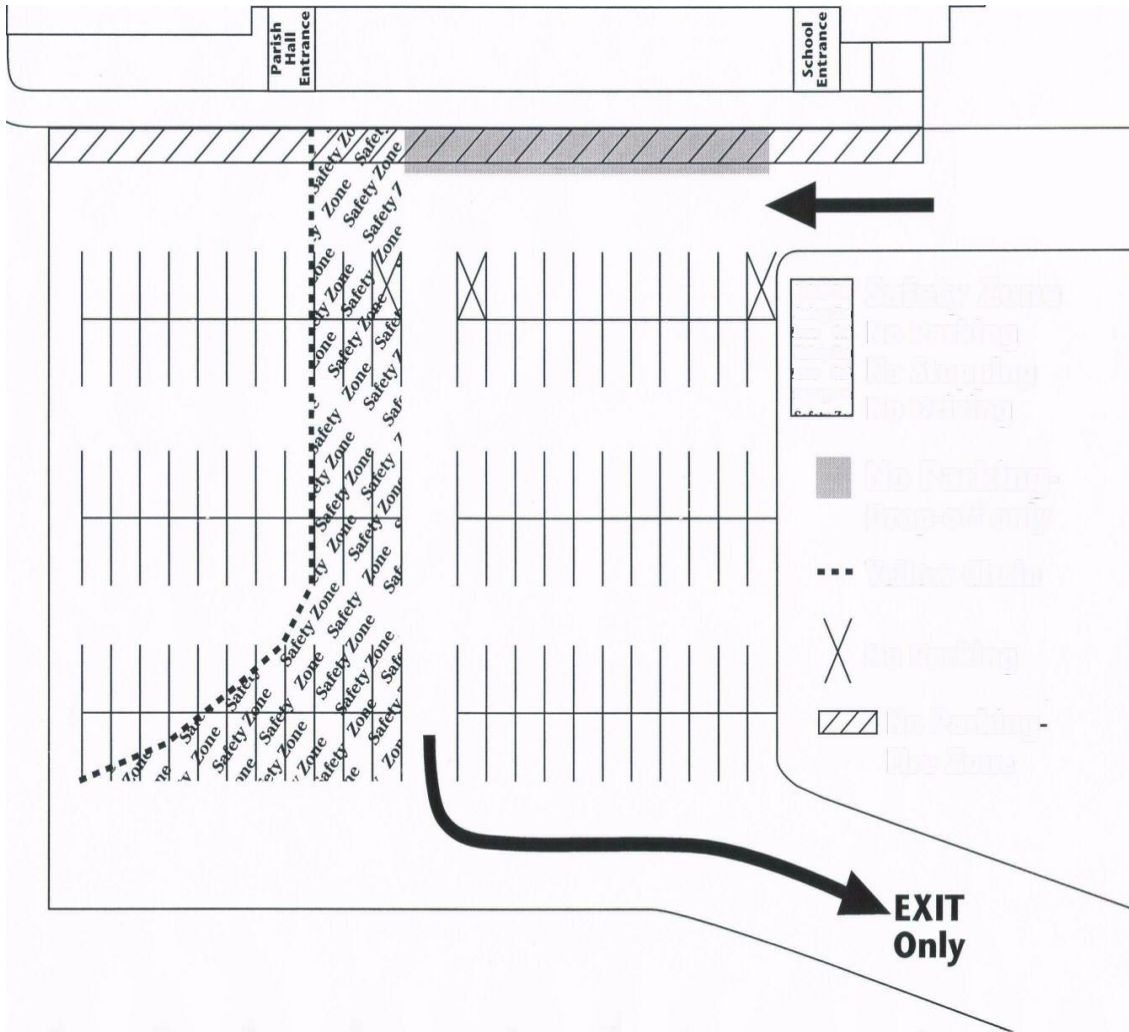
Children from other grades will be placed on an individual basis, based primarily on ability to do the work of that grade and on available space as defined in Diocesan School Policy #6151.00

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. A teacher will be on duty beginning at 7:30am.
  - a. Bus students arriving before 7:30am should enter the building and go to the school library where they will be supervised.
2. When dropping off children at school, parents should not park or 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. Drop off from the passenger side of your car onto the sidewalk, or into the safe zone. (see diagram below) If your child requires help getting out of the car, please park in a parking space and walk your child over to the safe zone. 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 their class line.** The first bell rings at 7:50am. The teacher on duty will dismiss the students by class to enter the building. The tardy bell rings at 7:55am. Students should be in their class line by 7:55am in order not to be considered tardy. **Students will not be on the playground prior to the start of the school day.**
4. Each family should establish a routine for arrival and dismissal. Changes to this routine should be the exception, not the rule. If there are changes to a student's regular drop off/ pick up routine, a note should be sent in to the teacher. Parents may also call the school office to let us know of any changes that may occur.
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.
7. **When dropping off or picking students up from school, all vehicles should enter the upper driveway( closest to the church). All vehicles should exit the parking lot using the lower driveway. This helps to keep our students safe and the park traffic in the parking lot flowing smoothly. Entrance only and Exit Only signs are posted at the end of entrances to the church/school parking lot.**



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## ATTENDANCE POLICY

Regular attendance at school is a very critical factor in student achievement. 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 that 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  
Symptoms the students is experiencing if they are ill.

If no call is received, the school is obligated to phone or email the student's home or parent's work to confirm the absence. It is important that the school have a telephone number and /or email 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.** Please send this note in ( or email a note to the school principal or secretary) so that we have this for the student files.

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.

The following are examples for unexcused absences:

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

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. Only one request per year to be excused for a family vacation will be considered.

Missed Work – All assignments given in advance are expected to be completed and handed in when the student returns to class. Students who are absent are expected to take all missed assessments within 2 days of his/her return.

Make-up Work –Make up work will be assigned for students who miss classes. Students who miss class with an excuse or prior approval by the principal will be

expected to make up any missed work. 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. Thank you for your understanding.

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's 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 who are not in their class line or in the classroom when the tardy bell rings at 7:55am will be marked tardy.**

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.

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 of 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

- As a Catholic school, we believe that our Catholic faith should be evident in each classroom and in every class we teach.
- We believe that St. Bernadette Catholic School should be a Christ-centered, family community that welcomes and challenges students of all learning styles and abilities, helping them to learn in a safe, nurturing environment.
- We believe that St. Bernadette Catholic School students, families and staff should work together to support student learning and growth in an atmosphere of mutual respect and open communications.

## BULLYING

St. Bernadette Catholic School shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted. Bullying is a pattern of abuse over time and involves a student being "picked on...". Bullying includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Staff members who observe or become aware of an act of bullying, shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation. The diocese expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

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.

## 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.  
**Toys, books, etc.. should also be placed in the basket and should not be brought to the lunch table.**
7. All students should clean up their space after they have finished eating and dispose of trash in the trash cans.
8. **Students are not permitted to leave the cafeteria without permission from the adult on duty.**

St. Bernadette School cafeteria uses a software program called EZ School Lunch Apps to handle all lunch accounts. This allows for more accurate bookkeeping on our end, and allows parents to easily add money to, and check the balance on, their child's lunch account. New parents will receive an email from EZ School Apps that will allow them to set up a parent account. EZ School App accepts credit/debit cards and EFT payments. Parents may send in a check or cash to be added to their child's account. Our cafeteria will be cashless so no change will be sent home. Balances on lunch accounts at the end of a school year will roll-over to the following year.

Students will check out in the lunch line by giving the cashier their first AND last name.

Saint Bernadette participates in the National School Lunch Program. This allows us to offer free and reduced lunch to those that qualify. We encourage all families to complete an application and explore this opportunity.

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. Step-parents 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. St. Bernadette School continually seeks 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. Many times bullying happens on purpose. St. Bernadette School considers this unacceptable.

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

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.

**All school personnel are mandated reporters. If we suspect a case of child abuse involving one of our students, we are required to report it to the local children's services agency.**

## 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 the principal and 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 school activities away from the school campus. All students are expected to respect this authority.

### APPROVED DISCIPLINARY MEASURES

The following disciplinary measures are approved:

1. Conference with pupil and/or parent. The principal may be involved in any conferences.
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, skirts 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, skirt, or skirts 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.
- **Jewelry worn by students should be kept to a minimum. Earrings worn by our young ladies should be small post style earrings. Hoops and other dangling earrings are not to be worn for safety reasons. Our young gentlemen are not to wear earrings at any time. Students will be required to remove any jewelry or hair accessories that become a distraction in the classroom.**

## UNIFORMS:

- Jumpers – must be purchased through a uniform company or select vendors (Navy blue skirts are NOT part of our school uniform)
- Skorts or skirts— plaid only, must be purchased through a 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, white, or navy blue short or long sleeves. These may be woven or knit with pointed collars; light blue, white, or navy blue turtlenecks.
- Sweaters – boys and girls- solid navy blue, solid white; pullover or cardigan, St. Bernadette sweatshirts (Navy blue or gray) or fleece jackets (navy blue). A **collared uniform shirt MUST** be worn under any sweater or sweatshirt.



- 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 only**. T-shirts must be worn with uniform pants or shorts.
- Socks— All socks should be solid navy blue, black or white; no other colors will be permitted. Leggings may be worn, but PLEASE REMEMBER THAT LEGGINGS ARE NOT UNIFORM PANTS, and should only be worn under a uniform jumper, skort, or skirt.. Even on out of uniform days, leggings should only be worn under a tunic or dress. **Leggings worn as part of the school uniform should be solid navy blue, black, or white. Other colors or designs are not permitted.**
- Shoes – Suitable for school and weather conditions. When purchasing new school shoes (athletic type), please avoid black soles. These tend to leave marks on the floor. No open toe shoes will be permitted.
- Out of Uniform Days – Our students are expected to dress appropriately and modestly on out of uniform days. Jeans with rips in them should not be worn by female or male students at school or school sponsored events at any time. Leggings worn as pants are not to be worn to school or school sponsored events at any time. Leggings worn under a dress, skirt, long shirt, or sweater that falls below finger-tip length when hands are down at their side are permitted as long as the upper garment stays down. Students who do not follow this dress code will be asked to change.
- NOT UNIFORM –Blue jeans, T-shirts, spandex pants, gym shorts, leggings, Cargo pants or shorts, sweat pants, yoga or exercise pants, hooded sweatshirts/sweaters/etc.. 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. The school is not responsible for lost or broken devices.

## 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, and will be in operation before school, as needed, and from 2:35-5:15pm, 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 in August. A 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 Wednesday of each month. These meetings begin promptly at 2:40 and are usually finished about 4:40.

### FEEDER SCHOOL AREAS

St. Bernadette fifth grade students typically transfer to St. Mary Middle 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.

### **Sick Policy**

Students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

Please follow the guidelines below to help keep our school safe and healthy:

- 1) Please report to the **SCHOOL NURSE / OTHER STAFF MEMBER** if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.

2) If your child shows these signs of illness, they must remain home (or will be sent home from school):

- **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
- **Diarrhea, stomachache and/or vomiting** - The student must remain home for 24-48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
- **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
- **Loss of Taste and Smell** - Student should seek medical evaluation.
- **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
- **Other symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

### 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 assigned so that students can practice the skills and standards they are working on in class. Homework helps parents to be aware of what students are learning in class and to support their learning at home. Homework also helps students of all ages to develop responsibility and independent work habits.

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.

## INVITATIONS

Invitations for non-school sponsored events may be distributed at school **only if they are inclusive of the entire grade. This would include birthday party invitations , sleepovers, and other celebrations a family may host .**

## 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.

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## MISSION STATEMENT

The Mission of St. Bernadette School is to educate the whole child--- mind, body and soul, in an authentic Catholic environment, guiding them to grow in grace on their journey to Heaven.

## 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 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, 5 and 6, 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.
- Email addresses and phone numbers of all St. Bernadette Catholic School families will be published annually in a list that is sent to parents only. If you do not wish your information to be on that list, please notify the school office.
- 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

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

In order for St. Bernadette Catholic 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 Catholic 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 Catholic 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 Apostles' Creed, Act 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 Catholic School. All classes from

Kindergarten-5<sup>th</sup> grade will attend Mass each Friday. Students will attend Benediction on Wednesdays and seasonal liturgies during the school year, including Advent and Lent.

### FORMATION OF CHRISTIAN COMMUNITY

We teach the meaning of community by having children experience community. All of us at St. Bernadette Catholic School 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 Catholic 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/ STUDENT PERFORMANCE

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 Ohio's Revised Standards. 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.

Interim reports are issued, for all students, at the midpoint of the first quarter. Interims in quarters two, three and four are issued mid-quarter to any student who is performing "at-risk" in any standard.

Report Cards are issued at the end of each quarter. Parents are asked to study these reports carefully, sign the report card envelope or the interim report, and return it to school within one week.

In-person Parent-Teacher Conferences are scheduled for every student, following the completion of the first grading quarter.

## 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

7:30 AM	Doors open-A teacher will be on duty to watch over students.
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
2:35-5:15PM	After-school care

## SCHOOL ALERT SYSTEM

St. Bernadette Catholic School will use a service called School Messenger to contact our families. These phone contacts may be for emergency or weather related purposes and may also include reminders about upcoming events. We will also be using a company called FACTS for our student information system and will be communicating through emails and texts.

## 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 Catholic 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.

## TECHNOLOGY / ACCEPTABLE USE POLICY

We are pleased to offer St. Bernadette Catholic School 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 Catholic School supports and respects each family's right to decide whether or not to apply for access.

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

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 Catholic 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- August-May - due by the 15<sup>h</sup> of each month.
- 3). St. Bernadette Preschool tuition is divided into nine (9) monthly payments. The first preschool payment must be made by August 15<sup>th</sup>, the final payment is due by April 15<sup>th</sup>.

All tuition is to be paid in FULL by the May 15<sup>th</sup> 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. 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 and staff. ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE WHEN ENTERING THE BUILDING DURING THE SCHOOL DAY. ALL VISITORS WILL COMPLETE AND WEAR THE VISITORS' PASS WHILE IN THE BUILDING. (OHIO REVISED CODE) For the safety and privacy 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 preparing for class and are responsible for their students as the day begins.**

## 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 Catholic 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-line**

**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.
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers and lab assistants
- Close applications by going to File and

**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.

## SERVING SPECIAL NEEDS STUDENTS

### **St. Bernadette Catholic School Policy for Serving Special Needs Students**

St. Bernadette Catholic School is willing to work with parents to meet the needs of their children. Parents with children who currently have an IEP are encouraged to apply for the Jon Peterson Scholarship.

St. Bernadette Catholic School teachers and staff will work to meet student needs within the regular education classroom setting. Our school employs an intervention specialist to work on the goals that are part of the student's IEP. Students who are on an academic support plan or 504 may also qualify for time working with the intervention teacher. The amount of time spent with the intervention teacher will be based on the goals listed in the student's IEP or academic support plan.

St. Bernadette Catholic School will provide the following services for students on the Jon Peterson Scholarship. The services provided and the amount of time the student is served will be based on their IEP and ETR.

- 1) Educational Services
- 2) Speech Therapy Services
- 3) Educational Aides
- 4) Intervention Services

Because St. Bernadette Catholic School cannot always meet the needs of some students, school policy states that the registration of students to St. Bernadette School will be accepted on a tentative basis, pending review of transferred records and student performance by our Intervention Assistance Team and administration.





*St. Bernadette Catholic School*

To: Columbus Diocese Workers, Students and their Guardians

From: St. Bernadette School, Diocese of Columbus

RE: Notification Requirement per Asbestos Hazard Emergency Response Act

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or “AHERA” (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

“Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress.”

“Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.”

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months.

Each of the school buildings has an Asbestos Management Plan that is available for review. The AMPs are available in the school offices.

This notice is provided as the annual notification required by AHERA.



**Annual Notification of AHERA Activities**

**St. Bernadette Catholic School**

To: All school district employees, parents and students

From: Columbus Catholic Diocese LEA

Subject: Annual Notification of AHERA Activities for St. Bernadette School

The following activities took place between July 2022 to July 2023 fulfilling our requirements under 40CFR 763 (AHERA)

- An AHERA re-inspection was performed the summer of 2021
- An AHEAR 3-year re-inspection is scheduled for 2024
- A 6-month surveillance inspection will be performed in December 2023
- A 6-month surveillance inspection is scheduled for June 2024
- No asbestos removal was performed in the 2023-2024 school year
- No asbestos removal is planned for the 2024-2025 school year
- No major or minor fiber release episodes were recorded during the above period

Should you have any questions regarding the information included in this notification, or wish to review the school's Asbestos Management Plan, please contact the principal at 740-654-3137.

# **St. Bernadette Catholic School Preschool**

## **Policies and Guidelines**

On behalf of the St. Bernadette Catholic School faculty and staff I would like to welcome you to the St. Bernadette Catholic School family. Through the grace of God and with the total cooperation and support of the students, parents and staff, we will accomplish a most rewarding school year. In compliance with the Catholic Diocese of Columbus, St. Bernadette Catholic School is committed to:

- Communicating the gospel message of Jesus
- Building and modeling a community of faith
- Orienting students to the obligation and experience of service
- Providing students with the opportunity for growth in prayer

Catholic theology recognizes parents as the primary educators of their children. At St. Bernadette School, faculty and staff members, the parish, and the Diocese of Columbus share in the achievement of these principles. As we strive for educational growth and to continually evaluate, revise, and strengthen our program, we will not lose sight of the reason we are here, which is to serve the needs of each child to the best of our ability. Every decision we make will consider the best interests of the children first.

Again, we welcome all of you to a new and exciting school year!

St. Bernadette Catholic School Administration

### **Philosophy**

Saint Bernadette preschool is an extension of Saint Bernadette elementary school and parish. Our preschool strives to meet the spiritual, emotional, physical, social and cognitive needs of the whole child. Our goal is to provide a safe and loving atmosphere where a child can explore and discover through hands-on interaction with his/her environment. Opportunities will be provided to use and share existing skills and to learn new skills which will help each child establish a positive self-esteem. We approach our goals with a sense of dedication and love.

### **Mission Statement**

The Mission of St. Bernadette School is to educate the whole child--- mind, body and soul, in an authentic Catholic environment, guiding them to grow in grace on their journey to Heaven.

### **Purpose and Goals**

The program activities of our Preschool are designed to meet the individual developmental needs of the children on intellectual, physical, social, and motional levels. It is a leveled learning approach. Each student will receive individual attention; therefore, providing an education that meets the student where they are.

Young children learn through creative play and active exploration and manipulation of their environment. Concrete experiences contribute to concept development in the preschool aged child. Creative play is a powerful tool for your children. This age is best for self-discovery, self-realization and confidence. Play is a major vehicle for the development of the whole child in all area; spiritual, cognitive, social, emotional, and physical.

Our curriculum provides a variety of developmentally appropriate activities and materials and encourages children to be actively involved in the learning process.

Our goals are to plan and restructure play experiences in a Christian environment, which will aid in the enhancement and facilitation of growth and development for each child:

1. To become independent and self-motivated
2. To be able to express his/herself as an individual through language development
3. To be a creative thinker and problem-solver by encouraging him/her to think, reason, question and experiment.
4. To function successfully in a group of peers (i.e. cooperation, sharing, friendship, values)
5. To gain a sense of self-worth as a special part of God's community

St. Bernadette Preschool is licensed by the Ohio Department of Education. The license is posted outside of the classroom door.

### **Admission/Placement and Registration**

No child shall be admitted to the preschool program that is not at least three years old by August 31<sup>st</sup> of the year they are enrolling. Additionally, no child shall be admitted to the Pre-kindergarten class who is not at least four years old by August 31<sup>s</sup> of the year they are enrolling. All Preschool students must be fully potty trained by August 31<sup>st</sup> of the year they are enrolling. At the time of registration, the following items must be presented to the school office:

1. An official birth certificate
2. Immunization records
3. Child's medical statement
4. Parent identification (driver's license)
5. Proof of custody where applicable (Diocesan policy #5119.2)
6. Baptismal certificate (if applicable)

## **Announcements**

A yearly calendar will be sent home to keep families informed of school activities. Additional notices and reminders are sent home and posted on the school website as deemed necessary. Newsletters will come home each Thursday containing important up to date information. This newsletter will also be posted on our website.

## **Attendance**

Attendance is the responsibility of the parent and is probably the most critical factor, which determines educational success. Parents are asked to call the school office to report a student absent from class. This will eliminate the need for school office staff to disrupt parents/guardians at home or at work. A message may be left on the school answering machine. At dismissal time, you or the person you designate to pick up your child must come to the school door. You will be asked to sign out your child. We will not send the children out to the car or allow them to wait outside. Children will not be released to anyone not on their authorized pick-up list unless we are notified otherwise by the parent.

## **Calamity Days/School Closings**

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. 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 for emergencies and other important reminders.

If St. Bernadette School is on a “delayed start” schedule, morning preschool will not be in session. Afternoon preschool will be not in session when school closes early due to inclement weather or another emergency.

## **Child Custody**

If a child does not live with both parents, the school must have on file a copy of current custody orders regarding that child. For the child’s safety and protection, the custodial parent or guardian must provide the school with written notification of the persons to whom the child may be released. This information will be kept on file.

## **Child Progress Report**

A report completed by the preschool teacher regarding each child’s progress shall be sent to parents at least twice a year. Parents may, however, request an updated report at any time during the school year. Two parent conferences will be offered during the year.

## **Class Size**

The St. Bernadette Preschool program shall adhere to the student to teacher ratio set forth by the Ohio Department of Education at all times. No more than 12 three year olds; 14 four year olds; or in the case of a blended class of 3 and 4 year olds, 12 students per teacher/aide shall be enrolled in the preschool program .

## **Communicable Disease (Management)**

All staff members will be trained to recognize signs and symptoms of illness. They will also be trained in hand washing and disinfecting procedures. A qualified substitute teacher will be available when the center staff person is ill.

The Preschool will follow the Health Policy as outlined in our Parent/Student Handbook. Precautions shall be taken for children suspected of having a communicable disease:

- Parents shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
- Children observed with signs or symptoms of illness shall be isolated immediately and discharged to the parent or guardian:
  - Diarrhea(more than one abnormally loose stool within a 24 hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Intestinal difficulty
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of one hundred degrees Fahrenheit
  - Untreated infected skin patches
  - Stiff neck
  - Unusually dark and/or grey or white stool
  - Evidence of lice, scabies or other parasitic infestation

A child with of the following sign or symptoms shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardians. The child, while isolated at the program, shall be watched carefully for symptoms listed above as well as the following:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program
- Within sight and hearing of an adult at all times--No child shall be left unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After

- use the cot will be appropriately cleaned and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition
- Discharged to parent, guardians, or designee of same as soon as possible

The ODHS Communicable Disease Chart is posted in the St. Bernadette School.

Parents or guardians will receive immediate notification by phone when their child is exhibiting signs or symptoms of illness or have been exposed to a communicable disease.

St. Bernadette Preschool is in session only two and one half hours daily, and it is our policy that medication and/or vitamins will not be administered by the staff. Should a special need arise where medication during class time is necessary, we will follow the requirements of the Licensing Department of Human Resources concerning the preschool child and the matter. The staff person responsible will check the regulations governing this matter.

### **Complaint Procedure**

It is encouraged that parents/guardians contact the preschool teacher with any concerns or complaints. If the concerns are not successfully, the parent/guardian should contact the director at 740.654.3137. Also, parents may report any concerns, complaints, and/or violations by calling 614.466.0224 or the Department Ombudsperson at 877.644.6338.

### **Compliance Information**

The laws and rules are available upon request at the school office. The preschool's licensing record, compliance report forms, inspection forms for the building from the fire and health departments, and the evaluation from the State Department of Education, are also, available upon request.

### **Contact Information/Emergency contacts**

A medical emergency card must be completed for each preschool student enrolled in school. The card must indicate emergency contacts as well as the name, address, and phone number of the student's primary care physician and dentist. Parents are requested to keep this card current by notifying the school if there are any changes. **Parents shall keep the school well informed of the proper telephone number at which the parent or guardian may be reached in case of emergency and must promptly inform the school of any address, home phone, or cell phone changes.**

### **Discipline**

The St. Bernadette School code of conduct is enforced at our preschool. Students will generally be given time-outs for violations of the code of conduct. Parents will be notified in writing and/or verbally of time-outs involving their child (ren) that day. Any serious misconduct will be referred to the principal.

Our Preschool method of discipline follows the guidelines for Ohio's School Child Program, which states:

1. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
2. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance.
3. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
4. Discipline shall not be delegated to a child.
5. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so that the child may regain control.
6. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.
7. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
9. Techniques of discipline shall not humiliate shame or frighten a child.
10. Discipline shall not include withholding of food, rest or toilet use.
11. Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

It is important to have the support of parents in matters of discipline. Our goal is to provide a safe and happy environment for your child (ren). The decisions of the principal are final.

### **Health and Safety**

Medical examinations and records of immunizations shall be required of children enrolled in St. Bernadette Preschool.

Nonprescription and prescription medications shall be administered in accordance with program policies and procedures and only with written permission of parent and physician.

First aid supplies and directions for their use shall be readily available at all times the program is in operation.



Children shall have drill practice at least once per quarter during the school year. The program follows the school's written policy and procedures for emergency situations.

A child experiencing minor cold symptoms will be permitted to participate in class activities but may be excused from outside play or strenuous activities.

### **Parental Participation**

Any custodial parent or guardian of a child enrolled in the center will be permitted access to our preschool during its hours of operation for the following purposes; contacting their child, evaluating the care provided by the preschool, or evaluating the premises. Upon entering the premises, the parent/guardian shall notify the administrator or her designee of his/her presence.

### **Parent/Teacher Conferences**

There will be two scheduled conferences offered during the school year. The conferences are designed to discuss the student's progress. Parents may schedule a conference, for any reason throughout the school year by scheduling an appointment through the school office (740-654-3137).

### **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 door bell. 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.

### **Snacks**

Due to ongoing safety and health concerns, St. Bernadette will not be serving snacks in our preschool classes. Our preschool students are only here for 2 ½ hours a day. Morning classes are encouraged to eat a healthy breakfast before coming to school. Afternoon classes are encouraged to eat a healthy lunch before attending preschool classes.

### **Staff**

Any staff member responsible for the care, custody or control of students in any preschool/school or school sponsored activity must submit a criminal background check, including fingerprinting through BCI&I and FBI. Also, they must attend a "Protecting God's Children" session (child abuse awareness/prevention program) as stated in Diocesan Policy #4110.0 prior to their involvement.

### **Student Directory**

Each year St. Bernadette School will publish a list of family emails and phone numbers for each child in our school from preschool-5<sup>th</sup> grade. This list will not be furnished to any persons other than parents of children enrolled in our school. If you do not agree with this practice, please send a written note into the school office by September 1<sup>st</sup> of each school year.

### **Supervision of Students**

1. St. Bernadette Preschool personnel will have current background checks on file in the school office. All preschool personnel must participate in a Protecting God's Children program.
2. When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised.
3. No child shall be left alone or unsupervised.
4. Children should not arrive for school earlier than 8:20AM or 11:50 PM. Special consideration will be give upon request.
5. The preschool staff has immediate access to a working telephone at all times.
6. The fire emergency and weather alert plans are posted in the preschool.
7. An incident report will be completed when an accident or injury occurs or when an incident necessitates administering syrup of ipecac.
8. Spray aerosols shall not be used at any time when children are present.
9. The administrator and each employee are required to immediately notify the local public children's services agency when they suspect that a child has been abused or neglected.

### **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 for indoor recess.

### **Transportation**

St. Bernadette School does not provide transportation to or from preschool.

Parents/legal guardians are responsible for bringing their children to and from classes.

### **Tuition**

St. Bernadette Preschool tuition is divided into nine (9) monthly payments. The first monthly payment must be paid by August 15<sup>th</sup> . The final payment is due April 15<sup>th</sup>.

### **Visitors**

We love having visitors, but there are state laws regulating visits to schools for the safety of the children.

Parents have unlimited access following the procedures listed below.

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.

**Parents of preschoolers should bring their students in through the main school door and go directly to the classroom door and sign them in each day. Parents of preschool students should then exit through the main school doors. At dismissal, the preschool students will be brought out through the parish hall entrance door. The parents should meet their students at that time and sign them out.**

### **Volunteers (classroom/field trip)**

Any adult who wishes to volunteer in the classroom or chaperone a field trip must submit to a criminal background check and attend a "Protecting God's Children" workshop. The background check (fingerprinting) can be done locally at the Sheriff's Office or the BMV, or a private agency. The workshop is free of charge at locations throughout the Diocese. For a list of classes or to register for a class, visit [www.virtus.org](http://www.virtus.org). Feel free to call the school office if you have any questions about these requirements.

### **Water Bottles**

All preschool students should bring a reusable water bottle to school. Please send a water bottle that does not spill easily and that the child can open and close on their own. Water bottles should be filled with water only. Please do not send juice, flavored water, or other beverages. Staff members will refill water bottles as needed at school.

### **Withdrawal/Transfer**

A parent/guardian must notify preschool director of their intent to withdraw or transfer. If the impending withdrawal is due to financial matters or an issue of disagreement, the Preschool Director shall make every effort to work with the family on rectifying the situation before their official withdrawal. All preschool tuition and outstanding debts must be paid in full at the time of withdrawal.

Signature Section:

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**PLEASE PRINT, SIGN AND RETURN THIS PAGE TO  
THE SCHOOL BY the first day of school;  
Or sign digitally online during registration.**

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 Catholic School (including Technology Acceptable Use Policy, AHERA regulations and Preschool Policies). Also, I authorize that my child's name, my name, address, and phone number be listed on the student roster, which will not be furnished to any persons other than parents of children enrolled in our school program. . Permission is also given to 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:

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