

# Table of Contents

<b>MISSION STATEMENT</b> .....	<b>3</b>
<b>BELIEF STATEMENT</b> .....	<b>3</b>
<b>ADMISSION POLICIES</b> .....	<b>3</b>
Underage Admittance .....	4
Priorities of Admission .....	4
<b>TUITION &amp; FINANCIAL AIDE</b> .....	<b>5</b>
<b>THE SCHOOL DAY &amp; ATTENDANCE</b> .....	<b>5</b>
Daily Schedule .....	5
Arrival to School .....	5
Attendance .....	5
Policy for Absenteeism .....	6
Tardiness .....	6
Departure During or at the End of the Day .....	6
Dismissal to Anyone Other than Custodial Parent .....	6
Before School Care .....	6
After School Care .....	7
School Closings .....	7
Vacations .....	7
Take Your Child to Work Day .....	7
High School Shadow Days .....	7
High School Recruitment Database .....	8
Perfect Attendance .....	8
<b>ACADEMIC POLICIES</b> .....	<b>8</b>
Homework .....	8
Assignment Books .....	8
Reporting of Student Performance .....	8
<i>Grading Scale for Grades 4-8</i> .....	8
<i>Marking Scale for Grade 3</i> .....	9
<i>Marking Scale for Kindergarten-Grade 2</i> .....	9
Academic Honor Roll .....	9
Promotion & Retention Policies .....	9
Records .....	10
<i>Non-Custodial and/or Non-Residential Parents Rights to Records</i> .....	10
<i>Report to the Treasurer of the Board</i> .....	10
Testing .....	10
Textbooks .....	10
<b>COMMUNICATIONS</b> .....	<b>11</b>
Publications .....	11
Parent & Teacher Conferences .....	11
Conflict Resolution .....	11
<i>Student Support Team (SST)</i> .....	11
<b>CODE OF DISCIPLINE</b> .....	<b>11</b>
Discipline Philosophy .....	11
General Regulations .....	12
Personal Development Program .....	12
Homework Support Sessions / Detentions .....	12
Personal Development Honor Roll .....	14
Principal's Award .....	14

Suspensions.....	14
Expulsions.....	14
Immediate Detentions, Suspensions, or Expulsions.....	14
Corporal Punishment.....	15
Principal's Role.....	15
<b>ST. BERNARD SCHOOL DRESS CODE .....</b>	<b>15</b>
Girls.....	15
Boys.....	16
Hot Weather Uniform.....	16
Out of Uniform Days.....	17
Spirit of St. Bernard Days.....	17
<b>VISITORS/VOLUNTEERS.....</b>	<b>17</b>
<b>STUDENT PERSONAL ITEMS .....</b>	<b>17</b>
<b>LOST &amp; FOUND .....</b>	<b>18</b>
<b>FIELD TRIPS .....</b>	<b>18</b>
<b>HEALTH &amp; SAFETY REQUIREMENTS.....</b>	<b>18</b>
Emergency Forms.....	18
Medical Records.....	18
<i>Student Health Screenings .....</i>	<i>18</i>
<i>Immunizations.....</i>	<i>18</i>
Medicine.....	19
Special Needs.....	19
Child Abuse.....	19
AIDS Policy.....	19
Pregnancy Policy.....	19
Sexual Harassment Policy.....	19
<i>Procedure for Investigating Complaints or Information Regarding Harassment/Sexual Harassment.....</i>	<i>20</i>
Emergency Procedures.....	20
<i>Fire.....</i>	<i>20</i>
<i>Tornado.....</i>	<i>20</i>
<i>Evacuation.....</i>	<i>21</i>
<i>Lock Down.....</i>	<i>21</i>
<b>LUNCHES .....</b>	<b>21</b>
<b>BIRTHDAY TREATS .....</b>	<b>21</b>
<b>SCHOOL BUS REGULATIONS.....</b>	<b>21</b>
<b>PLAYGROUND REGULATIONS .....</b>	<b>21</b>
<b>FAMILY LIFE .....</b>	<b>21</b>
<b>PRIVATE PARTIES .....</b>	<b>21</b>
<b>RESPONSIBLE USE OF TECHNOLOGY POLICY.....</b>	<b>22</b>
<b>POLICY PROHIBITING WEAPONS IN THE WORKPLACE.....</b>	<b>22</b>
<b>PRINCIPAL'S RIGHT TO AMEND .....</b>	<b>23</b>
<b>PARENTS' ACKNOWLEDGEMENT OF SCHOOL POLICIES .....</b>	<b>23</b>
<b>PARENTS CLUB .....</b>	<b>23</b>
Our Objectives.....	23
<b>ROOM PARENTS.....</b>	<b>23</b>
<b>ST. BERNARD ATHLETICS .....</b>	<b>23</b>

## MISSION STATEMENT

St. Bernard School forms its students to be practicing members of the Catholic Church and to live fully the Gospel message of Jesus Christ. As a center of academic excellence, we nurture our students' particular gifts and talents in order to prepare them to be life-long learners and to contribute to the greater community.

## BELIEF STATEMENTS

We believe that we must possess a thirst for the Truth which leads to a deep understanding, appreciation, and devotion to Church teachings and traditions.

We believe that a personal relationship with Jesus Christ must be nurtured through formal instruction and opportunities to grow in virtue, to develop a vibrant prayer life, to frequently receive the sacraments, and to give witness to the Gospel.

We believe that we must learn and be given opportunities to think critically and deeply in order to achieve at our highest potential.

We believe that God endows us with unique gifts and talents that enable us to answer His call and respond to and fulfill our vocations in life. We are committed to recognizing, appreciating, and developing these gifts and talents in ourselves and others.

We believe that we must model and foster enthusiasm and curiosity for seeking the truth in order to help one another become lifelong learners.

We believe that we are called to be Christ to others. It is our responsibility to answer this call by being good stewards of our time, talent, and treasure as we serve each other and the greater community.

## ADMISSION POLICIES

- A. No child will be excluded from St. Bernard School solely because of race, color, religion, national origin, or ancestry.
- B. In accordance with the Ohio Revised Code (3321.01) a child must be five (5) years of age on or before September 30 of the year of admittance to enter kindergarten. A child of 5 born between October 1 and December 31 inclusive may be considered as an underage candidate – see Underage Admittance below.
- C. *Students registered for half or full day kindergarten will not be permitted to alternate between the full-day and half-day session. Students registered for half day kindergarten may be permitted to change sessions. Request for a change from full-day kindergarten session after the start of the school year will be at the discretion of the kindergarten teacher and principal.*
- D. New students for grades 1– 8 will be accepted into St. Bernard School contingent upon three factors.
  1. An interview between the student, his/her parents or guardians, and the principal.
  2. Receipt and review of applicable transcripts and records from the student's prior school.
  3. A screening of grade appropriate materials in the areas of writing, reading, and mathematics will be administered to evaluate student readiness. These results will be reviewed by the principal, appropriate staff, and parents or guardians. For those students identified at risk by this screening, the final decision of admission acceptance will be made by the school administrator in conjunction with his/her staff, the child's parents, and the child's previous teacher(s) and administration.
- E. If St. Bernard School can meet the academic, psychological, and physical needs of the new student, he/she will be accepted for a one year probationary period.
- F. The student's performance will be monitored throughout the probationary period. Any problems with the student's performance during this probationary period will result in a meeting between the student's parents/guardians, his/her teacher(s), and the principal. Upon successful completion of the probationary period, final acceptance will be granted by the principal.
- G. Admission to St. Bernard School shall not be based solely on ability or achievement. A student with special needs who is seeking admission will be accepted if the school administration feels the school has the educational program and personnel that will benefit the needs of the student.
- H. A physically handicapped child will be admitted to St. Bernard School if the school can meet the needs of the child. These admissions will be made at the discretion of the school administration.
- I. *Twenty-four is the maximum number of students per class in grades K-3. Thirty is the maximum number of students per class in grades 4-8. The administration has the authority to override this number. If a class is currently above this maximum, proper class size will be achieved through attrition.*

- J. It is not the intention of St. Bernard School to require families to send their children to different schools due to class size restrictions. Therefore, exception to maximum class size may be made to accommodate all the siblings of a family. Siblings of multiple births will not be split up due to class size limitations. Acceptance of students will be based on the Priorities of Admission stated below. In the event that a child from a multiple birth maximizes the class size limitation, the class size will be increased to accommodate all of the siblings of that multiple birth. Also at the discretion of the school administration, siblings may be accepted into a grade whose maximum class size has been reached if other siblings have been accepted into other grades.
- K. The maximum class size might also be exceeded if the retention of a student causes an already enrolled class to exceed 30.
- L. If registration requests exceed the maximum class size, a waiting list will be created. Four (4) separate lists will be kept. If openings occur, they will be filled in this same order. 1) Families registered with the parish office that have had or have siblings enrolled in good standing in the parish school. 2) Families registered with the parish office with no current or past siblings enrolled. 3) Families not registered with the parish office that have had nor have siblings enrolled in good standing in the parish school. 4) Families not registered with the parish office. The school will maintain a family's position on the waiting list only for the year in question. If a family would like to remain on the list for a subsequent year, it is the responsibility of the parents to notify the school of this intent.
- M. As space allows a second class may be considered if the waiting lists exceed 10 for a given grade.

All incoming students are required to produce a birth certificate, baptismal record if applicable, and any applicable court documentation(s) at the time of registration. A non-refundable registration fee of **\$100 per family** must be paid at the time of registration.

### **Underage Admittance**

*Students are required to be 5 years old by September 30. Parents of prospective kindergarten students, who will not turn five years old by September 30 of their kindergarten year, must contact the St. Bernard School principal to formally request early admittance to Kindergarten by January 31 of the previous school year. The student's district of residence will then be contacted and will provide, at no cost, a formal evaluation to determine if an accelerated placement is appropriate.*

### **Priorities of Admission**

Admission to St. Bernard School will be accomplished using the following priority ranking. This ranking assumes that the registration package is completed, submitted by the published closing deadline, and all required documentation is included.

- A. Students presently in good standing and currently enrolled in the school program are assured admittance for the upcoming year provided they register within the deadlines published by the school administration.
- B. If registration requests exceed the maximum class size and a waiting list develops, students will be accepted according to the following guidelines:
  1. Families registered with the parish office who have or have had children enrolled in good standing in the parish school.
  2. Families registered with the parish office and whose child was on the waiting list the prior year.
  3. Families registered with the parish office according to the order of registration with the parish.
  4. Families not registered with the parish office and have or have had children enrolled in good standing in the parish school.
  5. Families not registered with the parish office and whose child was on the waiting list the prior year.
  6. Families not registered with the parish office. While registration applications for families not registered with the parish office will be taken, registration will not be open to non registered families until August 1<sup>st</sup> of the upcoming school year. Order of registration of families not registered with the parish office will be at the discretion of the school administration. An exception to this policy may be made at the discretion of the school administration when a family, registered with another Catholic parish, wishes to enroll a student in St. Bernard's kindergarten. This exception will be made only if the other parish school does not have a kindergarten program. In such a case, subsequent enrollment for future years will be extended in accordance with #1 above only if the family registers with St. Bernard parish.

7. Families will only be placed on a waiting list if they attempt to enroll a child during the formal registration period and are denied due to class size limitations. Waiting lists will not be generated based on a family's intent to register for future years.

## TUITION & FINANCIAL AID

Tuition rates and a payment schedule will be published each year at the time of registration. The parish office will determine eligibility for the parish assisted tuition rate. Tuition accounts are expected to remain current. The school reserves the right to hold student records and/or withdraw registration when the tuition account is not current.

Tuition reimbursement due to a student's discontinued enrollment in the school is not guaranteed. The parish office reserves the right to retain all paid tuition. On a case-by-case basis, tuition may be reimbursed on a prorated basis less a \$200 fee.

St. Bernard School was established to serve all parishioners not just those financially secure. A fund of financial aid has been established to potentially assist families in need. This fund is limited and will be used at the discretion of the parish office. Financial disclosures may be required to qualify.

All issues involving tuition and financial aid should be addressed to the parish office (353-4207, Extension 3).

## THE SCHOOL DAY AND ATTENDANCE

### Daily Schedule

*8:25 AM: School day formally begins; all students in their homerooms for morning announcements.*

*8:35 AM: Classes begin*

*11:35 AM–12:15 PM: Lunch & Recess Period - Grades 5, 6, 7 & 8*

*12:05 AM–12:45 PM: Lunch & Recess Period - Grades K, 1, 2*

*12:40 PM–1:20 PM: Lunch & Recess Period - Grades 3 & 4*

*3:00 PM: Dismissal*

### Arrival to School

All students should enter the building through the entrance marked with the St. Bernard School awning. Students arriving between 7:30-8:05am must report to Before School Care, where they will sign in and pay a fee of \$1.00 for the day.

Students who arrive during this time and are transported by public school buses should report to Before School Care, but are not required to pay the fee. Students arriving after 8:05am go directly to their classrooms.

Students are not permitted in the building before 7:30am without prior approval of the principal. Parents are not permitted to drop off their children before 7:30am. No child is permitted in the school building at any time without adult supervision.

St. Bernard School will not accept responsibility for any child on the school premises before 7:30am or after the departure of the last school bus from the premises in the afternoon, except for occasions pertaining to school activities, After School Care, and prior arrangements made with the principal or the principal's designee.

### Attendance

Regular school attendance is required by the State of Ohio for any child between six and eighteen years of age and is necessary if one is to be successful in school. Please try to make dentist, doctor, and other appointments at other times, if at all possible, outside of school hours.

Attendance records will be kept and become part of the student's permanent record along the following:

**Absent:** a student misses an entire day or is present in the classroom during times of instruction for an hour or less on a day scheduled for regular attendance.

**Tardy:** a student reports for classes between 8:25 a.m. and 10:00 a.m.

**½ Day Absent:** a student reports for classes after 10:00 a.m.; is released from classes for any reason prior to 1:30 p.m.; or is released from school at the parent's request for more than 1-1/2 hours.

**Unexcused absence or tardy:** a student who misses any part of the school day for oversleeping, baby-sitting, child was tired, hair appointments, or like excuses.

**Early Dismissal:** a student is released due to illness or at the parent's request after 2:00 p.m.

Truancy is not permitted. Violators will be subject to disciplinary action.

Missed assignments are to be requested and completed following the child's return to school after any absence.

Make-up tests by the students of grades 5, 6, 7, and 8 are taken the second day of return after the absence at 8:15 a.m. or at another reasonable time that is mutually agreeable between the teacher, student, and parents. Parents are responsible to see that their child(ren) are present at this time.

### **Policy for Absenteeism**

In accordance with the Child Safety Act, when a student is absent from school, one of the parents is required to call the school by 9:00 a.m. and state the reason for absence. **If a call is not received by 9:00 a.m., the school will then call the parent/guardian to ascertain the whereabouts of the student.** Upon their return, the child must **bring a note** signed by a parent to their teacher stating the reason for the absence even though contact has been made during the absence. **The note should contain the date(s) of the absence and the reason for the absence. If a student is absent five consecutive days, a doctor's note is required.**

Absences such as oversleeping, babysitting, tired, hair appointments, or like are recorded as unexcused.

**According to Ohio Revised Code, a child will be considered truant if he/she accrues five sequential unexcused absences, seven unexcused absences in a month, or twelve unexcused absences in a school year.**

In general, the students must get their missing assignments from their classmates. A student who is absent ten days in a school quarter will not receive a report card until all missing work is complete. A student who is absent **twenty five** days or more in a given year will need to repeat the grade unless for extended illness in which case a certified tutor approved by the school may be engaged. In this case, the make-up work must be submitted to the school and a test given indicating that the material has been mastered.

### **Tardiness**

Any child privately transported who arrives after the starting time of 8:25 a.m. and before 10:00 a.m. is marked tardy. When a student arrives at school tardy, he/she must report to the school office with written reason from the parents explaining the tardiness. The student will receive a tardy slip to bring to the classroom teacher.

Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation. **Please note that reasons such as oversleeping, running late, stuck in traffic, etc. are considered unexcused.**

**Contact will be made from the office when a student accrues three tardies in a given quarter (other than those that are for necessary medical reasons and/or excused by the principal). If a student accrues five tardies, a meeting will be scheduled between parents and the Student Support Team to attempt to find the root of the problem and put a plan in place to resolve the tardiness issue.**

**Further action may be taken at the discretion of the principal.**

### **Departure During Or At The End Of The Day**

No child is permitted to leave the school premises once he/she has arrived until the time of dismissal without the permission of the principal and a written note from a custodial parent.

Any person picking up a child from school at any time before dismissal must inform the office personnel or the principal before removing the child from the premises. Persons picking up students early should not go to the classrooms but instead report to the school office to meet the child. If a child has permission to leave school early, the adult specified in the parent's note must report to the school office to sign out the respective student before leaving the building.

### **Dismissal to Anyone Other Than Custodial Parent**

Students will not be dismissed to anyone for any reason other than to a custodial parent without first receiving prior written permission from the custodial parent. Exceptions to this policy will be in the case of sickness or the early emergency close of school once students are present. In such cases, the school office will secure verbal parental permission before dismissing the child to anyone who is not listed on the child's Emergency Medical Authorization procedure sheet.

If there is a question of a restraint court order, this should be submitted to the principal to be kept on file.

### **Before School Care**

Before school care is available from 7:30 – 8:05 a.m. for a fee of \$1/child. The fee must be paid to the staff member on duty when the student arrives. It is the parent responsibility to ensure that the child safely enters the building.

### **After School Care**

An after school latchkey program is available on an “as space permits” basis between the normal dismissal time until 6:00 p.m. The fee for this program is \$4 for any part of the first hour; \$1 every quarter hour after the first hour. Contact the school office for further details.

## School Closings

### WEATHER:

St. Bernard currently has students enrolled who live in six different public school districts. Should school be closed due to inclement and hazardous weather conditions, we generally follow the school closing due to inclement weather policy of the Northwest School District – the district where over 50% of our students reside - with exceptions. Parents and students will be notified on Channel 5 (WLWT-TV), Channel 9 (WCPO-TV), and Channel 12 (WKRC-TV). **It will be announced as “St. Bernard, Taylor Creek” Closed or Delayed.** Once a delay is called, parents should stay tuned to local media in case the delay is changed to a closing. **Parents will also receive a voice message, email, and/or text through our Option C communication system. Through these messages, it will be announced that St. Bernard, Taylor Creek is closed or delayed.**

In the event that our districts that bus students (Northwest, Three Rivers, or Oak Hills) close, go on delay, or limit their bus service, St. Bernard will remain open (unless publicly announced to the contrary). In such cases, students in these districts are required to attend school as normal or be considered absent. If a child rides another school district’s bus that is running on a daily basis, the child will not be considered tardy or absent provided they arrive with the bus.

The half-day kindergarten session will be cancelled in the event the school is on a delay.

In the event weather or other circumstances dictates the school closes once students are present, good faith efforts will be made to contact the parent to inform them of the closing. **On such days when buses pick the child up prior to the normal dismissal time, a student will not be permitted to load the bus unless the school feels comfortable that the child will be accommodated properly when dropped off by the bus. Parents will be notified via Option C.**

The school highly recommends that you discuss with your child such a circumstance in advance. Having a contingency plan in place can only help reduce stress and confusion during these times.

### LOCK DOWN:

If conditions warrant a lock down that would possibly affect dismissal time, parents will be notified through a text, email and/or voice message through Option C. Do not attempt to remove your child from school during this time.

## Vacations

**Family vacations for any reason are strongly discouraged during days when school is in session. Absences due to vacation are considered unexcused, and will be recorded as such. Teachers are not required to plan assignments either before the vacation or instruct the students following their return. If a family goes on vacation the school does not assume responsibility for the make-up work of the student.** The student should ask a friend to make a duplicate of all assignments given and the dates of the tests. When returning from the vacation, the student has one to five school days (teacher’s discretion) to return all assignments and make arrangements with the teacher for makeup tests. Assignments and tests not completed in this time frame will receive no credit and the student will be graded accordingly.

## Take Your Child to Work Day

If a parent wishes to take their child to work with them, the parent is encouraged to do so during the summer and/or on any other day that school is not in session. Children not in class during this or similar days are counted absent for the day or part of a day as detailed above.

## High School Shadowing Days

The shadowing experience affords the 8<sup>th</sup> Grade students an opportunity to experience first-hand the life and culture of a specific high school. An 8<sup>th</sup> grader who wishes to take advantage of the shadowing experience must adhere to specific protocols:

1. **No more than three days** should be used for shadowing.
2. **If possible, the shadowing day should take place when St. Bernard is not in session.**
3. **If the shadowing experience must take place on a St. Bernard school day, the parent must submit, in writing, the date for approval by the classroom teacher two weeks prior to the visit.**

## High School Recruitment Database

Elementary schools will release contact information (Name, Address, Home Phone, Grade Level, Gender and Parent e-mail) for students enrolled in grades 5-8 to the Archdiocesan Catholic Schools Office. This information will be included in a database that will be made available to participating high schools. Parents have the opportunity to restrict the release of this information. If you would like to “opt out,” please contact the school office.

### **Perfect Attendance**

Students have perfect attendance and will be awarded a certificate at the end of the year only when they have been in school a full day every day for the entire year. This means they have never been tardy, had an early dismissal, or been excused during the day for any reason. The exception to this is a day’s absence due to attending the funeral for an immediate family member.

## **ACADEMIC POLICIES**

### **Homework**

Homework is given as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students.

One of the values of homework is to help students acquire good study habits. Homework teaches self-discipline. The students must learn to budget time and to make an effort to meet a deadline.

Home assignments provide practice in needed skills. Homework may not necessarily have to be written. Pupils, especially in the upper grades, should review notes taken in class. Working on projects, reading books, watching a special TV program, memorizing needed facts, or studying for a test can all be part of the home assignments.

Homework gives the pupils a chance to get away from the situation and to prove to them they can do the work.

The time spent on homework varies from student to student, but **generally** speaking:

Kindergarten - 15 minutes  
Grade 1 - 20 minutes  
Grade 2 - 30 minutes

Grade 3 - 40 minutes  
Grade 4 - 60 minutes  
Grade 5 - 75 minutes

Grade 6 - 90 minutes  
Grades 7/8 - 110 minutes

### **Assignment Books**

Each student in grade 1-8 must use a homework assignment book. The purpose of this book is for each student to record all assignments to ensure the completion of assignments, and to improve the organizational skills of the student.

### **Reporting of Student Performance**

The formats of report cards used are standardized by the Archdiocese of Cincinnati Education Office and are issued four times a year within approximately a week of the end of each quarter. They will be sent home in the Wednesday folder; final report cards will be mailed home. Kindergarten students’ first report card will be issued after the second quarter. The report card provides for an academic grade and a space for comment where applicable. The social and personal development section is a very important part of the report.

Parents of students in grades 3-8 will be invited to check the students’ interim grades on Option C at the approximate midpoint of each quarter. In grades 1-2 interim reports should be signed and returned.

Upon their issue, report cards are to be signed by a custodial parent and returned to the homeroom teacher of each student by the published deadline.

### **Grading Scale for Grades 4 – 8**

The following percentage breakdown is used for the academic subjects:

A+ 99 – 100	B+ 91 – 92	C+ 83 – 84	D+ 75 – 76
A 95 – 98	B 87 – 90	C 79 – 82	D 72 – 74
A- 93 – 94	B- 85 – 86	C- 77 – 78	D- 70 – 71
			F Below 70

The teachers have the right to adjust a student’s letter grade from the strict percentage up or down at their discretion based on legitimate circumstances such as extra credit, complete or incomplete homework assignments, class participation, etc.

## Marking Scale for Grade 3

The Primary Card used by the Archdiocese and St. Bernard School informs parents of the student's progress in relation to each individual student's rate of development. It reports specific skill areas and the degree to which the child has acquired the skill. The child is measured against standards appropriate for the grade level of the class. Primary Cards will show the following marks:

O	Outstanding	Child has moved through the continuum of skills at an accelerated rate
S+	Strong Progress	Child has moved through the continuum of skills at a rapid rate
S	Satisfactory Progress	Child moves through the continuum of skills at a steady rate
N	Needs Time, Experience	Child's progress is impacted by certain factors
U	Unsatisfactory Progress	Child's movement through the continuum of skills and the rate of progress is not appropriate for the child to go on to higher level learning

## Marking Scale for Kindergarten – Grade 2

- 4 Consistently Demonstrates Proficiency
- 3 Frequently Demonstrates Proficiency
- 2 Progressing Toward Proficiency
- 1 Demonstrates Limited Progress Toward Proficiency

## Academic Honor Roll

The Academic Honor Roll is posted after each quarter. Students in grades 5 – 8 are eligible for both First and Second Honors. The Academic Honor Roll is based on the subjects of Religion, Reading, Expression, Math, Social Studies, and Science. A grade of a "C" or lower in one of the core subjects, regardless of the total number of points earned, will exclude a students from making the honor roll. These six subjects are given points according to the assigned grade as follows:

A+	10	B+	7
A	9	B	6
A-	8	B-	5

First Honors requires a total of 48 points (A- average). Second Honors requires a total of 30 points (B- average). Students achieving the Academic Honor Roll will have their names posted in the school throughout the following quarter and will receive a certificate of recognition.

## Promotion and Retention Policies

It is the policy of St. Bernard School to retain a student in the primary and intermediate levels (Grades two through five) when a student lacks appropriate development or has an average of a failing grade (U OR F) in the two major subjects (Language Arts and Math).

*It is the policy of St. Bernard school to retain a student in junior high (grades 6 through 8) when a student has a failing grade of F (below 70) as the final average in two of the major subjects on the final report card. Any junior high student who fails for the year may not be permitted to return to St. Bernard School.*

The parents of students who are at risk will be notified in writing at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Plans of intervention will be discussed under the normal operation of the SST (Student Support Team) as described below.

Failure or unsatisfactory progress in any subject for the year will necessitate the student being tutored or attend an accredited summer school program (at the expense of the parent) during the summer months in the subject(s) failed. No final report card, or in the case of an eighth grade student, graduation certificate will be issued until written documentation from a certified tutor or accredited summer school is received indicating that the student has successfully achieved the

objectives as outlined by the student's teacher. Twenty hours of instructional time with a certified tutor **and** ten hours of independent work in the subject(s) the student has failed are required for summer tutoring. The tutor or summer school must be approved by the principal.

## Records

If a parent wishes to view the student's permanent record, please notify the school office in writing and arrangements will be made for a prompt and mutually agreeable time. Parents may also request an unofficial copy of all records. A reasonable fee may be charged for all such copies.

### Non-Custodial and/or Non-Residential Parent Rights to Records

In the absence of a court order to the contrary, we will provide the non-custodial or non-residential parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regular school information such as copies of report cards, school newsletters, etc. will be made available to the non-custodial or non-residential parent in a reasonable fashion after receipt of a written request. A reasonable fee may be assessed. This information will be available on a "pick-up" basis, and it is the responsibility of the non-custodial parent or non-residential parent to be specific concerning the type of information they request. The information must be picked up promptly as the school office will not hold it after a reasonable time. If the non-custodial or non-residential parent wishes such information to be mailed, they must appeal to the school in writing, pay any reasonable costs, and supply self-addressed envelopes with the proper postage affixed.

### Report to the Treasurer of the Board

St. Bernard School will comply with the State of Ohio law § 3321.12 "...*The principal or teacher in charge of any public, private, or parochial school, shall report to the treasurer of the board of education of the city, local, or exempted village school district in which the school is situated, the names, ages, and places of residence of all pupils below eighteen years of age in attendance at their schools together with such other facts as said treasurer requires to facilitate the carrying out of the laws relating to compulsory education and the employment of minors.*"

## Testing

All students enrolled in St. Bernard School will participate in the following tests and screening procedures:

*Standardized tests (IOWA Tests of Basic Skills and Cognitive Ability Test) chosen by the Archdiocese are administered to the students in grades 2 through 7 during a specified time (typically in March / April) of the school year.*

ACRE (Assessment of Catechesis/Religious Education) Test administered to students in grades 5 and 8. This test evaluates the faith and attitudes of students. The Archdiocese issues the testing date each year.

AIMSWEB-Screening in Reading and Math Grades K-8

Students in grades 7 and 8 will take mid-year and final exams.

Parents will be provided written results of all of these tests and screenings.

It is believed that standardized tests, along with teacher made tests, will assist the teachers in improving the quality of instruction, and help them meet the needs of the individual students.

## Textbooks

Students are responsible for all the textbooks given them for their use. **Hardbound books are to be covered at all times in grades 5-8. Contact paper is not to be used in the covering of textbooks.** Students will be fined for damaged and lost books. Final report cards and records will be withheld until all textbooks and workbooks, both consumable and non-consumable, are returned and assessments are paid. A bag of some durable water repellent material must be used for carrying books to and from school. Books will not be issued to students who have not settled their previous account for a lost or stolen book(s).

## COMMUNICATIONS

### Publications

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents, and teachers. *A weekly school email newsletter will be emailed home each Wednesday to each family. All correspondence from the school office will be sent home in the Wednesday envelope. All items distributed through the school are at the discretion of and must be approved by the principal.* Any such correspondence should in some way directly benefit the students, parents, staff, school, or parish at large. In some instances, communications involving outside programs are distributed. These items are distributed as a public service to our students and parish at large. They should not necessarily be inferred as an endorsement. Persons wishing to have items included in the weekly newsletter should submit them in writing by noon Friday of the week before publication.

Any publications associated with, bearing the name of, or in any way generated by a direct or indirect connection to St. Bernard School, its students, parents, staff, and/or parish at large must be approved by the pastor and/or principal before its public dissemination.

### **Parent & Teacher Conferences**

Parent-teacher conferences are held twice a year. Others may be held at a mutually agreeable time at the request of the parents or teacher. Parents are encouraged to call any of the teachers whenever they feel that a conference is necessary for the child's advancement. Parents wishing to arrange a conference are advised to call the teacher through the school office so that a conference may be arranged with the teacher. Parents are not to go to classrooms before, during, or after school without checking in at the school office.

### **Conflict Resolution**

For isolated problems, parents are required to discuss the issue first with the teacher or staff member. If a satisfactory conclusion to the problem is not reached after this discussion, parents should feel free to discuss the problem with the principal.

### **Student Support Team (SST)**

The Student Support Team (SST) is composed of the principal, assistant principal, concerned school staff members, parent(s), and depending upon the age of the child, the student. Its purpose is to assist the student through a chronic difficult situation whether it is academic, psychological, or behavioral. Parents, students, or school staff may institute an SST meeting by contacting the assistant principal, who will in turn coordinate a meeting if deemed appropriate. Upon convening, the SST will attempt to identify the root of the problem and propose a strategy towards its resolution.

## **CODE OF DISCIPLINE**

### **Discipline Philosophy**

The word discipline is derived from the word disciple. Since the parents, students, and teachers at St. Bernard School profess to be disciples of Jesus Christ, it follows that the actions of all demonstrate that this school is a community striving to act out the gospel values.

St. Bernard staff strives to create a positive learning environment in which the teacher is able to teach and the student is able to learn in a manner that is respectful to the rights of all. All discipline has as its objective the creation of a positive and safe environment in which teaching and learning can take place.

Discipline is fundamental in Catholic education. Parents need to assist the teachers in guiding their children to grow in the acceptance of responsibility. Children should be taught to accept the consequences of their own actions. Our discipline is based on the philosophy that all students CAN and WILL behave appropriately at school.

Teachers are instructed to begin each year by clearly communicating their expectations of student behavior in their classrooms as well as the consequences for those students who choose not to behave appropriately. Our discipline procedure is intended to achieve our goal, namely changing behavior for the benefit of the personal development of the child.

Any staff member present at the time of misbehavior will intervene immediately in a manner consistent with our stated philosophy of discipline.

### **General Regulations**

The following is a list of general regulations for all students of the school. Each student is expected to:

1. Treat others (adults and children) with respect.
2. Have homework assignments and materials for class.
3. Be respectful and take care of school, Church, and others' personal property.
4. Be quiet and behave in the lavatory.
5. Walk in halls, up and down stairs, and to the lunchroom.
6. Change classes quickly and quietly.
7. Wear the correct uniform.
8. Not chew gum or eat candy during school.
9. Not write notes in school that is not in keeping with atmosphere of the school or classroom subject at hand.
10. Not detract from the learning or safety environment of the school.

### **Personal Development Program**

1. Twice per quarter – for a total of 8 marking periods – all students in grades 5-8 are issued a Personal Development card that is divided into two sections:

#### **Section 1: Growth in Virtue**

- a. Each Marking period the student will choose a virtue or action that they want to grow in. It will be written on their card. (For example love of neighbor, praying more, etc.)
- b. They will also choose and write a scripture quote or inspirational quote that they choose to remember for that marking period.

#### **Section 2: Development Marks**

- a. Assignment – incomplete classwork and homework
  - b. Preparation – missing materials such as books, signed papers, and uniform violations.
  - c. Behavior – conduct inconsistent with the academic atmosphere of the school
2. Violations receive one mark on the appropriate section of the card.
  3. Marks are accumulated during the respective period. At the end of each period, the student is issued a new card and the slate is cleaned. Excessive marks that accumulate during a specific period warrant homework support or a detention. Detentions or Homework Support are assigned per section according to the following:
    - a. Assignment – every 3<sup>rd</sup> mark Homework Support
    - b. Preparation – every 5<sup>th</sup> mark Detention
    - c. Behavior – every 3<sup>rd</sup> mark Detention
  4. Marks are documented in Option C and notices are emailed to the parents.
  5. *In grades K-4, the above policies will vary.*

### **Homework Support Sessions / Detentions**

Homework Support Sessions/Detentions will be tallied into three separate groups and accumulate for a semester.

**Assignment Homework Support Sessions (HSS)** will accrue per semester as follows:

First HSS - 30 minute HSS after school

Second HSS - 1 hour HSS after school

Third HSS - 1 hour HSS twice a week after school until the end of the current quarter.

Fourth HSS - Saturday School **A \$35 FEE WILL BE CHARGED**

**Behavior Detentions** will accrue per semester as follows:

- First detention - 30 minute detention after school
- Second detention - 1 hour detention after school
- Third detention - 2 hour detention on Friday / SST must meet
- Fourth detention - Saturday School **A \$35 FEE WILL BE CHARGED**
- Fifth detention - In-School Suspension and meeting with parents

**Preparation Detentions** will accrue as follows:

After every 5 marks a 30 minute detention after school will be assigned

Preparation detentions and HSS do not accumulate towards suspensions, expulsion, or withdrawal, as do Behavior Detentions. However, chronic detentions resulting from any of these sections of the Personal Development Card provide the principal latitude towards these interventions under the auspice of the SST and/or documented private conversations with the student and/or custodial parent(s).

1. Tallies for all types of detentions or HSS are begun anew each semester (the beginning of the 1<sup>st</sup> and 3<sup>rd</sup> quarters).
2. When a student receives a detention for any reason, a detention slip will be completed and given to the student. This slip must be signed by a custodial parent and returned the next school day to the staff member who issued the detention. Note - On the last day of classes each week, the homeroom teachers are given a printout of their students who received marks during the previous week. Therefore, detentions issued due to accumulated violations on the Personal Development Card are written and sent out that day.
3. Failure to return the slip on time may result in an additional mark. If the detention slip is again not returned, the principal may issue further detention or suspend the student (in- or out-of-school) as he/or she deems appropriate.
4. Once a detention is issued it must be served on the assigned date and time. No exceptions will be made except in the case of a prearranged medical appointment or by circumstances deemed reasonable by the principal.
  - a. In the case of a medical appointment, proper documentation on the physician's or therapist's letterhead or prescription pad must be submitted the following school day to the principal as confirmation the appointment was kept. Failure to submit this documentation may result in further disciplinary measures.
  - b. Proposed inability of the parent or their chosen surrogate to transport the child in a timely manner after detention is not considered a reasonable cause to reschedule detentions. It is the responsibility of the parent to see that the child will be supervised once detention is served. After School Care is a potential option pending room availability. Parents should make these arrangements ahead of time to ensure that After School Care is available. The parent will be responsible for all fees incurred if they exercise this option.
  - c. Conflicts with extracurricular activities such as but not limited to Scouts, sport practice, or sport competitions at any level are not deemed as reasonable circumstances to exempt a student from serving detention on the assigned date and time. Under no circumstances will the school permit participation in such events until the detention is served.
  - d. If an assigned detention is missed due to the student's absence from school, the cancellation of school or of all detentions for that day by the school, or formally excused by the principal, the student will serve the detention on the next regularly scheduled detention date.
  - e. Students not reporting to detention without being excused by the principal are subject to an out-of-school suspension.

Parents picking a child from detention must enter the building and sign the child out of detention (unless prior arrangements have been made for the child to report to After School Care).

Toward the end of the school year, the principal may bar students from school activities i.e. Field Day, field trips, etc. if a student has accumulated more detentions than can be served through regularly scheduled detention dates. Suspensions may also be a possible consequence of this situation.

## **Personal Development Honor Roll**

The Personal Development Honor Roll is posted after each quarter. All students in grades 5-8 are potentially eligible.

To be named to the Personal Development Honor Roll a student must have no more than two marks in homework or preparation and have received no detentions throughout the quarter.

Students achieving the Personal Development Honor Roll will have their names posted in the school throughout the following quarter and will receive a certificate of recognition.

## **Principal's Award**

Students who attended St. Bernard School for more than 3 quarters of a given school year and received no marks in Personal Development the entire year will receive special recognition from the principal at the end of the year.

## **Suspensions**

Students may be suspended from classes and serve an in-school or out-of-school suspension for repeated violations of school regulations or for a serious offense. Parents will receive written notification of any suspension that will detail the nature of the offense and the start and ending time of the suspension. The student is responsible for obtaining, completing, and turning in of all work missed during the suspension. This work will be returned before the student is permitted back to class.

The dates and time of the suspension are at the discretion of the principal who will take into account what is best for both the student and school at large. Any student suspended from school is ineligible to participate in any extracurricular activities connected to the school or parish. This includes weekend activities if the suspension is still in effect.

Suspensions will be added to and tallied with behavior detentions as noted above.

## **Expulsions**

Serious and/or repeated violations of school regulations can indicate that the student has a more serious problem.

Correction of repeated offenders consumes the time and attention of school personnel that should be devoted to the instructional needs of all of the students. While the school will attempt to help in solving these problems, it is in the best interests of the entire student body that serious, emotional, behavioral, or disciplinary problems be solved if possible or eliminated from the school environment.

Expulsions may take place after a hearing between the school administration and the custodial parent(s). The school may suspend the student from all classes and extracurricular activities until the hearing. An expelled student's status concerning extracurricular activities will be determined on an individual basis at the time of the hearing.

## **Immediate Detentions, Suspensions, or Expulsions**

Discipline by-passing the normal Personal Development Program may occur in cases of serious offenses against the welfare of the school or all it serves, for gross and/or repeated violations of the rules of the school, and in instances where other forms of discipline seem to be ineffective.

The following are examples unacceptable behavior that upon interpretation by the school administration could be cause for immediate detention(s), suspension or expulsion.

1. Continued class or school disruption
2. Insubordination
3. Physical or psychological abuse of another person
4. Threatening or intimidating acts toward another person (Bullying)
5. Verbal, written or gestured obscenity
6. Possession or use of drugs, alcohol or cigarettes
7. Possession of firearms, knives, or other dangerous objects, including firecrackers
8. Stealing
9. Consistent failure to submit school assignments or perform work in class

10. Cheating, includes but not limited to copying another student's work, tests, and/or projects
11. Plagiarism, copying material from the internet and/or other resources
12. Truancy
13. Vandalism
14. Other actions that are seriously opposed to school policy or the philosophy of the Catholic school.

All immediate detentions are tallied as Behavior Detentions regardless of the circumstances that prompted the detention. The exception to this are detentions issued because a student failed to return an item by its proper deadline i.e. signed Report Cards, etc.

### **Corporal Punishment**

Corporal punishment is not deemed as appropriate or Christian. Therefore, it will not be used at St. Bernard School.

### **Principal's Role**

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

## **ST. BERNARD SCHOOL DRESS CODE**

For all students, neatness of dress and person is expected at all times. **Shirts must remain tucked in at all times.** Regular uniforms are required on all field trips unless specifically stated and approved by the school administration.

### **Girls**

1. The girls' uniform consists of the regulation plaid jumper/skirt with a white tailored blouse or solid white or blue knit polo shirt. The skirt or jumper may be no shorter than two inches above the knee. Girls in grades K through 4 wear the jumper. Girls in grades 5 through 8 wear the skirt.
2. Navy blue (**NOT ROYAL OR NOT FADED**) dress pants may be worn with a white tailored blouse, or white knit shirt. **No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted. Pants should be free from any holes or tears in the material.**
3. **Solid black, navy blue, white, or gray colored socks *MUST* be worn with presentable sturdy shoes. A small (brand) logo on the sock is permitted. The sock must otherwise be solid (no stripes are allowed). No open toed sandals or shoes are permitted. Tights of navy blue, gray or white along with socks, may be worn in cold weather under the regular uniform.**
4. A sweater is optional, but when worn, must be solid white, navy blue, or dark green. A sweatshirt is not to be worn unless it is the St. Bernard sweatshirt or St. Bernard fleece. If a St. Bernard sweatshirt is worn, a regular school uniform shirt must be worn underneath.
5. **A solid white turtleneck or t-shirt (no lettering or graphics) may be worn under the uniform blouse.**
6. No cosmetics are to be worn with the exception of nail polish. Students who arrive at school with make-up will receive a mark on their personal development card and will be required to remove it immediately.
7. **Small post earrings, a watch, and/or a religious medal and chain may be worn. No large hoops or dangling earrings, bracelets or other jewelry should be worn. Hair accessories should be modest and safe and utilized to hold back hair rather than be costume-like.**
8. Body piercing other than the earlobe is not permitted.
9. Tattoos whether temporary or permanent are not permitted. This would include students writing on themselves or each other.
10. Physical Education students in grades 3-8 must wear the following: St. Bernard uniform gym shorts, a St. Bernard T-shirt including Olympic Day shirts, and gym shoes with non-scuffing soles. Shorts must fit and be worn at the

waist. Failure to bring gym clothes will result in a mark on the personal development card. Students in grades K-2 will not change for PE but must wear appropriate gym shoes.

### Boys

1. The boys' uniform consists of standard solid navy (**NOT ROYAL OR NOT FADED**) blue dress pants. **No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted. Pants should be free from any holes or tears in the material.**
2. A solid light blue or white knit polo shirt with a collar or a solid light blue dress shirt must be worn.
3. *Solid black, navy blue or white socks **MUST** be worn with presentable sturdy shoes. No open toed sandals or shoes are permitted. A small (brand) logo on the sock is permitted. The sock must otherwise be solid (no stripes are allowed).*
4. A sweater is optional, but when worn, must be solid white, navy blue, or dark green. A sweatshirt is not to be worn unless it is the St. Bernard's sweatshirt. If a St. Bernard sweatshirt is worn, a regular school uniform shirt must be worn underneath.
5. **A solid white turtleneck or t-shirt (no lettering or graphics)** may be worn under the uniform shirt.
6. A watch and/or a religious medal and chain may be worn. No bracelets or other jewelry should be worn.
7. No jewelry as a result of body piercing of any type is permitted.
8. Tattoos whether temporary or permanent are not permitted. This includes students writing on themselves or each.
9. Physical Education students in grades 3-8 must wear the following: St. Bernard uniform gym shorts, a St. Bernard T-shirt including Olympic Day shirts, and gym shoes with non-scuffing soles. Shorts must fit and be worn at the waist. Failure to bring gym clothes will result in a mark on the personal development card. Students in grades K-2 will not change for PE but must wear appropriate gym shoes.

**Hair** should be well groomed and appropriate for school. Hairstyles and coloring that have the potential of disrupting the academic atmosphere of the school are not permitted. "Mohawk" haircuts are not permitted. **Hair should be above the eyebrows. Boys' hair is to be above the collar.** The school administration will make the final determination of what is appropriate.

### Hot Weather Uniform

The hot weather uniform consists of:

1. Uniform blouses and shirts
2. Navy (**NOT ROYAL OR NOT FADED**) blue dress shorts or skorts that are "jam" length or walking short length 2" above the knee. **No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted.**

Hot weather uniforms may be worn from the **first day of school through October 31** and from **May 1 to end of the school year.**

**Please note: Shorts may not be worn to Mass.**

### Out of Uniform Days

From time to time the school may permit students to attend school out of their regular uniforms. The mode of dress should keep with both the safety of the child and the academic atmosphere of the school in mind. Clothes worn should be clean and without holes. **Shorts, if worn, should be no more than 4" above the knee for girls.** An example of items that are to be avoided during out of uniform days:

1. Open toe shoes and sandals

2. Dangling earrings
3. Wallet chains
4. Radical hair coloring
5. Shorts or pants that have writing across the backside and shorts that are deemed an inappropriate length
6. Tank tops worn by themselves. Tank tops may be worn if an appropriate shirt is worn underneath.
7. **Bare stomachs or backs may not be exposed due to the length of the shirt worn.**
8. **Yoga Pants/Leggings/Tights may not be worn on their own. A dress or skirt must be worn over them.**
9. Garments that through their verbiage or depiction promote association with a group or organization not conducive to a learning environment or teachings of the Catholic Church.

The school will be the final judge on the appropriateness of the dress. Students who are wearing clothing that is deemed inappropriate will call home for the proper dress. Subsequent out of uniform day(s) may be revoked for students who do not follow these guidelines.

## Spirit Day Dress Code

On “Spirit of St. Bernard Days” students may wear the following:

1. **First Day of school through October 31st and May 1st - Last Day of school --** St. Bernard t-shirt, St. Bernard gym uniform shorts, St. Bernard regular uniform shorts, St. Bernard uniform skort, uniform skirt, or uniform jumper.
2. **November 1st - April 30th --** St. Bernard t-shirt, St. Bernard sweatshirt, plain sweatpants, regular uniform pants, uniform skirts or uniform jumpers.

## VISITORS/VOLUNTEERS

**All visitors to the building must report to the school office and sign in. Please enter through the double glass doors outside of the office and sign in at the office to receive a visitor’s badge, which should be worn by all visitors.** All school doors will be locked during school hours. This is being done for the safety of all the students.

***All volunteers (including but not limited to Room Parents, chaperones, etc.) must take the Virtus class and be fingerprinted. Volunteers who miss three consecutive months of online training will not be permitted to volunteer until they retake the Virtus class. To ensure a safe and consistent learning atmosphere we cannot allow non-school age children to accompany parents when they volunteer.***

## STUDENT PERSONAL ITEMS

Students should only bring items to school that add to the academic atmosphere of the school. Personal items, electronic games for example, may be brought to school with the understanding that the school assumes no liability for its well-being. The student may use these items during their free time only. The school administration reserves the right to ban or confiscate any item that is deemed inappropriate or has or may cause distraction from the academics and safety of the school and all it serves. Items that may not be brought to school are included but are not limited to phones of any type, televisions, beepers, electronic receiving or transmitting devices, lasers of any type, and audio equipment such as CD or tape players.

**If, for some reason, your child must bring such equipment to school, they must have a signed parental note. The equipment must be checked into the office as soon as the student enters the building in the morning. It will be kept safe until the end of the school day. The student may pick up their equipment in the office before they leave for the day. This procedure must be followed every day the items are brought to school. Any infraction of this policy can lead to detention.**

Desks and lockers remain the sole property of the school and are provided to the student for their use and convenience. Since these items remain the property of the school, they may be searched at any time with the permission of the school administration or if deemed necessary for the safety of the school and all it serves. Student’s personal school bags and

other belongings may be searched in cases of just cause and/or reasonable suspicion. Such searches will be conducted only with two or more staff members and the child present.

## **LOST AND FOUND**

The lost and found is located in the office. Students and parents are encouraged to check this area for lost items.

Unclaimed items are subject to donation or will be discarded. Students should have their name legibly affixed to all of their personal belongings.

## **FIELD TRIPS**

Field trips are privileges afforded to students; no student has an absolute right to a field trip. With prior warning to parents, students can be denied participation in a field trip if they fail to meet academic or behavioral requirements.

A field trip permission form that is completed and signed by a parent/guardian must be submitted to the teacher before any child is permitted to take part in a field trip. If you do not have a printed copy of the form, you may send us a handwritten note, but the note must include ALL necessary information. Verbal permission for field trips will not be accepted.

## **HEALTH AND SAFETY REQUIREMENTS**

### **Emergency Forms**

In the beginning of the school year, each student will be provided an Emergency Medical Authorization Form. A custodial parent must fill out this form for each of their children. This form MUST be on file in the school office. It is the responsibility of the parent to notify the school if any information changes once the form is filed with the school.

### **Medical Records**

#### **Student Health Screening**

Ohio law provides for certain immunization and health testing requirements for students. There will be screenings in hearing, vision, and scoliosis at certain grade levels annually. By enrolling their child in the school, parental permission for all students to be screened that are scheduled is assumed. Screening will be announced in the school newsletter. Parents who do not wish their child to be screened may revoke this permission provided they notify the school office in writing prior to the screening. It is the responsibility of the parent who wishes to revoke permission that this note actually reaches the school office. Parents and/or teachers may request that a student be tested if there seems to be a suspected deficiency, even though the student is not in the grade to be screened. Parents will be notified in writing if there is a suspected deficiency based on these screenings.

#### **Immunization**

The Ohio Revised Code (3313.671) indicates state regulations regarding immunization requirements for students. It states: “. . .no pupil, at the time of initial entry or at the beginning of each school year, to an elementary or high school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that he/she has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being so immunized. A pupil who has had natural mumps, and presents a signed statement from the parent or physician to that effect, is not required to be immunized against mumps. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.”

The Immunization Law requires that pupils entering the seventh grade must have received a second dose of MMR vaccine, unless otherwise exempt, effective August 1, 1992.

It is the responsibility of the parent to see that their child is current and has received all immunizations required by law. Proof of proper immunization is required and must be on file with the school. Enrollment may be withdrawn by the school administration at any time when proper verification of immunization is not provided in a reasonable time frame.

## Medicine

Medication authorization forms will be given to each child at the beginning of each school year. Parents are welcome to make additional copies and are available in the school office by request. **Prescription medications** to be administered to a student must be brought to the school office along with a **permission form signed by the physician and the parent** and specifying the instructions for its administration. Over-the-counter medications must be brought to the office along with a permission form signed by the parents only. **Both prescription and over the counter medications must be in the original container with the student's name labeled on it.** Over the counter medication will not be given contrary to the labeled directions unless specifically instructed by a physician. **No medication prescribed or over the counter, will be administered without the parent's written permission.** **If the written permission form is not on file in the office, the parent may choose to come to the office to administer the necessary medication in person.**

Students are not to have medication of any type on their person at any time. All medication should be dropped off at the school office by the parent or other responsible adult. This policy includes inhalers, cough drops, etc. St. Bernard School will allow students to carry such items on their person **only when instructed in writing by the student's physician.**

When necessary, ice will be applied to bumps and scrapes for the student's comfort and to reduce swelling. Peppermint will be offered to soothe minor upset stomachs at the discretion of the school staff. Minor cuts and abrasions will be washed and covered with a Band-Aid. If the parent wishes that their child not receive this minor first aid, they should notify the school office in writing.

Attempts will be made to contact the parent before any additional first aid is administered unless in cases of emergency. In such a case, procedures will be followed as stipulated by the parent on the Emergency Medical Authorization Form.

## Special Needs

It is the responsibility of the parent to make the school aware of any special needs of the child. This includes but is not limited to allergies, dietary concerns, and seizures. The school should be made aware of these conditions and steps of remediation in writing.

## Child Abuse

Any school personnel having a reason to believe that a child enrolled in St. Bernard school has suffered any wound, injury, disability, or condition of such nature as to reasonably indicate abuse or neglect will immediately report to the principal and to a municipal or county authority by phone, in person, or in writing.

## AIDS Policy

Each instance of Acquired Immune Deficiency Syndrome (AIDS) involving a student or employee shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and being, and individual privacy and needs.

## Pregnancy Policy

Premarital sexual activity is immoral and against the teaching of the Catholic Church. Giving consideration to the age group St. Bernard serves, it is important to use discretion in dealing with student pregnancy. The decisions made regarding student pregnancy are for the benefit of the students and parents as well as the entire student body. If the father of the child is a St. Bernard student, he will also be bound by the same policy as the student mother. The decision to admit or retain a student in the school who has become pregnant or caused another student to become pregnant will be made by the pastor and/or principal after all involved parties have been consulted. Each occurrence calls for an individual decision based upon the principles of the Christian charity. (Approved by the Education Commission April 2006)

## Sexual Harassment Policy

Mutual respect of those attending St. Bernard school is expected. Any disrespect by students is considered unacceptable and inappropriate. Harassment and harassment of a sexual nature will not be tolerated. Appropriate actions will be taken and authorities will be notified if actions of this nature occur.

- Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 and under Title IX under the Education Amendments of 1972.
- The Civil Rights Act of 1991 permits jury trial compensatory damages for pain and suffering and punitive damages.

At St. Bernard School, harassment is defined as, but not limited by, definition to describe words, drawings, gestures, and actions which tend to alarm, intimidate, or abuse (verbally or physically) another person. Sexual harassment is defined as, but not limited by definition, as verbal or written taunting, bullying, intimidating, or other verbal or physical conduct of a sexual nature that constitutes a threat or an annoyance to another person. Examples of harassment/sexual harassment are, but not limited to:

- insults, taunts, or challenges in a manner likely to provoke a violent or disorderly response.
- repeated communications made anonymously or in an offensive language or innuendo.
- subjects another to offensive touching or gesturing
- soliciting sexual activity or references to sexual themes in a manner in which the offender knows or should know is offensive to the listener or observer (Ohio Revised Code)

### ***Procedure for Investigating Complaints or Information Regarding Harassment/Sexual Harassment***

Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner. All allegations of sexual harassment will be taken seriously and promptly investigated. The teacher and/or principal shall take the following steps:

1. The teacher/principal shall promptly and confidentially, look into the incident or circumstances by talking to witnesses or other persons having information.
2. After conducting the initial interviews with witnesses, the teacher/principal shall talk with the alleged about the incident. This helps confirm the fairness of the procedures and if the problem is a misunderstanding, future appearance of impropriety can be prevented.
3. Throughout the investigation a conscious effort will be made to judge the credibility of the information received. In particular, any circumstances which could lead witnesses to give false or substantially biased information must be identified and considered.
4. If the allegation is not yet proven or admitted, the investigator should conduct further investigation until she/he has made a determination or it becomes apparent that further investigation is unlikely to lead to a reliable conclusion.
5. When the investigation confirms that a serious incident has occurred or a pattern constituting harassment has been established, a recommendation for disciplinary action be made based on but not limited to the following:  
The severity of the offense will determine the severity of the consequence. Subsequent offenses will be dealt with on a progressively severe basis.
  - a. Detention will be issued; the amount will be determined by the principal/teacher. Parents will receive written notification in the form of a detention slip.
  - b. Increased detention with a conference consisting of parents/guardian, and Student Support Team (SST).
  - c. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.
  - d. Serious actions would result in the authorities being contacted.

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

### **Emergency Procedures**

In accordance with state regulations, fire drills are held regularly once a month. Tornado drills are also conducted during the months required. The exit route or shelter for each type of drill is posted in each classroom. Students are expected to observe silence and to follow the safety regulations for each type of drill.

#### **Fire**

All students will stay with their class and proceed quietly to assigned area.

#### **Tornado**

Tornado Watch: The schedule will continue as normal. School will be dismissed at the normal time if a watch is in effect. The students will be told to go straight home or directly to the cars.

Tornado Warning: All students will be taken to their designated places of protection. All students will be kept in those areas until an all clear sign is given regardless of what time it is given. When the word is given that it is clear to dismiss, we will either return to the classrooms or dismiss depending upon the time. Parents will be responsible for picking their children up at school in the event busses are missed due to this policy.

## Evacuation

In the event of the need to evacuate the school and grounds of St. Bernard School, arrangements have been made with the transportation department of Northwest Local School District to bus all staff members and students regardless of their district of residence to a safer location based on the particular circumstance.

## Lock Down

Lock down drills will be conducted two times per year. During a lockdown all students will remain in their locked classrooms until an all clear sign is given regardless of what time it is given.

## LUNCHES

The church basement serves as the school's regular lunchroom. Inclement weather will at times restrict the students to eat in their classrooms. **In accordance with our Wellness Policy, students should pack a nutritious snack and lunch. Parents should refrain from packing excessive sweets. CARBONATED BEVERAGES WILL NOT BE PERMITTED DURING LUNCH TIMES.** Such items send mixed and confusing signals to students who should be developing proper health and diet regimens. White and chocolate milk are offered at a minimal cost.

**It is a special treat for a student to receive a fast food lunch from his/her parent. We do not discourage this, however, parents may only bring their child a lunch. CARBONATED BEVERAGES SHOULD NOT BE INCLUDED WITH THIS LUNCH.**

Coordinated by the Parents' Club, a hot lunch program is offered Monday through Friday each week. Each month a menu will be provided. Lunches are ordered and prepaid on a monthly basis. Prepaid lunches will **not** be refunded. This program is not a fundraiser, but is offered for the convenience of the parent and nutrition of the student. The program is subject to cancellation at any time if it is not properly supported and therefore losing money.

## BIRTHDAY TREATS

Due to a number of factors including an increase in the number of students with food allergies, students are not permitted to bring in edible treats for the class on their birthdays. Possible alternatives to birthday treats may be allowed. Please discuss options with your child's homeroom teacher.

## SCHOOL BUS REGULATIONS

While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver. The school bus driver shall be in charge of the bus at all times and shall be responsible for order. Students may be barred from riding the bus if their behavior is deemed inappropriate or unsafe by either the transit authority or the school administration.

## PLAYGROUND REGULATIONS

A certified staff member will be assigned duty whenever the students are at recess. Staff members have great latitude in monitoring the playground in order to provide for the safety of all students. Students must remain in their assigned areas. Students may not leave the school grounds or recess area for any reason without the permission of the playground monitor. Rough playing is never permitted. Great care should be taken that balls are not kicked or thrown at any of the buildings that may cause harm to either the student or structure. Hard balls are not permitted. Kicking of balls is not permitted unless they are of the "Nerf" variety. All footballs used must also be Nerf. Balls may not be kicked or thrown at any student unless it is in keeping with the normal and acceptable rules of the game being played.

## FAMILY LIFE

*Human relationships and sexuality are both very important and sensitive issues. Parents and Church share a common purpose and goal in raising children to be responsible adults and to behave in a manner consistent with Catholic doctrine. To that end, St. Bernard, under the auspice of the Education Commission and pastor, offers In-Control for grades 5-8 and Theology of the Body for our junior high students; the curriculum in grades K-4 has also been expanded to include Theology of the Body. Information regarding these classes will be publicly announced and distributed.*

## PRIVATE PARTIES

Students are certainly welcome to and are encouraged to properly interact with each other outside of the school setting. However, written invitations to private parties should not be distributed at school. This is particularly true when not all of

the students of a given class are invited. We ask that students and parents alike be mindful and respect the often times fragile feelings of all of our students. Included in this handbook are class lists that will assist in the addressing of any invitations.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### ***School Responsibility***

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### ***User Responsibility***

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### ***Disciplinary Action***

The school may take disciplinary action in the event that a student violates the Responsible Use of Technology Policy or other school or Archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

The Archdiocese of Cincinnati and St. Bernard School reserve the right to modify this policy as needed.

## **POLICY PROHIBITING WEAPONS IN THE WORKPLACE**

St. Bernard School will follow the Archdiocese of Cincinnati's policy concerning weapons in the workplace. The policy states:

*The Archdiocese of Cincinnati is committed to providing a safe workplace for its employees and all those who enter its property or premises. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan/Parish property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by the Archdiocese or its administrators, the possession, transfer or use of weapons is prohibited while on Archdiocesan/Parish property or premises, including without limitation, while in Archdiocesan/Parish-owned vehicles. Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, ammunition look-alikes (dummies or duds), explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people.*

*Any Archdiocesan/Parish employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan/Parish property or premises and may be prohibited from future entry to the Archdiocesan/Parish property or premises.*

## **PRINCIPAL'S RIGHT TO AMEND**

The principal of St. Bernard School retains the right to amend this handbook for just cause and clarification. Parents and students will be given prompt written notification if changes are made.

## **PARENTS' ACKNOWLEDGEMENT OF SCHOOL POLICIES**

A copy of this handbook will be distributed to each family with enrolled children at the beginning of each academic year. Each family is required to have a custodial parent sign and return to the school office an acknowledgement form that accompanies the handbook. This form is to confirm that the parent has received the handbook and agrees to be governed by its stated policies. Failure to promptly return this form may result in the retraction of enrollment of the involved child(ren) of that family.

## **PARENTS CLUB**

### **Our Objectives:**

1. To cooperate with the Pastor and the school personnel in activities associated with the school but not included in the regular program of studies.
2. To coordinate the spiritual and educational forces of the home and school in a program of Catholic child training.
3. To offer and fund well-planned programs of interest to parents and school children.
4. To encourage the maintenance of high standards of family life.

## **ROOM PARENTS**

Room parents will be assigned at the beginning of the year.

## **ST. BERNARD ATHLETICS**

St. Bernard Athletic Association meets the 1st Thursday of each month.